

INSTRUCTIONS FOR CREATING SUBFORM: 2.7-FCU-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: REVIEW DWGS

STEP 2: Create a Single Select field

Contractor: REVIEW DWGS

Description: 2.7-SA-FCU-21: 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 an Info Text field

Content: GSH

STEP 4: Create a Single Select field

Contractor: GSH

Description: 2.7-SA-FCU-3: Check steam system traps, water valves, pumps, and controls. Clean, and verify proper operation. Redundant - perform under task FCU-4

Options: Yes, No

STEP 5: Create an Info Text field

Content: TORFI/GSH

STEP 6: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.7-SA-FCU-4: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No

STEP 7: Create an Info Text field

Content: GSH

STEP 8: Create a Single Select field

Contractor: GSH

Description: 2.7-SA-FCU-5: 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 9: Create a Single Select field

Contractor: GSH

Description: 2.7-SA-FCU-6: Check for damage or evidence of leaks on the refrigeration-cycle indoor heat exchanger, chilled-water-coil heat exchanger, or steam or hot-water-coil heat-exchanger surfaces.

Options: Yes, No

STEP 10: Create a Single Select field

Contractor: GSH

Description: 2.7-SA-FCU-6A: Clean and restore as needed to ensure acceptable condition. Find and record the location of identified leaks.

Options: Yes, No

