**Appendix D Orientation Checklist**

User Orientation – review to be completed by the Hub with the user before using the facility for processing. Detail processes are included in the Hub binder.

**General**

|  |  |
| --- | --- |
| * General Safety | * Invoices/Due Dates |
| * Sickness/Injury | * Access Hours |
| * Guest Policy | * Loading/Unloading |
| * Member Inspection | * Access Hours |
| * Member compliance | * Documentation |
| * Parking | * Keys/Alarm Code |
| * Services/Rates | * WiFi |
| * Fines | * Booking/Cancellations/Changes |
| * Facility Tour | * Emergency Procedures |

**Kitchen**

|  |  |
| --- | --- |
| * Staff hygiene and uniform | * Drugs and alcohol |
| * Safe food handling | * Persons under 16 |
| * Food labelling | * Fire extinguisher |
| * Clean vs. sanitary | * Fire suppression |
| * Chemicals/PPE | * First aid kit/incident forms |
| * Dishwashing procedure | * Oil disposal |
| * Knife storage | * Garbage/recycling/compost |
| * Eating and drinking in production areas | * Linens |
| * Receiving | * Packaging |

**Equipment**

|  |  |
| --- | --- |
| * Gas range | * Dishwasher |
| * Gas kettle | * Dehydrator |
| * Gas Combi oven | * Dough sheeter |
| * Floor mixer | * Dough proofer |

**Storage**

|  |  |
| --- | --- |
| * Refrigerator | * Freezer |
| * Dry storage |  |

Date of orientation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hub representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_