

INSTRUCTIONS FOR CREATING SUBFORM: 2.3-REF-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

Task Assignment: GSH

Description: 2.3-A-REF-2: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

Options: Yes, No

STEP 3: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-3: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 4: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-4: Inspect flexible connections. Clean as needed.

Options: Yes, No

STEP 5: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-7: Check fan drive for problems due to poor alignment or poor bearing seating. Adjust and lubricate as necessary.

Options: Yes, No

STEP 6: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-8: Check fan blades and fan housing. Clean as needed.

Options: Yes, No

STEP 7: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-9: Assess field-serviceable bearings. Lubricate as necessary.

Options: Yes, No

STEP 8: Create an Info Text field

Content: RENEWEDGE

STEP 9: Create a Single Select field

Task Assignment: RENEWEDGE

Description: 2.3-A-REF-10: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 10: Create an Info Text field

Content: GSH

STEP 11: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-11: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 12: Create a Single Select field

Task Assignment: GSH

Description: 2.3-A-REF-12: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

Options: Yes, No