

Welcome & Orientation Checklist

This checklist is designed to ensure that new tenants of Alicia's House feel safe, comfortable, and confident in their new home. Staff should go through each item with the tenant (and/or their guardian) during the orientation process.

Item	Completed (✓)	Notes
Tour of the property and room allocation		
Explanation of accessibility features (hoists, lifts, bathroom modification)		
Fire exits and emergency plan explained		
How to log maintenance requests		
Introduction to neighbours/housemates (if relevant)		
Copy of house rules given		
Confirmation signature by tenant/guardian		

Tenant/Guardian Signature: _____

Date: _____

Staff Member Signature: _____

Date: _____