

# INSTRUCTIONS FOR CREATING SUBFORM: 7.9-TRY-E-Quarterly

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

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

**Description:** 7.9-Q-TRY-E-1: Check all Controls and operating mechanisms

**Options:** Yes, No

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

**Description:** 7.9-Q-TRY-E-14: Lubricate transmission

**Options:** Yes, No

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

**Description:** 7.9-Q-TRY-E-15: Lubricate transmission

**Options:** Yes, No

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

**Description:** 7.9-Q-TRY-E-16: Lubricate motorized Trolley gear box

**Options:** Yes, No

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

**Description:** 7.9-Q-TRY-E-18: Inspect wire rope for excessive wear

**Options:** Yes, No

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

**Description:** 7.9-Q-TRY-E-19: Inspect wire rope for excessive wear

**Options:** Yes, No

## **STEP 7: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-2: Check limit switches and brakes Adjust gear limit switch

**Options:** Yes, No

## **STEP 8: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-22: Inspect Wheels

**Options:** Yes, No

## **STEP 9: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-3: Check hook for deformation, chemical damage or cracks

**Options:** Yes, No

## **STEP 10: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-4: Check for loose bolts, screws or nuts

**Options:** Yes, No

## **STEP 11: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-5: Inspect load chain wheels for cracks and excessive wear

**Options:** Yes, No

## **STEP 12: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-6: Inspect for worn, corroded, cracked or distorted parts

**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-7: Check for proper operation of brake Brake Adjustment

**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-8: Inspect for excessive wear of chain

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Description:** 7.9-Q-TRY-E-9: check electrical parts for signs of pitting or any deterioration of controls. Lift switches and push button station

**Options:** Yes, No