

## Training and Orientation Record

<b>Portfolio</b>	<b>Portfolio Name</b>	<b>Date</b>
<b>Building ID</b>	<b>Building Name / Location</b>	
<b>Project Name</b>	<b>Project #</b>	
<b>System / Equipment</b>	<b>Specification Section</b>	

**Attendance.** (Manager/ Supervisor signature and number of attendees from department)

**Instructors.**

Trainer	Company	Position/Qualifications

Type	Received	
Orientation of delivered project provided	<b>Yes?</b>	<b>No?</b>
Manufacturer training manuals and/or documentation provided	<b>Yes?</b>	<b>No?</b>
Site demonstration of equipment	<b>Yes?</b>	<b>No?</b>
Classroom presentation	<b>Yes?</b>	<b>No?</b>
Video presentation	<b>Yes?</b>	<b>No?</b>
Question and answer period	<b>Yes?</b>	<b>No?</b>

