

## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-MICV-Annual

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

### **STEP 1: Create a Single Select field**

**Description:** 2.4-A-MICV-1: Inspect meter inlet control valve for any leaks, corrosion and seizing. Ensure valve in correct position and correct flow through device. Clean, lubricate and verify proper operation. \*Not BMS related - name only and child to water meter

**Options:** Yes, No