

# INSTRUCTIONS FOR CREATING SUBFORM: 2.8-AC-Annual

**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:** 2.8-A-AC-2: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.8-A-AC-3: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.8-A-AC-5: Check refrigerant system temperatures. When outside of recommended levels, find and record the cause.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.8-A-AC-6: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.8-A-AC-7: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.8-A-AC-9: Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean as needed.

**Options:** Yes, No

## **STEP 8: Create an Info Text field**

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**Description:** 2.8-A-AC-10: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

## **STEP 10: Create an Info Text field**

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.8-A-AC-11: Check condensate pump. Clean, and verify proper operation.

**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.8-A-AC-13: Inspect exposed ductwork for insulation and vapor barrier for integrity. Record location of damage.

**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.8-A-AC-15: Verify proper operation of safety devices per manufacturer's recommendations. Clean, lubricate, adjust.

**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.8-A-AC-20: Check air-filter fit and housing seal integrity. Clean and verify proper fit/ finish.

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.8-A-AC-21: Check combustion chamber, burner, and flue for deterioration, leaks, moisture problems, condensation, and combustion products. Clean, and adjust combustion process for proper operation. Find and record the location of identified leaks.

**Options:** Yes, No

**STEP 16: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.8-A-AC-22: Check for damage or evidence of leaks on the gas heat section heat-exchanger surfaces. Clean as needed. Find and record the location of identified leaks.

**Options:** Yes, No