

INSTRUCTIONS FOR CREATING SUBFORM: 5.4-DV-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: United Fire

STEP 2: Create a Single Select field

Description: 5.4-A-DV-1: Perform main drain test. Check to determine whether there has been a change in the condition of the water supply.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 5.4-A-DV-2: Inspect drain valve for any damage, leakage or corrosion. Record location and type of issue with drain valve.

Options: Yes, No