



## Maintenance Director and Staff Orientation

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. Job Specific Orientation below.**

Criteria	Information Source	Employee Signature	Instructor Signature	Date
<b>Administrative</b>				
Department Policies & Procedures	Maintenance Director or Consultant			
<u>Daily Checks &amp; Documentation</u> <ul style="list-style-type: none"> <li>• Exit Doors/ Elopement Risk Devices</li> <li>• Water Temps</li> <li>• Nurse Call System</li> </ul>	Administrator or Maintenance Director			
<u>Weekly Checks &amp; Documentation</u> <ul style="list-style-type: none"> <li>• Refrigerator Temperatures</li> <li>• Generator Test</li> <li>• Smoking Area Inspection</li> <li>• Eyewash Station Inspection</li> <li>• Electrical Panel Inspection</li> <li>• Boiler Room Inspection</li> <li>• Exit Light and Exterior Lighting Inspection</li> </ul>	Administrator or Maintenance Director			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
<u>Monthly Checks &amp; Documentation</u> <ul style="list-style-type: none"> <li>• Hand Rail Inspection</li> <li>• Generator Inspection</li> <li>• Sprinkler Head Inspection (Indoor and Outdoor)</li> <li>• Ceiling Inspection</li> <li>• Dietary Hood Inspection</li> <li>• Interior and Exterior Door Inspection</li> <li>• Water Heater Inspection</li> <li>• Firewall Inspection</li> <li>• Resident Lift Inspection</li> <li>• Fire Extinguisher Inspection</li> <li>• Fire Hose Inspection</li> <li>• Wet Gauges Inspection</li> <li>• Emergency Lighting Inspection</li> <li>• Ice Machine Inspection</li> <li>• Laundry Equipment Inspection</li> </ul>	Administrator or Maintenance Director			
<u>Quarterly Checks &amp; Documentation</u> <ul style="list-style-type: none"> <li>• Sprinkler Inspection – Contracted</li> </ul>	Administrator or Maintenance Director			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Dietary Hood Cleaning – Contracted</li> <li>• Space Heater Inspection</li> <li>• Power Strip Inspection</li> </ul>				
<u>Annual Checks &amp; Documentation</u> <ul style="list-style-type: none"> <li>○ Fire Extinguisher – <u>Semi-Annual</u> Inspection</li> <li>• Alarm Inspection</li> <li>• Generator Inspection – Contracted</li> <li>• Fire Hose Inspection – Contracted</li> <li>• Fire Door Inspection</li> <li>• Receptable Inspection</li> </ul>	Administrator or Maintenance Director			
Maintenance Budgets & How to Code Invoices	Administrator or Maintenance Director			
Capital Requisitions	Administrator or Maintenance Director			
<b>Building &amp; Grounds</b>				
Lawn Mower & Weed eater Maintenance	Maintenance Director or Consultant			
Weed & Ant Killers	Maintenance Director or Consultant			
Natural Gas Shut-Off Locations	Maintenance Director or Consultant			
Roof & Attic Access	Maintenance Director or Consultant			
Egress Lighting	Maintenance Director or Consultant			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
IEI & Code Alert Keypads & Programming	Maintenance Director or Consultant			
Code Alert System	Maintenance Director or Consultant			
Fire Doors Battery Back Up	Maintenance Director or Consultant			
Phone Room & Phone Line Locations	Maintenance Director or Consultant			
Incoming Internet Line & Wifi System	Maintenance Director or Consultant			
Routine Dryer Cleaning & Maintenance	Maintenance Director or Consultant			
Resident Lift Maintenance	Maintenance Director or Consultant			
Call Systems	Maintenance Director or Consultant			
Ice Machine Cleaning	Maintenance Director or Consultant			
Routine and Touch Up Painting.	Maintenance Director or Consultant			
Legionella Program & Water Testing	Maintenance Director or Consultant			
<b>Electrical</b>				
Location of Single & 3 Phase Incoming Power	Maintenance Director or Consultant			
Location of all Service Panels	Maintenance Director or Consultant			
Generator & Switch Gear Maintenance & Walk Around	Maintenance Director or Consultant			
Lock-out Tag-out procedures	Maintenance Director or Consultant			
Use of Multimeter	Maintenance Director or Consultant			
Tension & Polarity testing of outlets	Maintenance Director or Consultant			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
<b>Fire Safety</b>				
Attic & Fire Wall Locations	Maintenance Director or Consultant			
Smoke & Fire Door Inspections	Maintenance Director or Consultant			
Flowing of Fire Hydrants	Maintenance Director or Consultant			
Sprinkler System Shut-Offs & Drains	Maintenance Director or Consultant			
Fire Alarm Panel Location & Operation	Maintenance Director or Consultant			
Alarm Test Company Contact Information	Maintenance Director or Consultant			
Fire Extinguisher & Hood Inspection	Maintenance Director or Consultant			
<b>HVAC</b>				
Location of All Central Units	Maintenance Director or Consultant			
Location of all Mini Splits (Emergency Back-up)	Maintenance Director or Consultant			
Types of P-Tec Units in Residential Rooms	Maintenance Director or Consultant			
Filter and Cleaning Schedule of Units	Maintenance Director or Consultant			
Recovery & Storage of Freon	Maintenance Director or Consultant			
Types of Freon used in Facility	Maintenance Director or Consultant			
Use of Testo 550 Gauges	Maintenance Director or Consultant			
Use of Refrigeration Vacuum	Maintenance Director or Consultant			
<b>Plumbing</b>				
Location of all building Shut-Offs	Maintenance Director or Consultant			
Location of Man Holes & Drainage Lines	Maintenance Director or Consultant			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Water Heaters & Residential Rooms	Maintenance Director or Consultant			
Laundry Plumbing & Water Heaters	Maintenance Director or Consultant			
Kitchen Plumbing & Water Heaters	Maintenance Director or Consultant			
Grease Trap Maintenance	Maintenance Director or Consultant			
Water Temperature Checks & Adjustments	Maintenance Director or Consultant			
<b>Safety</b>				
Code 99 & How to Place Facility in Lock Down	Administrator or Maintenance Director			
Facility Disaster Plans	Administrator with Current Disaster Plan			
Proper PPE for Different Situations	Infection Preventionist			
Torch Safety	Maintenance Director or Consultant			
Oxygen Storage	Maintenance Director or Consultant			
Grinder Safety	Maintenance Director or Consultant			
<b>Storage</b>				
Maintenance Supplies	Administrator or Maintenance Director			
On-Site Storage	Administrator or Maintenance Director			
Off-Site Storage	Administrator or Maintenance Director			
<b>Training</b>				
Maintenance Participation & Role in Facility General Orientation	Administrator or Maintenance Director			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Training Staff on Use of Facility Van/Bus and Use of Lift and Tie Downs for Resident Transport	Administrator or Maintenance Director			
Participation in Facility Training Programs	Administrator or Maintenance Director			
<b>Vendors</b>				
Relationships with Local Vendors	Administrator or Maintenance Director			
On-Line Resources	Administrator or Maintenance Director			
<b>Vehicles</b>				
Maintenance & Cleaning Vehicles	Maintenance Director or Consultant			
Maintenance of Bus Lift & Tie Down System	Maintenance Director or Consultant			
Job Description	Administrator or Maintenance Director			