# Introduction

## Disclaimer

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## INSTRUCTIONS

The following template should be tailored by the individual farm to best suit the operation’s needs. It was adapted from Cornell Agricultural Workforce Development.

# housing orientation checklist

**Orientation Performed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Orientation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **TOPIC** | **TALKED ABOUT?**  ***If Yes,*** *✓* |
| Responsibilities |  |
| House Rules |  |
| Reporting Repair Needs |  |
| Emergency Situations |  |
| Inspection Process and Schedule |  |
| Kitchen |  |
| Bathrooms |  |
| Bedrooms |  |
| Windows and Doors |  |
| Washer and Dryer |  |
| Common Areas |  |
| Heating and/or Air Conditioner |  |
| Water System |  |
| Smoke/Carbon Monoxide Alarms |  |
| Waste |  |

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_