

## INSTRUCTIONS FOR CREATING SUBFORM: 4.6-TEC-Annual

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

### **STEP 1: Create a Single Select field**

**Description:** 4.6-A-TEC-2: Verify actuator movement and device response to control output. Lubricate and align as needed. \*task with equipment controlled

**Options:** Yes, No

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

**Contractor:** TORFI

**Description:** 4.6-A-TEC-6: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Contractor:** TORFI

**Description:** 4.6-A-TEC-7: Check to see that software and backup of digital control program is current. Update when it is not current.

**Options:** Yes, No

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

**Description:** 4.6-A-TEC-8: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No