



Service Technician / Groundskeeper / Porter / Housekeeper Jumpstart Checklist
Welcome to Peak Living!

Employee Name
Community Name
Service Manager
Community Manager
Start Date

This checklist is designed to help you transition into your new role with Peak Living.

We are pleased to have you join our growing team and want you to know that we are available every step of the way!

Things to remember:

- * It is the responsibility of the Service Manager to review this checklist with the new team member. The Community Manager will support and assist as needed.
- * Task due dates may be pushed to the following workday if it lands on a holiday or regular day off.
- * Always refer to your direct supervisor, then the Peak Living Help Desk for assistance.

Logins and Web Addresses			
Program	Website	If login not received...	✓
G&A Partners	https://www.hrpyramid.net/gna/EmployeeLogin	Help Desk Ticket	
Worksight2.0	https://worksight2.gnapartners.com/	Email hr@peakliving.com	
Peak Learning	http://peakliving.yardielearning.com/Dashboard	Help Desk Ticket	
Peak Living Portal	http://www.mypeakliving.com/homepage	Help Desk Ticket	
Yardi	https://www.yardiaspla5.com/76855peakliving/pages/Login.aspx	Help Desk Ticket	
Peak Help Desk	http://www.peakliving.hesk.com/	N/A	

Getting Started	Due	Done	Notes
Team Introduction	0-Jan		
Property Tour	0-Jan		
Receive keys and access cards; review related procedures	0-Jan		
Review office and service hours, and team schedule	0-Jan		
Review on-call schedule including lock out procedure	0-Jan		
Take photo and submit to Help Desk for name badge	0-Jan		
Manager Check-in: Review onboarding plan & job description	0-Jan		<i>Both Community and Service Managers are involved with check-ins</i>
*Define goals for the first 30 days			
Review employee handbook and career apparel standards	2-Jan		
Review and sign Chemical Acknowledgement form	2-Jan		
Test logins and review Peak Living support systems	2-Jan		
Complete assigned eLearning courses	2-Jan		
*Welcome/Legal/General: 4 hrs			
Shop Tour <i>after eLearning courses are complete</i>	2-Jan		
*Personal Protective Equipment			
*Chemical storage and safety			
*Turn boards			
*Service request process			
Complete assigned eLearning courses	4-Jan		
*Safety: 3 hrs			
Virtual Orientation: 30 min	12-Jan		



Complete assigned eLearning courses	12-Jan	
*Yardi Service Requests: 1 hr		
*Service Relationship: 3 hrs		
Manager Check-In	26-Jan	
*Where are you on your goals?		
*Are there any areas where you need additional help?		
*Set new goals for the next 30 days		
Manager Check-In	23-Feb	
*Where are you on your goals?		
*Are there any areas where you need additional help?		
*Set new goals for the next 30 days		

Both Community and Service Managers are involved with check-ins

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Managers: Please complete with your associate and send to training@peakliving.com within 60 days of their start date.

Employee Signature _____ Date _____

Service Manager Signature _____ Date _____

Community Manager Signature _____ Date _____