

## INSTRUCTIONS FOR CREATING SUBFORM: 3.4-LVXFMR-Annual

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

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

**Contractor:** UNITY

**Description:** 3.4-A-LVXFMR-1: Visually inspect ventilation grills/louvers for dirt, debris and ventilation obstructions Vacuum and wipe down grills louvers to remove dust and debris. Remediate any obstructions

**Options:** Yes, No