

Orientation Day

To be added to Salesforce by Director (Before starting job):

Meet all employees scheduled at this job (make sure to arrange before).

Facility walk through.

Review scope of work with client, and hand the employees a printed cleaning schedule.

Confirm with employees their work schedule.

Ensure all onboarding with HR was done.

Inform all company policies.

Provide important contacts.

Provide uniform to all employees.

Ensure employees are properly trained on all cleaning procedures.

Give facility access, keys, alarm, etc.

Setup/build supplies if needed.

Setup SDS (Safety Data Sheet) QR code poster.



Don't Forget

***There's never a second chance
to make a first impression***