

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TBF-Annual

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

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

**Content:** MSC

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

**Description:** 2.16-A-TBF-7: Inspect rotors for dirt accumulation Inspect rotors for dirt accumulation

**Options:** Yes, No

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

**Description:** 2.16-A-TBF-8: Prepare summary report. Fans shall be examined for correct rotation. Measurements of voltage, amperage, and revolutions per minute (rpm) shall be made.

**Options:** Yes, No

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

**Description:** 2.16-A-TBF-8A: Report to include maintenance logs, completed checklist, graphical plots for vibration, shock pulse, bearing and winding temperature trends. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

**Options:** Yes, No