

## INSTRUCTIONS FOR CREATING SUBFORM: 2.3-REF-Semi-Annual

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

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

**Content:** GSH

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

**Contractor:** GSH

**Description:** 2.3-SA-REF-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 3: Create an Info Text field**

**Content:** REVIEW DWGS

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

**Contractor:** REVIEW DWGS

**Description:** 2.3-SA-REF-5: 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 5: Create an Info Text field**

**Content:** RENEWEDGE

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

**Contractor:** RENEWEDGE

**Description:** 2.3-SA-REF-6: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No