

INSTRUCTIONS FOR CREATING SUBFORM: 2.2-HDS-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: RENEWEDGE

STEP 2: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.2-SA-HDS-10: Check set points, trended points, and time schedules. Note and respond as required.

Options: Yes, No

STEP 3: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.2-SA-HDS-4: Check to ensure that the unit is operational and functioning as intended. Restore as required.

Options: Yes, No

STEP 4: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.2-SA-HDS-5: Check to ensure that the strobes and horns are operational. Restore as required.

Options: Yes, No

STEP 5: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.2-SA-HDS-6: Simulate an alarm condition in the system to verify the system is operational. Check that interconnected exhaust fan is activated.

Options: Yes, No

STEP 6: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.2-SA-HDS-6A: If fan does not engage when alarm is simulated, repair connections/relays. If fan, still does not engage, inform HVAC technician responsible for fan maintenance and repair of issue. Restore as required.

Options: Yes, No

STEP 7: Create an Info Text field

Content: RENEWEDGE/TORFI

STEP 8: Create a Single Select field

Contractor: RENEWEDGE/TORFI

Description: 2.2-SA-HDS-8: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No

STEP 9: Create an Info Text field

Content: RENEWEDGE

STEP 10: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.2-SA-HDS-9: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

Options: Yes, No