

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-MD-Semi-Annual

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

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

**Content:** TORFI/GSH

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

**Contractor:** TORFI/GSH

**Description:** 2.7-SA-MD-1: Check damper for condition, setting, and operation. Dampers shall be tested for function in their installed condition.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** REVIEW DWGS

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

**Contractor:** REVIEW DWGS

**Description:** 2.7-SA-MD-1A: Adjust and lubricate as necessary. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

**Options:** Yes, No