

INSTRUCTIONS FOR CREATING SUBFORM: 2.16-AHU-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: GSH

STEP 2: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-10: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 3: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-11: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 4: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-12: Check fan blades and fan housing. Clean as needed.

Options: Yes, No

STEP 5: Create an Info Text field

Content: REVIEW DWGS

STEP 6: Create a Single Select field

Contractor: REVIEW DWGS

Description: 2.16-A-AHU-13: Check refrigerant system temperatures. When outside of recommended levels, find and record the cause.

Options: Yes, No

STEP 7: Create an Info Text field

Content: GSH

STEP 8: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-14: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

Options: Yes, No

STEP 9: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-15: Assess field-serviceable bearings. Lubricate as necessary.

Options: Yes, No

STEP 10: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-16: Check for fin damage and evidence of fouling on the refrigeration-cycle indoor heat exchanger, chilled-water-coil heat

exchanger, or steam or hot-water-coil heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

Options: Yes, No

STEP 11: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-17: Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean as needed.

Options: Yes, No

STEP 12: Create an Info Text field

Content: TORFI/GSH

STEP 13: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.16-A-AHU-18: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 14: Create an Info Text field

Content: GSH

STEP 15: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-19: Check condensate pump. Clean, and verify proper operation.

Options: Yes, No

STEP 16: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-20: Inspect exposed ductwork for insulation and vapor barrier for integrity. Record location of damage.

Options: Yes, No

STEP 17: Create a Single Select field

Contractor: GSH

Description: 2.16-A-AHU-9: Check air-filter fit and housing seal integrity. Clean and verify proper fit/ finish.

Options: Yes, No