

INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TVD-Quarterly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: TORFI/GSH

STEP 2: Create a Single Select field

Task Assignment: TORFI/GSH

Description: 2.16-Q-TVD-1: Confirm proper operation of fan and tunnel ventilation dampers Confirm proper operation of fan and tunnel ventilation dampers

Options: Yes, No

STEP 3: Create an Info Text field

Content: GSH

STEP 4: Create a Single Select field

Task Assignment: GSH

Description: 2.16-Q-TVD-2: Inspect damper blades, jamb seals, bearings, linkage trains, actuators Hand wipe with industrial grade degreasing agent, remove all debris

Options: Yes, No

STEP 5: Create a Single Select field

Task Assignment: GSH

Description: 2.16-Q-TVD-3: Inspect blade seals for wear and deterioration Clean damper blade and jamb seals

Options: Yes, No