

INSTRUCTIONS FOR CREATING SUBFORM: 2.8-HTG-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: 2.8-SA-HTG-1: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No

STEP 3: Create an Info Text field

Content: GSH

STEP 4: Create a Single Select field

Contractor: GSH

Description: 2.8-SA-HTG-3: Check baseboard/radiant panel for dust, dirt and debris. Clean as needed.

Options: Yes, No