

## **INSTRUCTIONS FOR CREATING SUBFORM: 2.7-SF-Semi-Annual**

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

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

**Description:** 2.7-SA-SF-1: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-10: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-11: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-12: Inspect flexible connections. Clean as needed.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-2: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-4: Check fan drive for problems due to poor alignment or poor bearing seating. Adjust and lubricate as necessary.

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Description:** 2.7-SA-SF-5: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-6: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.7-SA-SF-7: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

### **STEP 10: Create a Single Select field**

**Description:** 2.7-SA-SF-8: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Description:** 2.7-SA-SF-9: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Description:** 2.7-SA-SF-3: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No