Maintenance

Buddy Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Job Duties | Date | Trainer Initials | Buddy Initials |
| **General: [list all that apply for your organization below are some examples]** |  |  |  |
| Arrange for Email address |  |  |  |
| Review list of other facilities |  |  |  |
| Role of Head Office |  |  |  |
| Add Email to ORCA Distribution List |  |  |  |
| Name on Management Contact List |  |  |  |
| **Pertinent Legislation: [list all that apply for your organization below are some examples]** |  |  |  |
| **Environmental:** |  |  |  |
| Canadian Electrical code |  |  |  |
| Ontario Building code |  |  |  |
| Fire Code |  |  |  |
| TSSA |  |  |  |
|  |  |  |  |
| **Contracts: [list all that apply for your organization below are some examples]** |  |  |  |
| Diversy/Chemical Contract |  |  |  |
| Complete Purchasing |  |  |  |
| Waste Management |  |  |  |
| Grounds |  |  |  |
| Alarm/Security System - BCI |  |  |  |
| Electrical contractor |  |  |  |
| Plumbing Contractor |  |  |  |
| Nurse Call System |  |  |  |
| Fire Safety System |  |  |  |
| City License |  |  |  |
| Chemicals |  |  |  |
| Elevator – Stephen Birdie |  |  |  |
| Kitchen Equipment Maintenance |  |  |  |
| Generator |  |  |  |
| Water Treatment |  |  |  |
| Storm Septors |  |  |  |
| Cable Lines/Phone Lines – Provider& BCI |  |  |  |
| Grease Trap |  |  |  |
| HVAC |  |  |  |
| Refrigeration |  |  |  |
| Swimming Pool – maintenance/Testing |  |  |  |
|  |  |  |  |
| **Environmental Services Department: [list all that apply for your organization below are some examples]** |  |  |  |
| Admission Notification |  |  |  |
| Housekeeping Routines |  |  |  |
| Laundry Routines |  |  |  |
| Preventative Maintenance Program |  |  |  |
| Housekeeping Schedule |  |  |  |
| Documentation Water temps/room temps/call bells function/smoke detector |  |  |  |
| Exit lights/Fire panel monitoring |  |  |  |
| Storage of Supplies |  |  |  |
| Maintenance Requests by resident/staff |  |  |  |
| WHMIS |  |  |  |
| PPE equipment requirements |  |  |  |
| Maintenance Contracts |  |  |  |
| Service Contact Information |  |  |  |
| Quotes |  |  |  |
| Repair/Purchase Approvals |  |  |  |
| SDS Expirations Binder Maintenance |  |  |  |
| **Environmental Budget: [list all that apply for your organization below are some examples]** |  |  |  |
| Department Head Variance Reporting & Conference Calls |  |  |  |
| Capital Expenses |  |  |  |
| Month End Reports |  |  |  |
| **Move In Process: [list all that apply for your organization below are some examples]** |  |  |  |
| Environmental Checklist for Move Ins |  |  |  |
| Suite readiness for move ins |  |  |  |
| Suite readiness for tours |  |  |  |
| Common Areas cleanliness |  |  |  |
| Electrical Checks |  |  |  |
| CSA Standards review of resident equipment |  |  |  |
| Notice Period for Discharges |  |  |  |
| Cleaning of a discharged suite |  |  |  |
| **Public Health Inspections: [list all that apply for your organization below are some examples]** |  |  |  |
| Posting of Inspections |  |  |  |
| Creation of Action Plan to address issues |  |  |  |
| Communicating results with Executive Director |  |  |  |
| Follow up with Public Health |  |  |  |
| **Review of Capital Plans: [list all that apply for your organization below are some examples]** |  |  |  |
| Retrofits |  |  |  |
| Purchases |  |  |  |
| **Resident Interviews: [list all that apply for your organization below are some examples]** |  |  |  |
| Move In checklist and move out notification |  |  |  |
| **Staffing: [list all that apply for your organization below are some examples]** |  |  |  |
| Department Schedules |  |  |  |
| Communication |  |  |  |
| Payroll procedures for Department |  |  |  |
| Annual staff education/in-service requirements Upstairs Solutions |  |  |  |
| Documentation |  |  |  |
| Department Meetings |  |  |  |
| WSIB claim Management |  |  |  |
| **Committee and Meetings: [list all that apply for your organization below are some examples]** |  |  |  |
| Management Team meetings |  |  |  |
| OH & S meetings |  |  |  |
| QI/Risk meetings |  |  |  |
| Notices |  |  |  |
| Distribution of Minutes |  |  |  |
| ESM Conference Calls |  |  |  |
| General Staff Meeting |  |  |  |
| **Accounts payable: [list all that apply for your organization below are some examples]** |  |  |  |
| List of GL's |  |  |  |
| Budget Ledgers |  |  |  |
| Cheque requisitions |  |  |  |