

## INSTRUCTIONS FOR CREATING SUBFORM: 2.12-PCP-Annual

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

### **STEP 1: Create an Info Text field**

**Content:** CONTRACTOR SPECIFIC

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

**Description:** 2.12-A-PCP-2: Verify pump activation and level device response to control output. Record response. Schedule any repairs as necessary.

**Options:** Yes, No

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

**Description:** 2.12-A-PCP-7: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.12-A-PCP-8: Check to see that software and backup of digital control program is current. Update when it is not current.

**Options:** Yes, No

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

**Description:** 2.12-A-PCP-9: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No