

# INSTRUCTIONS FOR CREATING SUBFORM: -TEC-Annual

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

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

**Content:** REMOVE

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

**Description:** 4.6-A-TEC-2: Verify actuator movement and device response to control output. Lubricate and align as needed. \*task with equipment controlled

**Options:** Yes, No

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

**Description:** 2.16-A-TEC-7: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 4.6-A-TEC-8: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No

## **STEP 5: Create a Single Select field**

**Description:** 2.16-A-TEC-9: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No

## **STEP 6: Create a Single Select field**

**Description:** 2.16-A-TEC-11: Change Automatic Temperature Control (ATC) interface user authentication passwords. Make the change.

**Options:** Yes, No