

INSTRUCTIONS FOR CREATING SUBFORM: 2.2-HDS-Annual

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 2.2-A-HDS-11: Check the control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 2: Create a Single Select field

Description: 2.2-A-HDS-2: Check that the backup digital control program is current. Update if not current.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.2-A-HDS-3: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

Options: Yes, No