

INSTRUCTIONS FOR CREATING SUBFORM: 2.12-SPB-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: GSH/CLEARBROOK

STEP 2: Create a Single Select field

Task Assignment: GSH/CLEARBROOK

Description: 2.12-SA-SPB-1: Inspect sump pit basin for accumulation of grit, dirt, and other solids. Clean sump pit basin as necessary. Shutdown pumps as necessary to perform cleaning.

Options: Yes, No

STEP 3: Create an Info Text field

Content: GSH

STEP 4: Create a Single Select field

Task Assignment: GSH

Description: 2.12-SA-SPB-2: Check the guard rails, guide rails, hatches, ladders, covers, grates, lifting chains and other protections within pump station.

Options: Yes, No

STEP 5: Create a Single Select field

Task Assignment: GSH

Description: 2.12-SA-SPB-2A: Record condition of each item including any damage, corrosion, devices are secure, etc. Secure devices to ensure safety. Schedule replacement of devices as necessary.

Options: Yes, No