# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ECH-Annual

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

### STEP 1: Create a Single Select field

**Description:** 2.16-A-ECH-4: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

## STEP 2: Create a Single Select field

Description: 2.16-A-ECH-5: Check motor contactor for pitting or other signs

of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

### STEP 3: Create a Single Select field

Description: 2.16-A-ECH-6: Check fan blades and fan housing. Clean as

needed.

Options: Yes, No