

## INSTRUCTIONS FOR CREATING SUBFORM: 7.3-CLGSUSPMTL-Bi-Annual

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

### **STEP 1: Create a Single Select field**

**Contractor:** GMS

**Description:** 7.3-BA-CLGSUSPMTL: 12.Suspended Ceilings – Visually Inspect for staining of the ceiling panels, excessive deflection of the ceiling, and hanger rods and support system (inspection will require removal of sufficient ceiling panels to view above ceiling).

**Options:** Yes, No