

**University of Central Florida  
Minor Fire Alarm Service  
Personnel Training Overview State Employees**

This form is to document the training provided and skills acknowledged by UCF Maintenance staff and other UCF personnel to perform the specified fire alarm duties outlined below. A new form is required for each new training, added skill, and periodic refresher. Complete all signatures at the bottom and send the original signed form to the EH&S Fire Safety Coordinator, keep personal and departmental copies as needed. Staff performing fire drills only need to complete just the "\*" items.

**Please Print Legibly:**

<b>UCF Employee Name:</b>	<b>ID #:</b>
<b>Date of Training:</b>	<b>UCF Department:</b>
<b>Instructor Name:</b>	<b>Inst. Company:</b>
<b>Type of Fire Alarm System Covered:</b>	

Do not check or initial skills for services not trained to perform.

Task	Satisfactory	Employee Initial	Instructor Initial
<b>Basic</b>			
*Explained how to initiate and reset alarms for fire drill exercises.	<input type="checkbox"/>		
*Explained how to reset pull stations.	<input type="checkbox"/>		
*Explained how to make voice announcements (if applicable).	<input type="checkbox"/>		
Explained how to reset false alarms after confirmed by the appropriate authority.	<input type="checkbox"/>		
Explained how to reset smoke evac systems where applicable.	<input type="checkbox"/>		
Explained how to read system LED display and address maps to identify device and location. Any discrepancies discovered to be noted and forwarded for appropriate program update.	<input type="checkbox"/>		
Explained how to log ALL repairs and incidents in the system logbook.	<input type="checkbox"/>		
Explained how to properly fill out and affix a panel tag to indicate ALL local services performed.	<input type="checkbox"/>		
Explained when and how to perform reacceptance testing on any replaced devices and how to properly fill out required documentation.	<input type="checkbox"/>		
Explained how to clean, reinstall and or swap dirty detector heads only (not bases).	<input type="checkbox"/>		
Explained how to replace and date batteries.	<input type="checkbox"/>		
<b>Advanced</b>			
Explained how to program out a trouble device which may include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Call for fire watch if lack of device will cause a major impairment of building coverage.</li> <li><input type="checkbox"/> Call for outside vendor services.</li> <li><input type="checkbox"/> Call AHJ to report system impairment.</li> </ul>	<input type="checkbox"/>		
Explained how to bypass limited devices to accommodate ongoing contractor work in the facility. Verify fire watch provided by contractor until system is returned to normal condition.	<input type="checkbox"/>		
Explained how to reinstall whole damaged detectors and bases.	<input type="checkbox"/>		
Explained how to check for system shorts or lightning damage.	<input type="checkbox"/>		

By signing the below the employee and supervisor agree that the employee has adequately demonstrated the skills checked off above to be performed under the scope of normal work duties.

	Signature	Date
<b>Employee</b>		
<b>Supervisor</b>		