

ORIENTATION CHECKLIST

_____ IDENTIFY DISTRICT OWNED OFFICE EQUIPMENT (INSTRUCTION MANUALS)

- DESKTOP
- LAPTOP
- PHONE/FAX/SCANNER
- CAMERA
- PORTABLE PA SYSTEMS
- PROJECTORS
- PRINTER/COPY MACHINE
- LABEL MAKER
- POSTAGE METER
- CALCULATORS
- TYPEWRITERS
- EASELS
- SAFE WITH COMBINATION
- _____
- _____
- _____
- _____
- _____

_____ OFFICE SUPPLIES (IDENTIFY STORAGE AREA/POINT OF PURCHASE)

- INVOICES
- VOUCHERS
- LETTERHEAD/ENVELOPES
- PAPER
- PENS/PENCILS/MARKERS/HIGHLIGHTERS ETC)
- STAMPS
- BANKING SUPPLIES (CHECKS/DEPOSIT SLIPS)
- NOTEPADS/STICKY NOTES
- THUMB/FLASH DRIVE
- SCISSORS/HOLE PUNCHES
- BINDERS/BINDER CLIPS
- RUBBER BANDS/STAPLER/STAPLES/PAPERCLIPS
- LABELS (FILING/ADDRESS)
- FOLDERS
- _____
- _____
- _____

_____ FIELD EQUIPMENT

- TRACTOR
- VEHICLE
- TRAILER
- TREE PLANTER
- FABRIC MACHINE
- GRASS DRILL/NO-TILL DRILL
- CULTIVATION EQUIPMENT
- WEED BADGER
- SPRAYING EQUIPMENT
- TRENCHING EQUIPMENT
- REMOVAL EQUIPMENT
- TREE SPADES
- MEASURING WHEEL
- MISC SMALL TOOLS
- _____
- _____
- _____
- _____
- _____

_____ FILING SYSTEM

- DISTRICT FILES – Take time to go through the district files to become familiar with the different duties and activities the district is involved in
- DISTRICT MANUALS – Employee Handbook, Accounting Manual and Supervisor Manual
- GRANT FILES
- TREE FILES
- _____
- _____
- _____
- _____

_____ REAL PROPERTY

- BUILDINGS
- LAND

_____ GENERAL OFFICE PROCEDURES

- MAIL/EMAIL
- SOCIAL MEDIA ACCOUNTS
- PHONE GREETING
- MESSAGES
- GREETING CUSTOMERS
- SCHEDULING
- DISTRICT FINANCE – familiarize with bank procedures, who has signature authority, information permissions, locate loan paperwork, safe combination, keys to safety deposit box (if applicable), vendor accounts for supplies etc., any tax-exempt certificates
- _____
- _____
- _____