

## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-EWC-Monthly

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

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

**Contractor:** GSH

**Description:** 2.4-M-EWC-1: Check filter status with filter indication light. Replace filter if expired.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.4-M-EWC-2: Check supply valve to ensure it is open and free from leaks and/or damage. Open supply valve if closed. Record location of damage.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.4-M-EWC-3: Check bubbler for excessive splatters when contacting bowl. Unscrew bubbler nozzle and flush with clean water.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.4-M-EWC-4: Verify that compressor is operating. Plug in compressor to power supply if unplugged.

**Options:** Yes, No