

## **INSTRUCTIONS FOR CREATING SUBFORM: 2.16-SPF-Annual**

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

### **STEP 1: Create an Info Text field**

**Content:** GSH

### **STEP 2: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-10: Inspect exposed ductwork. Record location of damage

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.16-A-SPF-11: Inspect Flexible connections Clean as needed

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-12: Inspect seismic restrants Clean as needed

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-13: Run fan for 15 minutes Check all componets for proper operation

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.16-A-SPF-4: Check fan drive for problems due to poor alignment or poor bearing seating Adjust and lubricate as necessary

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-5: Check fan blades and fan housing. Fans shall be examined for correct rotation. Measurements of voltage, amperage, and revolutions per minute (rpm) shall be made.

**Options:** Yes, No

### **STEP 8: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-5A: Clean as needed. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

**Options:** Yes, No

### **STEP 9: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-6: Assess field-serviceable bearings Lubricate as necessary

**Options:** Yes, No

**STEP 10: Create an Info Text field**

**Content:** TORFI/GSH

**STEP 11: Create a Single Select field**

**Contractor:** TORFI/GSH

**Description:** 2.16-A-SPF-7: Check control box for dirt, debris, and/or loose terminations Clean and tighten electrical connections as needed.

**Options:** Yes, No

**STEP 12: Create an Info Text field**

**Content:** GSH

**STEP 13: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-8: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-SPF-9: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No