



Gramercy Surgery Center Orientation Checklist

Housekeeper Orientation

Topic	Date Completed	Initials
Facility Orientation		
Physical Layout	_____	_____
Employee Handbooks/Benefits	_____	_____
Outline of Job Responsibilities	_____	_____
Schedule	_____	_____
Assignments	_____	_____
Time Cards	_____	_____
Breaks	_____	_____
Policy & Procedure Manuals	_____	_____
OSHA Regulations	_____	_____
Emergency Procedures and Fire Safety	_____	_____
Infection Control	_____	_____
Environmental Safety	_____	_____
Clinical Orientation		
Housekeeper		
Personal Protective Equipment	_____	_____
OR Team Member Responsibilities	_____	_____
OR Cleaning	_____	_____
PACU Cleaning	_____	_____
Equipment Storage and Cleaning	_____	_____
MSDS	_____	_____

Employee Name

Employee Signature

Supervisor Name

Supervisor Signature