

## INSTRUCTIONS FOR CREATING SUBFORM: 2.14-SP-Semi-Annual

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

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

**Description:** 2.14-SA-SP-1: Inspect pumps and associated electrical components. Check electrical cabinet and junction boxes to ensue they are clean and dry.

**Options:** Yes, No

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

**Description:** 2.14-SA-SP-1A: Record status of electrical cabinet/junction boxes including whether they are dirty, wet or damaged. Clean and dry as needed. If wet, schedule corrective action to adresss water. Verify proper operation.

**Options:** Yes, No