

## INSTRUCTIONS FOR CREATING SUBFORM: 3.2-ATS.400-Annual

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

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

**Content:** UNITY

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

**Description:** 3.2-A-ATS.400-12: Replace eroded arcing contacts, if necessary.

**Options:** Yes, No

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

**Description:** 3.2-A-ATS.400-13: Adjust main and arcing contacts for simultaneous breaking in accordance with the manufacturer's procedure.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 3.2-A-ATS.400-14: Remove old lubricant residues, then lubricate the transfer switch mechanisms and their associated devices and linkages as specified by the manufacturer.

**Options:** Yes, No

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

**Description:** 3.2-A-ATS.400-15: Operate the ATS manually to verify proper function.

**Options:** Yes, No

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

**Description:** 3.2-A-ATS.400-16: Check for the proper settings for voltage and frequency sensing, pickup, and dropout features for both normal and emergency power, as well as settings for all timing functions.

**Options:** Yes, No

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

**Description:** 3.2-A-ATS.400-17: Clean the top, bottom, and doors of the ATS enclosure.

**Options:** Yes, No

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

**Description:** 3.2-A-ATS.400-18: If authorized and coordinated by the facility manager, test the re-energized ATS by switching from the normal source to the emergency source and back to verify proper function under load.

**Options:** Yes, No