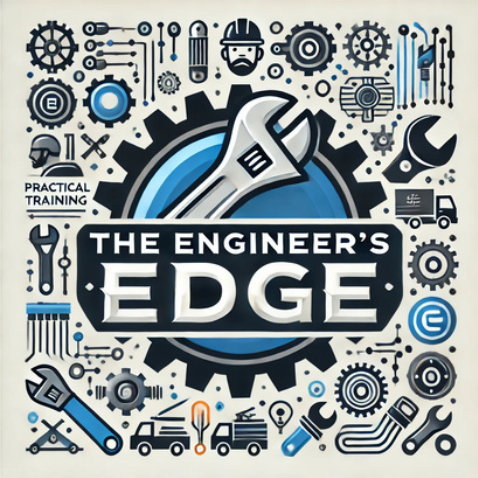

ONBOARDING EVALUATION CHECKLISTS

CONTENTS

PLUMBING BASICS CHECKLIST - ENGINEERING TECHS & PROJECT TECHS

Plumbing Basics Checklist – Engineering Techs & Project Techs
1. Safety Gear and Tools Inspection
Ensure team member is equipped with Personal Protective Equipment (PPE) like gloves and safety glasses.
Verify that essential plumbing tools (wrenches, plungers, augers, etc.) are in good working condition. TM to identify each in tool bag.
2. Water Shut-Off Valve Test
Locate and test the main water shutoff valve and secondary valves in a unit/room for functionality.
TM to confirm that all valves are accessible and easy to operate in case of an emergency.
3. Water Pressure & Temperature Check
TM to identify a pressure gauge and read water pressure at a building, ensuring it is within the ideal range (40–60 psi).
TM to identify a temperature gauge and read hot water temperature at a building, ensuring it is within the ideal range (120-140F from water heater).
4. Fixture Inspection: Toilets, Faucets, and Showers
TM to check for proper operation of toilets, faucets, and showerheads. Look for leaks, water pressure issues, or slow drainage.
Ensure faucets mix hot and cold water properly and there are no signs of clogs.
5. Drainage System Review
TM to inspect the drainage system for slow drains, leaks, or blockages.
TM to check P-traps and vent pipes for any visible issues and confirm the proper flow in drains.

PLUMBING BASICS CHECKLIST - TRADES

Plumbing Basics Checklist - Trades
1. Plumbing Safety & Tools:
Verify the use of appropriate PPE (gloves, safety glasses) and demonstrate safe handling of power tools and basic plumbing tools (wrenches, cutters).
2. Plumbing Systems & Operations:
Explain how basic plumbing systems work, including water supply, drainage, and backflow prevention methods.
3. Plumbing Fixtures & Installation:
Demonstrate proper installation, maintenance, and troubleshooting of common fixtures (e.g., toilets, faucets, shower valves).
4. Pipe Materials & Joining Methods:
Show proficiency in joining different pipe materials (plastic, metallic, cast iron) using techniques like soldering, threading, and adhesive bonding.
5. Drain Maintenance & Repair:
Conduct unclogging of plumbing systems, including toilets and faucet P-traps.

ELECTRICAL BASICS CHECKLIST - ENGINEERING TECHS & PROJECT TECHS

Electrical Basics Checklist – Engineering Techs and Project Techs
1. Electrical Safety Gear and Hazard Inspection
Ensure all team members is equipped with appropriate PPE: insulated gloves, safety goggles, and non-conductive footwear.
Inspect the work area for electrical hazards such as exposed wiring or water near electrical equipment.
2. Lockout/Tagout (LOTO) Procedure
Verify that lockout/tagout procedures are followed before performing any electrical work. Confirm that power is properly shut off and locked out to prevent accidental energization.
Confirm that power is properly shut off and locked out to prevent accidental energization.
3. Inspection of Basic Electrical Tools
Check that basic electrical tools, such as voltage testers, and insulated screwdrivers, are available and in good condition.
TM to identify applicable equipment in tool back for this trade.
4. Electrical Panels & Circuits
Demonstrate understanding of electrical panels, including safety, circuit breaker operation, and grounding/bonding requirements.
5. GFCI (Ground Fault Circuit Interrupter) Test
Test GFCI outlets and breakers by using the built-in test button or a GFCI tester.
Ensure they are functioning correctly to protect against electrical shock in wet or damp areas.

ELECTRICAL BASICS CHECKLIST - TRADES

Electrical Basics Checklist - Trades
1. Electrical Safety & Tools:
Ensure correct use of PPE and demonstrate competency with electrical tools, including multimeters and wire strippers.
2. Circuit Fundamentals & Installation:
Explain basic electrical concepts, wiring diagrams, and perform safe and accurate circuit installations (e.g., 3-way lighting, receptacles).
3. Electrical Panels & Components:
Demonstrate understanding of electrical panels, including safety, circuit breaker operation, and grounding/bonding requirements.
4. Troubleshooting & Diagnostics:
Conduct troubleshooting of circuits, using schematics and diagnostic tools to identify and repair issues in lighting, receptacles, and panels.
5. GFCI Testing:
Perform tests on Ground Fault Circuit Interrupter (GFCI) outlets using the built-in test button or a GFCI tester to ensure they are functioning correctly, particularly in wet or damp areas.

