



On-Site Orientation Checklist

Employee Name:

Location:

On-Site Date:

Jannah Musso
Forest Lake
12-16-2020

Staff Initials	Topic
	Site Specific
JM	I have had a thorough tour of the house, yard, and garage.
JM	I know where house and client financial information, including receipts are stored.
JM	I know where forms are kept.
	Do I need prior permission to use House Petty Cash? ☐ Yes ☐ No ☒ N/A
	What is the house petty cash used for? <u>N/A</u>
	All spare site keys are kept <u>Medication Closet</u> and I know what to do if they are missing.
	The lockbox combination(s) is/are _____
	Emergencies and Responsiveness
JM	I understand how to use the heating and cooling systems
JM	I understand how to use all household appliances ⁶⁵¹
JM	If appliances are not working I will call Xcel Energy at <u>651-462-8300</u> and the manager.
JM	If heating or cooling systems are not working I should call Xcel or CenterPoint as indicated by the emergency call list.
JM	I know this house has fuses/breakers, where they are located, and how to use them
	The water shut off valve for the house is located <u>Not in laundry room</u>
	The Program Policy and Procedure Manual for Beacon Specialized Living is located <u>Dawn's room off 651</u>
JM	I have been shown how to reference and use the Policy and Procedure manual.
JM	I understand the fire evacuation route and plan and I know where it is posted in the house.
	I understand where the smoke detectors, carbon monoxide detectors, and fire extinguishers are located and how to use and maintain them.
JM	I understand where PPE is stored, how to properly dispose of contaminated items
JM	I understand where the flashlights, battery operated radio, first aid kit are located and how to use and maintain them.
JM	I replenish First Aid supplies by _____.
	Meals and Meal Prep
JM	I understand the menu plan and how to follow the directions for meal preparation.
JM	If the site runs out of something that was on that day's menu, I know I need to _____.