

## INSTRUCTIONS FOR CREATING SUBFORM: 2.14-SPB-Semi-Annual

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

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

**Content:** GSH/CLEARBROOK

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

**Task Assignment:** GSH/CLEARBROOK

**Description:** 2.14-SA-SPB-1: Inspect sump pit basin for accumulation of grit, dirt, and other solids. Clean sump pit basin as necessary. Shutdown pumps as necessary to perform cleaning.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.14-SA-SPB-2: Check the guard rails, guide rails, hatches, ladders, covers, grates, lifting chains and other protections within pump station.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.14-SA-SPB-2A: Record condition of each item including any damage, corrosion, devices are secure, etc. Secure devices to ensure safety. Schedule replacement of devices as necessary.

**Options:** Yes, No