



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO4-11

Certification title

Fire Officer 4
ADMINISTRATION
CAPITAL IMPROVEMENT PLAN

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021,
2020 Edition
7.4.4

Task

Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.

Conditions and Outcome

Given strategic planning, capital improvement planning and budgeting, and facility planning, the student shall demonstrate the ability to conduct a needs assessment, to effectively communicate in writing, and to problem solve.

The candidate will complete this task with a minimum of 5 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Define the demographics for the community, its population, and its potential hazards.						
2	Identify any customer and/or community, its populations, and its potential hazards.						
3	Define the specific capital improvement project or program and assign objectives and budget proposal.						
4	Design an assessment tool and analysis for the present program or project.						
5	Define how the jurisdiction will fund the capital project or program.						
6	Present a summary of findings.						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date