# **INSTRUCTIONS FOR CREATING SUBFORM:** 2.16-TVF-Quarterly

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

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

Description: 2.16-Q-TVF-1: Visual inspection of fan and connecting ductwork Visual inspect condition of fans and connecting ductwork, check all connections and fastenings for tightness

Options: Yes, No

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

Description: 2.16-Q-TVF-2: Operational inspection of fan Run fan for 15 minutes and collect data for vibration, shock pulse levels for motor bearing, motor bearing temperature, motor winding temperature, motor voltage and

Options: Yes, No

## STEP 3: Create a Single Select field

Description: 2.16-Q-TVF-3: Check motor bearing grease levels Check

motor bearing grease levels

Options: Yes, No

# STEP 4: Create a Single Select field

Description: 2.16-Q-TVF-4: Check that all electrical connections are tight

Check that all electrical connections are tight

Options: Yes, No

## STEP 5: Create a Single Select field

Description: 2.16-Q-TVF-5: Check impeller clearances and fan alignment

Check impeller clearances and fan alignment

Options: Yes, No

Options: Yes, No

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

Description: 2.16-Q-TVF-6: Perform a dielectric test on fan motor to test integrity of winding insulation Perform a dielectric test on fan motor to test integrity of winding insulation