

# INSTRUCTIONS FOR CREATING SUBFORM: 2.2-HDS-Semi-Annual

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

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

**Content:** RENEWEDGE

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

**Task Assignment:** RENEWEDGE

**Description:** 2.2-SA-HDS-4: Check to ensure that the unit is operational and functioning as intended. Restore as required.

**Options:** Yes, No

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

**Task Assignment:** RENEWEDGE

**Description:** 2.2-SA-HDS-5: Check to ensure that the strobes and horns are operational. Restore as required.

**Options:** Yes, No

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

**Task Assignment:** RENEWEDGE

**Description:** 2.2-SA-HDS-6: Simulate an alarm condition in the system to verify the system is operational. Check that interconnected exhaust fan is activated. If fan does not engage when alarm is simulated, repair connections/relays. If fan, still does not engage, inform HVAC technician responsible for fan maintenance and repair of issue. Restore as required.

**Options:** Yes, No

## **STEP 5: Create an Info Text field**

**Content:** TORFI/RENEWEDGE

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

**Task Assignment:** TORFI/RENEWEDGE

**Description:** 2.2-SA-HDS-8: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

## **STEP 7: Create an Info Text field**

**Content:** RENEWEDGE

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

**Task Assignment:** RENEWEDGE

**Description:** 2.2-SA-HDS-9: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

**Options:** Yes, No

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

**Task Assignment:** RENEWEDGE

**Description:** 2.2-SA-HDS-10: Check set points, trended points, and time schedules. Note and respond as required.

**Options:** Yes, No