

Housekeeping Services Orientation Checklist

Item	Date	Instructor	Employee
1 Orientation Checklist			
2 Housekeeping Services Employee Orientation Brochure			
Welcome Letter			
Probationary Period			
Housekeeping Services Mission Statement			
University Standards of Conduct			
University Disciplinary Policy			
ECU's SPA Employee Disciplinary Procedures			
Assigned Work Area			
Meal Periods			
Break Periods			
Insubordination			
Key Policy			
Sleeping			
Television Usage			
Telephone Usage			
Computer Usage			
Profanity			
3 Demonstration of accessing web information			
4 Standard Practices			
21-0008 Facilities Services Uniforms Policy			
21-0019 Community Service Leave Procedures			
30-3200 Move-In Weekend			
34-0006 Football Game Activities			
35-0005 Housekeeping Services On-Call Policy			
35-0006 Preparation for Sanitary Inspections			
35-0014 Housekeeping Services Employee Advisory Committee			
35-0015 Housekeeping Services Safety Committee			
35-0019 Hazard Communication "Right To Know" (Housekeeping)			
35-0020 Housekeeping Services Attendance Policy			
35-0022 Housekeeping Services Vacation Leave Requests			
41-0001 Payroll Compensatory Time			

Housekeeping Services

Orientation Checklist

Item	Date	Instructor	Employee
41-0005 Assigning Employees to Work Extended Hours			
41-0007 Adverse Weather Leave and Payroll Procedures			
60-0003 Personal Protective Equipment			
60-0003.1 Survey for Hazard Assessment for Personal Protective Equipment			
60-0003.2 Personal Protective Equipment Assessment by Department/Job Title			
100-0052 Vehicle Damage Reporting Policy			
100-0052.1 Vehicle Damage Reporting Form			
100-0052.2 Vehicle Damage Letter of Information			
100-0053 Securing Academic & Administration Facilities			
100-0059 Routes to Avoid			
5 Other Items			
Personal Information Questionnaire			
Position Description			
Work Plan & Performance Evaluation			
Employee Time Sheet			
Safety Shoe Memo			
Eye and Face Protection Policy			
One Card Issue Memo			
Essential Personnel Memo			
Drivers Responsibility			
Accident Prevention Annual Review			
Employee Training Record			

I acknowledge receipt of the above Policies, Departmental Requirements, and Work Rules and agree to follow and abide by them.

Employee Signature _____

Date: _____