

# INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPS-Quarterly

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

## **STEP 1: Create an Info Text field**

**Content:** UNITY

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

**Description:** 3.8-Q-UPS-1: Visual inspection of environment for signs of impact to proper UPS operation

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-2: Verification of proper software versions and all adjustable parameters Update software as needed.

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-3: Verification of proper cooling fan operation

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-4: Verification of proper display of system values

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-5: Review event/fault history menus Documents and advise customer of all findings

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-8: Inspect battery connections Repair battery connections as needed

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-9: Visually check for liquid contamination from batteries and capacitors

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-10: Clean and vacuum UPS equipment enclosures

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-11: Perform any additional maintenance according to manufacturer's recommendations

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-12: Documents and advise customer of all findings

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-13: Review equipment operation and vent/fault history with customer

**Options:** Yes, No

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

**Description:** 3.8-Q-UPS-14: Develop a remedial action plan with customer to address major issues

**Options:** Yes, No