# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ACU(TEC)-Annual

## Follow these steps to create the form fields:

## STEP 1: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.16-A-ACU(TEC)-10: Verify actuator movement and device

response to control output. Lubricate and align as needed.

Options: Yes, No

## STEP 2: Create a Single Select field

Description: 2.16-A-ACU(TEC)-11: Change Automatic Temperature Contol

(ATC) interface user authentication passwords. Make the change. \*RECOMMEND AGAINST

Options: Yes, No

## STEP 3: Create a Single Select field

**Description:** 2.16-A-ACU(TEC)-6: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

### STEP 4: Create a Single Select field

**Description:** 2.16-A-ACU(TEC)-7: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

## STEP 5: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.16-A-ACU(TEC)-8: Check to see that backup of digital

control program is current. Update when it is not current.

Options: Yes, No

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

Description: 2.16-A-ACU(TEC)-9: Check battery backup and verify proper

operation. Clean and maintain batteries as needed.

Options: Yes, No