INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ACU-Annual

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-A-ACU-4: Check air-filter fit and housing seal integrity. Clean as needed.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.16-A-ACU-5: Check for damage or evidence of leaks on the indoor refrigeration-cycle heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition. Record location of identified leaks.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 2.16-A-ACU-6: Check fan blades and fan housing. Clean as needed.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 2.16-A-ACU-7: Check refrigerant system temperatures. When outside of recommended levels, find and record the cause.

Options: Yes, No

STEP 6: Create a Single Select field

Description: 2.16-A-ACU-8: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

Options: Yes, No

STEP 7: Create a Single Select field

Description: 2.16-A-ACU-9: Assess field-serviceable bearings. Lubricate and align as needed.

Options: Yes, No

STEP 8: Create a Single Select field

Description: 2.16-A-ACU-10: Check for proper fluid flow. Adjust flow when outside of recommended flow range. When leaking, find and record the location of identified leaks.

Options: Yes, No

STEP 9: Create a Single Select field

Description: 2.16-A-ACU-11: Check drain pan, drain line, coil, and other areas of moisture accumulation for visible signs of biological growth. Clean as needed.

Options: Yes, No

STEP 10: Create a Single Select field

Description: 2.16-A-ACU-12: Check for fin damage and evidence of fouling on the indoor refrigeration-cycle heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

Options: Yes, No

STEP 11: Create a Single Select field

Description: 2.16-A-ACU-13: Check condensate pump. Clean, and verify proper operation.

Options: Yes, No

STEP 12: Create a Single Select field

Description: 2.16-A-ACU-16: Check air-filter fit and housing seal integrity. Clean and verify proper fit/finish.

Options: Yes, No

STEP 13: Create a Single Select field

Description: 2.16-A-ACU-17: Inspect exposed ductwork for insulation and vapor barrier integrity. Record location of damage.

Options: Yes, No