

## INSTRUCTIONS FOR CREATING SUBFORM: 7.5-FM.39VP-Quarterly

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

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

**Description:** 7.5-Q-FM.39VP-1: General Inspection - Interior Remove Trash and sweep floors and stairs

**Options:** Yes, No

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

**Description:** 7.5-Q-FM.39VP-2: General Inspection - Exterior Remove Trash from grounds, stairs, sidewalk, roof, storm drains, ventilation grates. Sweep as needed.

**Options:** Yes, No