

## INSTRUCTIONS FOR CREATING SUBFORM: 2.12-PCP-Semi-Annual

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

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

**Content:** CONTRACTOR SPECIFIC

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

**Description:** 2.12-SA-PCP-4: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

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

**Description:** 2.12-SA-PCP-5: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

**Options:** Yes, No

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

**Description:** 2.12-SA-PCP-6: Check set points, trended points, and time schedules as a basis for field inspection of mechanical equipment. Note and respond as required.

**Options:** Yes, No