

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. Reference Material Files – place markers
8. Library and reference notebooks.
9. In Boxes.
10. Time sheet box.
11. Lost & found
12. Time sheets

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