INSTRUCTIONS FOR CREATING SUBFORM: 2.3-RLP-Quarterly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 2.3-Q-RLP-1: For systems designed specifically for humidity

control, measure relative humidity. Clean, lubricate, adjust.

Options: Yes, No

STEP 2: Create a Single Select field

Description: 2.3-Q-RLP-6: Check alarms and alarm history. Note and

respond as required.

Options: Yes, No