

INSTRUCTIONS FOR CREATING SUBFORM: 2.8-ACU-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

Task Assignment: GSH

Description: 2.8-SA-ACU-2: Check drain pan, drain line, coil, and other areas of moisture accumulation for visible signs of biological growth. Clean as needed.

Options: Yes, No

STEP 3: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-3: Check for fin damage, refrigerant leaks and evidence of fouling on the indoor/outdoor refrigeration-cycle heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition. Record location of identified leaks.

Options: Yes, No

STEP 4: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-4: Check condensate pump. Clean, and verify proper operation.

Options: Yes, No

STEP 5: Create an Info Text field

Content: TORFI/GSH

STEP 6: Create a Single Select field

Task Assignment: TORFI/GSH

Description: 2.8-SA-ACU-5: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 7: Create an Info Text field

Content: GSH

STEP 8: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-6: Check condition, setting, and operation of damper motors. Adjust and lubricate as necessary.

Options: Yes, No

STEP 9: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-7: Check air-filter fit and housing seal integrity. Clean and verify proper fit/finish.

Options: Yes, No

STEP 10: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-8: Inspect exposed ductwork for insulation and vapor barrier integrity. Record location of damage.

Options: Yes, No

STEP 11: Create an Info Text field

Content: TORFI/GSH

STEP 12: Create a Single Select field

Task Assignment: TORFI/GSH

Description: 2.8-SA-ACU-9: Check control system, thermostat and devices for evidence of improper operation. Check control box for dirt, debris, and/or loose terminations. Clean, lubricate, adjust. Tighten electrical connections as needed.

Options: Yes, No

STEP 13: Create an Info Text field

Content: GSH

STEP 14: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-10: Check P-trap drain. Prime as needed to ensure proper operation.

Options: Yes, No

STEP 15: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-11: Check open drive couplings, bearings, and seals for evidence of wear or alignment problems. Lubricate and align as needed.

Options: Yes, No

STEP 16: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-12: Check fan blades and fan housing. Clean as needed.

Options: Yes, No

STEP 17: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-13: Check refrigerant system pressures or temperatures. When outside of recommended levels, find and record the cause. Rectify issue where possible, reach out to manufacturer as necessary.

Options: Yes, No

STEP 18: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-14: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

Options: Yes, No

STEP 19: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-15: Assess field-serviceable bearings. Lubricate and align as needed.

Options: Yes, No

STEP 20: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-16: Check low ambient head pressure control sequence for proper operation. Clean and adjust components or modify software/algorithm to ensure proper operation.

Options: Yes, No

STEP 21: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-17: Check compressor oil level and/or pressure on refrigerant systems having oil level and/or pressure measurement means. When outside of recommended levels, find and record the cause.

Options: Yes, No

STEP 22: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-18: 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 23: Create a Single Select field

Task Assignment: GSH

Description: 2.8-SA-ACU-20: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No