

## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-GFWH-Monthly

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

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

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.4-M-GFWH-14: Inspect temperature-pressure relief valve for any signs of damage, corrosion or leaks.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** REMOVE

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

**Task Assignment:** REMOVE

**Description:** 2.4-M-GFWH-14A: Lift the lever at the top of valve several times until the valve seats properly and operates freely. If it fails to completely reset and continues to release water, replace.

**Options:** Yes, No

### **STEP 5: Create an Info Text field**

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.4-M-GFWH-15: Flush the tank by opening water heater drain valve. Where water is not draining from valve, proceed to remove sediment buildup from tank.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.4-M-GFWH-17: Inspect bottom of tank for sediment accumulations. Proceed to remove sediment buildup from tank.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.4-M-GFWH-21: Inspect tank for lime scale accumulations. Clean any scale from water heater/tank.

**Options:** Yes, No