**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_