# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TEF-Semi-Annual

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

### STEP 1: Create a Single Select field

**Description:** 2.16-SA-TEF-1: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

Options: Yes, No

## STEP 2: Create a Single Select field

**Description:** 2.16-SA-TEF-6: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

Options: Yes, No

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

Description: 2.16-SA-TEF-7: Check control system and devices for

evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No