

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-AHU-Semi-Annual

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

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

**Description:** 2.7-SA-AHU-6: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

**Options:** Yes, No

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

**Description:** 2.7-SA-AHU-7: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

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

**Description:** 2.7-SA-AHU-8: Check for damage or evidence of leaks on the refrigeration-cycle indoor heat exchanger, chilled-water-coil heat exchanger, or steam or hot-water-coil heat-exchanger surfaces. Record location of identified leaks.

**Options:** Yes, No

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

**Description:** 2.7-SA-AHU-4: Check steam system traps, pumps, strainers, and controls. Clean, and verify proper operation.

**Options:** Yes, No

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

**Description:** 2.7-SA-AHU-5: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No