

## INSTRUCTIONS FOR CREATING SUBFORM: 2.9-ACU-Semi-Annual

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

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

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**Description:** 2.9-SA-ACU-6: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.9-SA-ACU-7: Check condition, setting, and operation of damper motors. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**Description:** 2.9-SA-ACU-10: Check control system, thermostat and devices for evidence of improper operation. Check control box for dirt, debris, and/or loose terminations. Clean, lubricate, adjust. Tighten electrical connections as needed.

**Options:** Yes, No

### **STEP 6: Create an Info Text field**

**Content:** GSH

### **STEP 7: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.9-SA-ACU-11: Check P-trap drain. Prime as needed to ensure proper operation.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.9-SA-ACU-20: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

**Options:** Yes, No