

# INSTRUCTIONS FOR CREATING SUBFORM: 7.3-MECHANICAL EQUIPMENT ROOM-Bi-Annual

Follow these steps to create the form fields:

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

**Description:** 7.3-BA-MECHANICAL EQUIPMENT ROOM-1: INSPECT ALL STRUCTURAL COMPONENTS (FLOORS, WALLS, CEILINGS) OF ASSET AS PER INSPECTION TASK NOTES IN ATTACHMENT 4.

**Options:** Yes, No