

INSTRUCTIONS FOR CREATING SUBFORM: -HTR-Quarterly

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: 2.3-Q-HTR-1: Inspect thermal insulation and lagging for damage or missing. Record location of damage or missing insulation/lagging, panel U, circuit U and date.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.3-Q-HTR-2: Inspect thermal insulation water seal and for presence of moisture. Record location of missing water seal and/or presence of moisture, , panel U, circuit U and date.

Options: Yes, No