

INSTRUCTIONS FOR CREATING SUBFORM: 2.3-CT-Monthly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: CHEMAQUA

STEP 2: Create a Single Select field

Task Assignment: CHEMAQUA

Description: 2.3-M-CT-1: Perform chemical testing of system water. Treat as needed to ensure water chemistry and freeze protection target levels are being maintained.

Options: Yes, No

STEP 3: Create a Single Select field

Task Assignment: CHEMAQUA

Description: 2.3-M-CT-2: Check conductivity and other sensors for proper readings. Clean, and verify proper operation.

Options: Yes, No

STEP 4: Create an Info Text field

Content: GSH

STEP 5: Create a Single Select field

Task Assignment: GSH

Description: 2.3-M-CT-19: Clean pan strainer.

Options: Yes, No

STEP 6: Create an Info Text field

Content: CHEMAQUA

STEP 7: Create a Single Select field

Task Assignment: CHEMAQUA

Description: 2.3-M-CT-21: Check bleed-off valve to make sure it is operative.

Options: Yes, No

STEP 8: Create an Info Text field

Content: GSH

STEP 9: Create a Single Select field

Task Assignment: GSH

Description: 2.3-M-CT-22: Check water distribution system and spray pattern.

Options: Yes, No

STEP 10: Create a Single Select field

Task Assignment: GSH

Description: 2.3-M-CT-27: Check belt tension. Adjust belt tension.

Options: Yes, No

STEP 11: Create a Single Select field

Task Assignment: GSH

Description: 2.3-M-CT-29: Check fan screens, inlet louvers and fans. Remove any dirt or debris.

Options: Yes, No

STEP 12: Create a Single Select field

Task Assignment: GSH

Description: 2.3-M-CT-31: Check AXS (crossflow) hot water basins for debris and corrosion. Clean as necessary.

Options: Yes, No

STEP 13: Create a Single Select field

Task Assignment: GSH

Description: 2.3-M-CT-39: Vibration Switch (mechanical) – Inspect enclosure for loose wiring and moisture. Vibration Switch – Adjust the sensitivity

Options: Yes, No