

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-FD-Semi-Annual

**Follow these steps to create the form fields:**

### **STEP 1: Create a Single Select field**

**Description:** 2.16-SA-FD-2: Check damper for condition, setting, and operation in accordance with NFPA & FDNY. Adjust and lubricate as necessary.

**Options:** Yes, No