HVAC BASICS CHECKLIST - ENGINEERING TECHS & PROJECT TECHS

HVAC Basics Checklist – Engineering Techs and Project Techs
1. HVAC Safety Gear and Hazard Inspection
Ensure all TM is wearing appropriate PPE, including gloves and safety goggles.
Inspect the work area for potential HVAC hazards such as sharp edges, moving parts, and electrical risks.
2. Lockout/Tagout (LOTO) Procedure for HVAC Systems
Confirm that lockout/tagout procedures are followed before servicing any HVAC equipment.
TM to ensure that power, gas, and other energy sources are properly shut off and tagged to prevent accidental activation.
3. Air Filter and Vent Inspection
Examine air filters, vents, and ducts for cleanliness and obstructions.
Check for the proper installation of air filters and ensure they are replaced if dirty or damaged.
4. Thermostat Functionality Test
Test the thermostat for accurate temperature control and functionality.
Ensure the thermostat is calibrated correctly and is communicating properly with the HVAC system.
5. HVAC System Parts Inspection: Compressors, Coils, and Blowers
Identify key HVAC components like the compressor, condenser coil, evaporator coil, and blower motor.
Look for signs of wear, damage, or improper operation. Ensure these components are clean and free of debris.

HVAC BASICS CHECKLIST - TRADES

HVAC Basics Checklist - Trades
1. HVAC Safety & Tools:
Confirm the use of PPE (goggles, gloves, masks) when handling HVAC equipment and demonstrate knowledge of basic HVAC tools.
2. System Operation & Components:
Explain how HVAC systems work, detailing key components like compressors, evaporators, and condensers, and their roles in heating and cooling.
3. Inspect Ductwork:
Visually inspect ductwork for signs of leaks, damage, or blockages, and ensure that all vents are unobstructed to promote effective airflow.
4. HVAC System Parts Overview:
Identify and explain the function of major HVAC components, such as compressors, evaporators, and condensers, emphasizing their role in system performance.
5. Preventive Maintenance & Safety Checks:
Conduct routine HVAC maintenance (filter replacement, coil cleaning) and verify the safety of components, including ventilation and exhaust systems.

APPLIANCE BASICS CHECKLIST - ENGINEERING TECHS & PROJECT TECHS

Appliance Basics Checklist – Engineering Techs and Project Techs
1. Safety Gear and Electrical Hazard Inspection
Ensure all team members wear PPE, including insulated gloves and safety goggles.
Inspect the work area and appliances for potential electrical hazards, such as exposed wires, water near electrical components, and faulty plugs.
2. Lockout/Tagout (LOTO) Procedure for Appliances
Verify that lockout/tagout procedures are followed before servicing any appliance.
Ensure all appliances are disconnected from power sources and that proper tags are placed to prevent accidental energization.
3. Refrigerator Component Check: Compressor, Evaporator, and Condenser
Inspect the refrigerator's compressor, evaporator coil, and condenser coil for signs of wear or damage.
Ensure the compressor is running smoothly and that refrigerant lines are intact with no leaks. Clean the condenser coils to improve efficiency.
4. Dishwasher Components: Motor, Pump, and Heating Element
Inspect the dishwasher's motor, water pump, and heating element for proper operation. Confirm that the heating element is functioning for effective drying.
Check for signs of leaks around the seals or hoses and ensure that water circulates correctly.
5. Check for Water Supply and Drainage in Dishwasher and Refrigerator
Ensure that the dishwasher and refrigerator (for ice makers and water dispensers) are connected to a secure water supply.
Check for proper drainage and confirm there are no blockages in the water lines or drains that could cause flooding.

APPLIANCE BASICS CHECKLIST - TRADES

Appliances Basics Checklist - Trades
1. Safety Protocols & Installation:
Verify the correct use of safety protocols when installing or servicing appliances, including secure connections, grounding, and electrical safety.
2. Troubleshooting & Diagnostics:
Demonstrate troubleshooting procedures for common appliances (e.g., refrigerators, ranges, dishwashers), identifying and resolving typical issues.
3. Component Inspection & Repair:
Show how to inspect and replace key components (e.g., compressors in refrigerators, heating elements in ranges) for efficient operation.
4. Energy Efficiency & Performance:
Explain features of modern appliances that enhance energy efficiency and recommend practices for optimal performance and longevity.
5. Ventilation Systems & Maintenance:
Demonstrate understanding of kitchen ventilation, ensuring proper installation, maintenance, and functionality of exhaust fans and ducting systems.