

## INSTRUCTIONS FOR CREATING SUBFORM: 3.3-FOT-Monthly

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

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

**Description:** 3.3-M-FOT-10: Check fire extinguishers with valid tags. Make note and report findings to LIRR along with recommendations.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-11: Check for no smoking signage in space and ensure is visible and readable. Make note and report findings to LIRR along with recommendations.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-12: Check for valid certificate and that it is posted correctly at office or tank. Make note and report findings to LIRR along with recommendations.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-14: Continuously monitor fuel level in fuel tanks. Fuel Level is required to be maintained at 85% to 95% of the total tank capacity at all times. Add fuel as needed, following manufacturer's guidelines.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-4: Check if fuel gauge is visible at port and if operational. Check markings at gauge to ensure they are readable. Test to ensure they are in good working order.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-5: Check if fill port color/markings is present. If missing, address as required per LIRR.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-6: Check tank markings including product name, capacity, working capacity and Tank ID#. If markings are unreadable or difficult to read, write down information and place it on tank.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-7: Check if there is excessive structural settlement in tank or base. Check for any structural or foundation weakness. Make note and report findings to LIRR along with recommendations.

**Options:** Yes, No

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

**Description:** 3.3-M-FOT-8: Check for proper housekeeping in fuel-oil tank room. Check fill port is free of liquid and debris. Check for any evidence of poor operating procedures (i.e. stains on the floor, storage of inappropriate items, etc.)

**Options:** Yes, No

**STEP 10: Create a Single Select field**

**Description:** 3.3-M-FOT-8A: Check that spill pads have been removed and disposed of properly. Make note of any deficiencies and address befor next scheduled maintenance.

**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Description:** 3.3-M-FOT-9: Check interstitial monitor is operational for double wall tanks. Test to ensure they are in good working order.

**Options:** Yes, No