

## **INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ACU(TEC)-Semi-Annual-TORFI**

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

### **STEP 1: Create an Info Text field**

**Content:** TORFI

### **STEP 2: Create a Single Select field**

**Description:** 2.16-SA-ACU(TEC)-3: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 2.16-SA-ACU(TEC)-4: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 2.16-SA-ACU(TEC)-5: Check set points, trended points, and time schedules. Note and respond as required.

**Options:** Yes, No