

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-AHU-Quarterly

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

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

**Content:** GSH

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

**Description:** 2.16-Q-AHU-1: Check for particulate accumulation on filters. Clean or replace as needed to ensure proper operation.

**Options:** Yes, No

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

**Description:** 2.16-Q-AHU-2: Check P-trap. Prime as needed to ensure proper operation.

**Options:** Yes, No

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

**Description:** 2.16-Q-AHU-3: Check drain pan, drain line, coil, and other areas of moisture accumulation for visible signs of biological growth. Clean, and verify proper operation.

**Options:** Yes, No