

New Employee Onboarding Checklist

Mark an item complete after the employee has received the instruction and, where relevant, demonstrated the task. Use page 2 to record task-level results and follow-up.

EMPLOYEE

SITE / LOCATION

ROLE / SHIFT

TRAINER

DATE

1. Site orientation

- ☐ Explain approved entrances, keys, access cards, and alarm procedures.
- ☐ Identify restricted areas and items staff must not move.
- ☐ Show supply, equipment, waste, and emergency-information locations.
- ☐ Explain how to contact a supervisor and report hazards or damage.

2. Work scope and route

- ☐ Review assigned rooms, cleaning schedule, and contract scope.
- ☐ Show where the current site procedure is available.
- ☐ Walk the route and demonstrate location-specific steps.
- ☐ Explain how to report a task that cannot be completed as planned.

3. Products and equipment

- ☐ Show where product labels and Safety Data Sheets (SDS) are available.
- ☐ Review applicable hazards, precautions, protective equipment, and storage.
- ☐ Demonstrate approved product use and equipment operation.
- ☐ Do not mix products or transfer them into unlabeled containers.

TRAINING SEQUENCE

Explain > Demonstrate > Practice > Observe > Confirm

Task Demonstration and Follow-up Record

Record what the employee demonstrated, not only that training was attended.

EMPLOYEE

SITE / LOCATION

STATUS

D = Demonstrated

P = Needs practice

N/A = Not assigned

Select one status for each applicable task. Add follow-up notes when needed.

TASK / PROCEDURE	D	P	N/A	FOLLOW-UP / NOTES
Site access and restricted areas	☐	☐	☐	
Route and contract scope	☐	☐	☐	
Product labels and SDS location	☐	☐	☐	
Assigned cleaning procedure	☐	☐	☐	
Equipment use and storage	☐	☐	☐	
Reporting hazards and exceptions	☐	☐	☐	
Other: _____	☐	☐	☐	

FOLLOW-UP PLAN

SUPERVISOR SIGN-OFF

DATE

EMPLOYEE ACKNOWLEDGMENT

DATE

General training aid. Follow employer procedures, product labels and SDS, contract requirements, and applicable laws.