# **INSTRUCTIONS FOR CREATING SUBFORM:** 2.4-RP-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

Description: 2.4-A-RP-3: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

## STEP 3: Create a Single Select field

Description: 2.4-A-RP-4: Check pump drive for wear or problems due to poor alignment or poor bearing seating. Lubricate and adjust, and record evidence of wear.

Options: Yes, No.

## STEP 4: Create a Single Select field

Description: 2.4-A-RP-5: Check for proper fluid flow. Clean, adjust, and repair as needed to restore proper flow. Clean, adjust, as needed to restore proper flow.

Options: Yes, No

## STEP 5: Create a Single Select field

Description: 2.4-A-RP-6: Assess field-serviceable bearings. Lubricate as necessary.

Options: Yes, No

### STEP 6: Create a Single Select field

Description: 2.4-A-RP-7: Check insulation, vibration isolators, and flexible connectors for integrity. Clean as needed. Record location of damage.

Options: Yes, No