

## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-GFWH-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:** 2.4-A-GFWH-5: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-6: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-7: Check for evidence of buildup or fouling, corrosion, or degradation on heat-exchange surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-8: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-9: Check combustion chamber, burner, and flue for deterioration, moisture problems, condensation, and combustion products. Clean, and adjust combustion process for proper operation.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-10: Inspect refractory for damage or wear. Clean combustion-side e.g.s, fire tubes, upper and lower drums. Record location of refractory damage or wear.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-11: Observe burner flame at high load for correct clearance from refractory. Clean and adjust.

**Options:** Yes, No

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

**Description:** 2.4-A-GFWH-12: Verify proper operation of safety devices per manufacturer's recommendations. Clean, lubricate, adjust.

**Options:** Yes, No