

**MAINTENANCE SUPPORT WORKERS
NEW EMPLOYEE TRAINING**

NAME _____ BEGIN DATE _____

During the first two weeks of employment, new employees should be introduced to & receive training in the work-related tasks listed below. Some of these tasks have written SOPS that should be reviewed at this time. The employee should initial & date at the completion of the review of each task. When the checklist is completed, your supervisor must sign & date at the bottom & submit the completed form to the Administrative Office.

TASK	SOPS (if applicable)	INITIAL & DATE
CAGE WASH	Instruction + 1001.1, 1003.1, 1004.4, 1005.2	
HOUSEKEEPING	Instruction	
CHEMICAL USE & SAFETY, MSDS, REAGENT LABELING, HAZARD COMMUNICATION	Instruction + 011.5, 901.1, 906.1, 1001.1, 1003.1	
OPERATION OF CAGE WASH MACHINES & REPORTING OPERATING PROBLEMS	Instruction + equipment manual	