INSTRUCTIONS FOR CREATING SUBFORM: 2.16-SPF-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: 2.16-A-SPF-4: Check fan drive for problems due to poor alignment or poor bearing seating Adjust and lubricate as necessary

Options: Yes, No

STEP 3: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-5: Check fan blades and fan housing. Fans shall be examined for correct rotation. Measurements of voltage, amperage, and revolutions per minute (rpm) shall be made.

Options: Yes, No

STEP 4: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-5A: Clean as needed. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

Options: Yes, No

STEP 5: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-6: Assess field-serviceable bearings Lubricate as necessary

Options: Yes, No

STEP 6: Create an Info Text field

Content: TORFI/GSH

STEP 7: Create a Single Select field

Task Assignment: TORFI/GSH

Description: 2.16-A-SPF-7: Check control box for dirt, debris, and/or loose terminations Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 8: Create an Info Text field

Content: GSH

STEP 9: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-8: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 10: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-9: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

Options: Yes, No

STEP 11: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-10: Inspect exposed ductwork. Record location of damage

Options: Yes, No

STEP 12: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-11: Inspect Flexible connections Clean as needed

Options: Yes, No

STEP 13: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-12: Inspect seismic restrants Clean as needed

Options: Yes, No

STEP 14: Create a Single Select field

Task Assignment: GSH

Description: 2.16-A-SPF-13: Run fan for 15 minutes Check all componets for proper operation

Options: Yes, No