

## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-SWH-Quarterly

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

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

**Content:** GSH

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

**Description:** 2.4-Q-SWH-1: Inspect blowdown or drain valve. Clear all debris to ensure proper operation. Clean, and verify proper operation.

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 2.4-Q-SWH-2: Check for evidence of leakage of fuel supply and heat transfer fluid. Record location of identified leaks.

**Options:** Yes, No

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

**Description:** 2.4-Q-SWH-3: Check steam pressure, steam valve operation, and condensate pump operation. Clean, and verify proper operation.

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Description:** 2.4-Q-SWH-13: Inspect pressure and temperature gauges. Record any damage or issues with gauges.

**Options:** Yes, No

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

**Description:** 2.4-Q-SWH-15: Inspect inlet, outlet and return lines. Record any damage or issues with lines.

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Description:** 2.4-Q-SWH-16: Inspect manual shutoff valves. Record any leaks, damage or corrosion.

**Options:** Yes, No

### **STEP 8: Create a Single Select field**

**Description:** 2.4-Q-SWH-17: Inspect water and operating temperatures. Record temperatures. Make necessary adjustments.

**Options:** Yes, No

### **STEP 9: Create a Single Select field**

**Description:** 2.4-Q-SWH-19: Inspect expansion tank. Record any damage, leaks or corrosion.

**Options:** Yes, No