

## INSTRUCTIONS FOR CREATING SUBFORM: 7.4-CON-Annual

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

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

**Content:** UBM

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

**Description:** 7.4-A-CON-5: Strip & Re-seal Terrazzo Floor

**Options:** Yes, No

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

**Description:** 7.4-A-CON-7: Seal Granite and Marble Floor

**Options:** Yes, No

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

**Description:** 7.4-A-CON-8: Clean Bronze Fixures

**Options:** Yes, No

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

**Description:** 7.4-A-CON-11: Clean & Buff Stainless Steel and Aluminum

**Options:** Yes, No

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

**Description:** 7.4-A-CON-16: Non-glass Walls Cleaning

**Options:** Yes, No