

## INSTRUCTIONS FOR CREATING SUBFORM: 2.3-CH-Monthly

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

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

**Content:** CARRIER

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

**Contractor:** CARRIER

**Description:** 2.3-M-CH-18: VERIFY CONTROL POWER IS ON Controls:  
For seasonal shutdown, do not disconnect control power.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** TORFI/GSH

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

**Contractor:** TORFI/GSH

**Description:** 2.3-M-CH-7: Controls: Perform an Automated Controls test.  
Controls: Record test results. Address any issues during test and re-test as  
necessary.

**Options:** Yes, No