

# YOUR OFFICE MANUAL

Part 2

# What to include...

- ▣ In Case of Emergency
  - Especially important for businesses like schools, daycare, construction
  - Emergency phone numbers -- **911**
  - Evacuation diagrams and procedures
  - First aid kits – who, where
  
- ▣ Daily procedures (if any) for...
  - Opening the office
  - Closing the office

# What to include...

- New Employees
  - Orientation, probation, termination
- Portable devices
  - Who gets them? When?
  - Who charges the batteries?
- Parking
  - Company parking lot? Assigned?
  - Public lot?

# What to include...

- Food services (restaurants)
  - Food handling practices
  - Cleaning procedures
- Health & Safety
  - Especially important for schools and daycare, construction/manual labour companies

# What to include...

More ideas coming in Part 3

End