

## Clinic Training Checklist

1. Introduction to Agents
2. Kitchen tour. Refrigerators / utensils / cleanup
3. Extension Office
  - a. introduction to staff
  - b. outgoing mail
  - c. Calendar for scheduling extension rooms
  - d. Will Call
  - e. Agent in-out board
  - f. copy machine
    - i. Back to back copies
    - ii. Stapling
    - iii. hole punch
    - iv. multiple copies
    - v. Book copying
    - vi. Changing paper/colored paper
    - vii. Clearing paper jams
  - g. Recycling area
  - h. Supply drawers/paper storing
4. Where to
  - a. pickup keys, samples from clients and MG Mail
5. Bug Room & insect collection
6. Where are
  - a. lights/fans
  - b. Microscope
  - c. insect supplies & labels
  - d. Soil sample box and receipts – soil sample worksheet & how to take in money
7. Sustainability worksheet.
8. Reference Material Files – place markers
9. Library and reference notebooks.
10. In Boxes.
11. Time sheet box.
12. Lost & found

13. Time sheets
14. Computer microscope
15. Computer
16. Desk bookcase
  - a. Volunteer hours
  - b. Plant Clinic Masters
  - c. Diagnosing Plant Problems,
  - d. Class hand outs. Etc.
17. PNW's
18. Sustainability Handbook
19. Bulletin Board
  - a. telephone instructions
  - b. Clinic Contact List
20. Telephone
  - a. mic button
  - b. messages.
  - c. how to answer
  - d. Use of speaker protocol
  - e. DND button
21. Money drawer & envelopes
22. Code Explanations
23. Contents of desk drawers
24. Use of forms in bottom left had drawer
25. Log Book
26. Clinic Calendar and reservation Calendar for Discovery Garden Pavilion

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