

# INSTRUCTIONS FOR CREATING SUBFORM: 2.7-VAV-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:** 2.7-A-VAV-4: Check for proper fluid flow. Adjust flow when outside of recommended flow range. When leaking, find and record the location of identified leaks.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.7-A-VAV-5: Check air-filter fit and housing seal integrity. Clean as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.7-A-VAV-6: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.7-A-VAV-7: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

**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:** 2.7-A-VAV-8: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

## **STEP 8: Create an Info Text field**

**Content:** GSH

## **STEP 9: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.7-A-VAV-9: Inspect areas of moisture accumulation for biological growth. If present, clean.

**Options:** Yes, No

## **STEP 10: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.7-A-VAV-10: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

**Options:** Yes, No