

## INSTRUCTIONS FOR CREATING SUBFORM: 2.3-CH-Annual

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

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

**Content:** CARRIER

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

**Contractor:** CARRIER

**Description:** 2.3-A-CH-1: Check variable-frequency drive for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter. Change VFD refrigerant strainer.

**Options:** Yes, No

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

**Contractor:** CARRIER

**Description:** 2.3-A-CH-10: Condenser: Inspect condenser tubes. Inspect relief valves. Verify water pressure differential. Condenser: Replace refrigerant filter/drier. Clean condenser tubes. Leak test.

**Options:** Yes, No

### **STEP 4: Create an Info Text field**

**Content:** GSH

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

**Contractor:** GSH

**Description:** 2.3-A-CH-16: FLUSH TUBES FOR CORROSION RESISTANCE Cooler: For seasonal shutdown - Isolate and drain waterbox. Remove waterbox cover from one end. Use compressed air to clear tubes.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.3-A-CH-17: FLUSH TUBES FOR CORROSION RESISTANCE Condenser: For seasonal shutdown - Isolate and drain waterbox. Remove waterbox cover from one end. Use compressed air to clear tubes.

**Options:** Yes, No

### **STEP 7: Create an Info Text field**

**Content:** CARRIER

### **STEP 8: Create a Single Select field**

**Contractor:** CARRIER

**Description:** 2.3-A-CH-2: Check control box for dirt, debris, and/or loose terminations. Check pressure transducers. Confirm accuracy of thermistors. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Contractor:** CARRIER

**Description:** 2.3-A-CH-3: Check refrigerant system pressures and/or temperatures. When outside of recommended levels, find and record the cause.

**Options:** Yes, No

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

**Contractor:** CARRIER

**Description:** 2.3-A-CH-4: Check for evidence of build-up, fouling, corrosion, or degradation on heat exchange surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Contractor:** CARRIER

**Description:** 2.3-A-CH-5: Check for proper fluid flow and for fluid leaks. Adjust flow when outside of recommended flow range. When leaking, find and record the location of identified leaks.

**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Contractor:** CARRIER

**Description:** 2.3-A-CH-8: Compressor: Change oil filter. Send oil sample out for analysis. Change oil if required by analysis. Leak test.

**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Contractor:** CARRIER

**Description:** 2.3-A-CH-9: Cooler: Inspect cooler tubes. Inspect relief valves. Verify water pressure differential. Cooler: Clean cooler tubes. Leak test.

**Options:** Yes, No