

On-Site Orientation Checklist

Employee Name: Melinda Vire

Location: 5110

On-Site Date: 8.7.2020

Staff Initials	Topic	Site Specific
		<p>I have had a thorough tour of the house, yard, and garage.</p> <p>I know where house and client financial information, including receipts are stored.</p> <p>I know where forms are kept.</p> <p>Do I need prior permission to use House Petty Cash? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>What is the house petty cash used for?</p> <p>All spare site keys are kept <u>in the toolbox</u> and I know what to do if they are missing.</p> <p>The toolbox combination(s) is/are <u>N/A</u></p>
		<p>Emergencies and Responsiveness</p> <p>I understand how to use the heating and cooling systems</p> <p>I understand how to use all household appliances</p> <p>If appliances are not working I will call Xcel Energy at () _____ and the manager.</p> <p>If heating or cooling systems are not working I should call Xcel or CenterPoint as indicated by the emergency call list.</p> <p>I know this house has fuses/breakers, where they are located, and how to use them</p> <p>The water shut off valve for the house is located _____</p> <p>The Program Policy and Procedure Manual for Beacon Specialized Living is located _____</p> <p>I have been shown how to reference and use the Policy and Procedure manual.</p> <p>I understand the fire evacuation route and plan and I know where it is posted in the house.</p> <p>I understand where the smoke detectors, carbon monoxide detectors, and fire extinguishers are located and how to use and maintain them.</p> <p>I understand where PPE is stored, how to properly dispose of contaminated items</p> <p>I understand where the flashlights, battery operated radio, first aid kit are located and how to use and maintain them.</p> <p>I replenish First Aid supplies by <u>let Melinda know</u></p>
		<p>Meals and Meal Prep</p> <p>I understand the menu plan and how to follow the directions for meal preparation,</p> <p>If the site runs out of something that was on that day's menu, I know I need to <u>you can get it</u></p>



On-Site Orientation Checklist (Person Specific)

	Financial
<i>MM</i>	I understand what my responsibilities are when I get a paycheck, personal check, check stub, information regarding benefits, or any financial information for this individual.
<i>MM</i>	I understand the money-handling abilities and the financial arrangement for this individual
<i>MM</i>	When assisting this individual in spending their money (either cash or check) how much can be spent before I need the Supervisor or Guardian's permission? _____
	Transportation
<i>MM</i>	I understand the specific information for this individual regarding transportation including where they sit both in personal and company vehicles, behaviors that may be displayed including a plan of action, transferring, positioning, and safety issues including supervision levels and transfer of responsibility.
	Last any specific procedures or practices when this person is a passenger in a vehicle: _____
	Last where this person goes to school or work and which transportation company is used: _____
	I am requesting further training on the following topics in this Site Orientation Section: _____
	I have received training on the information and procedures outlined in this checklist and am willing to assume responsibility for performing the tasks outlined.
	Staff Signature: _____ Date completed: 8/1/20
	Supervisor Signature: _____
	I have reviewed the information and procedures outlined in this checklist with the employee.