# INSTRUCTIONS FOR CREATING SUBFORM: 2.8-CUH-Semi-Annual

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

### STEP 1: Create a Single Select field

**Description:** 2.8-SA-CUH-2: 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:** 2.8-SA-CUH-3: Clean housing, and tighten connections as

needed. Clean or replace air filter.

Options: Yes, No

## STEP 3: Create a Single Select field

Description: 2.8-SA-CUH-7: Check unit heater for dirt and debris. Clean as

needed.

Options: Yes, No

## STEP 4: Create a Single Select field

**Description:** 2.8-SA-CUH-1: Check control system, thermostats and devices

for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No