

# Orientation Outline

	ADMINISTRATION	PRODUCTION	MARKETING	FINANCE
<b>FACILITY</b>	Tour, Parking, Supplies Keys - (basement, GBS & NT access), Locking Up / Alarm Misc - recycling, coffee, drinks, refrigerator, food in sink	Workspace, Furniture Files - Flat, Hanging, Roll, Drawers Dead Storage - Basement	Housekeeping - Waiting Area, Conference Room, Food, Drinks	Fifth/Third Bank
<b>COMPENSATION</b>	Pay Periods	Auto reimbursement Employee Reimbursable Expenses PM Bonus	Sales Bonus	Hourly Rate Overtime Rate Staff Bonus
<b>BENEFITS</b>	Holidays Vacation Days Sick Days		Business Cards Title	SIMPLE IRA Plan
<b>RECORDS</b>	Personnel Records Ky New Hire Reporting US Dept. of Justice Employment Eligibility Verifications Health Insurance Application Disability Application	FB - Binder File WF - Working Folder FS - Shop Drawing File Library LINKS eMail Log Archiving Projects		FF - Financial File W-4 SIMPLE IRA Forms 125 Plan Forms
<b>TIME</b>	Office Hours Your Work Hours / Work Week Time Off Scheduling General Office Time / GO Projects	PM Form Priorities: 1st - Unknown; 2nd - Coordination; 3rd - Hard; 4th - Everything else		Time-sheets

# Orientation Outline

	ADMINISTRATION	PRODUCTION	MARKETING	FINANCE
<b>PROJECTS</b>	Standard Deliverables Phase Task Checklists	Assignments		Design Budgets
<b>COMMUNICATIONS</b>	Network File Server / Organization NBX phone system Mail	eMail Documentation Publications	Website eZine Budget BluePrint Flyer	
<b>SUPPLIES</b>	Ordering	Your Tools - scales, colored pencils, calculator, heater/fan	Folders, Bus. Cards, Covers, Tray 3 paper	Quantities / Types
<b>EQUIPMENT</b>	Phones Copier / Printer Fax Machine	Computer Plotter / Printer Misc Workroom Eqp	GBC Punch	
<b>SOFTWARE</b>	Outlook Word Excel OutAbout	AutoCad SketchUp SpecLink+ Revit	Power Point InDesign	TimeKeeper
<b>POLICIES / PROCEDURES / STANDARDS</b>	Misc - smoking; substance abuse; dress code; radios; TVs; visitors; telephone use; copier/printer use; computer use, moonlighting Contracts	Drafting / CAD Standards Drawing Standards - layout and components Spec Notes Project Budgets (Budget BluePrint)		Raises Project Reimbursable Expenses Use of Repro House (Queen City)
<b>HISTORY</b>	Firm's chronology Firm's Reading List	Sample Project Drawings	Project Histories Binder Project Tour	
<b>CULTURE</b>	Organization of Firm - simplicity	Client Value - responsiveness, competence, accuracy, completeness	Relationships	Profitable