## INSTRUCTIONS FOR CREATING SUBFORM: 5.5-M-Quarterly

## Follow these steps to create the form fields:

## STEP 1: Create a Single Select field

Contractor: UFCO

**Description:** 5.5-Q-M-1: Inspect manifold and hose valves to ensure the following:(1) Hose caps are in place and not damaged.(2) Hose threads are not damaged.(3) Valve handles are present and not damaged.(4) Gaskets

are not damaged or showing signs of deterioration.

Options: Yes, No

## STEP 2: Create a Single Select field

Contractor: UFCO

**Description:** 5.5-Q-M-1A: (5) No leaks are present.(6) Valves are not obstructed or otherwise not capable of normal operation. Record locations and components that are damaged, deteriorating or leaking. Remove any

obstructions. Place valve caps in proper position.

Options: Yes, No