

New Employee (EE) Onboarding - Orientation and Access (For New Facilities Personnel) Last Updated: 18JUNE26

Grainger Office of Facilities and Safety provides a checklist template pre-populated with a list of campus and college resources, systems, and trainings to assist with onboarding of personnel in facilities-related roles. Using the template is not required, the most up-to-date template can be found on the [GCOE Facilities website](#)

- [IT-related new EE resources](#)
- Phone number c/o Telecom Coordinator, if new to University. Have new EE fill out the [E911 form](#).
- [Engineering Portal \(my.engr\)](#) (Tutorials available by clicking “APPTRACK” in banner)
- [BenchMark](#) (F&S Audit Database)
- [DRS Audit Database](#) (Facility Findings for Relevant Departments – Request access from DRS@illinois.edu)
- Work Order F&S Portal – [Request of User Account form](#)
- Engineering Portal Key—[Engr IT](#) for access
- [Archibus: Campus Level](#)—F&S Facilities Information Resources
- [Facility Standards](#) – Download for use as reference
- Key Shop Access—Foreman of Key Shop ([authorization form](#))
- Card Access: by department—Through [F&S Card Access](#), get permissions to run Andover System
- Telecom Unit Coordinator (TUC)— (could be a Business Office function, not Facilities) email TechServices consult@illinois.edu (Pinnacle access)
- Financial Portal—[EBSC](#) or unit business office (depends on unit), programs like BANNER, EDDIE, FabWEB, iBuy have their own admin
- Purchase P.O. (iBuy)—[Business office](#)
- Local drive access—[Engr IT](#)
- Printer/Scanner Setup: To be added by EE [Windows/Mac](#) (self-service) or can be added by [Engr IT](#)
- Business Cards - [Printing Services](#) (optional)
- Name Tag—[Trophy Time](#) c/o [Grainger Marketing and Communications](#) (optional)

- Outlook Shared Inboxes and shared phone number/phone tree (Telecom Coordinator or request to Tech Services, email consult@illinois.edu)
- VPN Setup (installed by [new employee](#) or can be added by [Engr IT](#))
- [FABweb](#)/Inventory Item Renewal – Drew Funkhouser (EBSC)
- [Building Emergency Action Plan \(BEAP\)](#): Add new EE to update BEAPs for relevant buildings (added by Senior Safety Engineer) - contact Emergency Management (Jason Madden)
- [Energy Management Systems \(EMS\)](#) – Request addition to call list at [Energy Command Center](#)
- [Outage Approver List](#) – [Request to service office](#)
- Join GCoE Safety Working Group (Office of Facilities and Safety) – email engrsafety@illinois.edu
- Buildings Serviced by Engineering Facilities (Daniel Maier)
- Site Visits – c/o Daniel Maier or unit business office/hiring manager



New Employee Onboarding – Safety Training Module (For New Facilities Personnel)

[GCOE Safety Website](#)

CAM EH&S Policy: <https://cam.illinois.edu/policies/rp-17/>

Online Training – To be selected based on job duties and hazards encountered

- [Awareness Training for the Transport of Hazardous Materials](#)
- [BEAP](#) (HR informs all new hires of the general BEAP training)
- [Compressed Gas Safety](#)
- [Cryogen Safety](#)
- [Electrical Safety: Fundamentals](#)
- [Fire Extinguisher Training](#)
- [Hazard Communication](#)
- [Portable Ladder Training](#)
- [Radiation Safety Awareness Training](#)
- [Transport of Infectious Substances, Category B](#) (Shipping Dry Ice and/or biological materials)
- [Understanding Biosafety](#)

Safety Library Topics – Select training should be taken based on job duties and hazards found in labs and workspaces in your unit

Chemical and Laboratory Safety

- [Annual Safety Audits](#)
- [Laboratory Housekeeping](#)
- [Chemical Spill Prevention, Preparation and Response](#)
- [Battery Safety](#)
- [Common Waste Types](#)
- [Compressed Gas Cylinder Safety](#)
- [Cryogenics and Dry Ice](#)
- [Disposable Glove Removal](#) -Video
- [Gas Cylinder Regulator Installation](#) - Video
- [How to Request a Waste Pickup](#) - Video



- [Transporting Gas Cylinders](#) – Video

New Labs, Moves, and Close-outs

- [Laboratory Set-up Requirements](#)
- [Decon of equipment or surfaces \(w/ possible hazardous materials\)](#)
- [Examples of equipment that may contain radioactive materials](#)
- [Servicing and Decommissioning of Lab Equipment](#)
- [DRS Close-out Procedures](#)
- [Lab Close-out Checklist](#)

Safety Equipment

- [Biological Safety Cabinets](#)
- [Biosafety Cabinet: Airflow](#) – Video
- [Biosafety Cabinet: Safe Use](#) – Video
- [Chemical Fume Hoods](#)
- [Chemical Fume Hoods](#) – Video
- [Emergency Eyewashes and Showers](#)

Field/outdoor Safety

- [Cold Stress](#)
- [Heat Stress](#)
- [Dehydration](#)
- [Ultraviolet Radiation](#)

Shipping

- [Introduction to Shipping](#)
- [Biological Material Transport](#) (Dry Ice and/or biological materials)
- [Chemical Material Transport](#)
- [Transporting Hazardous Materials in Motor Vehicles](#)

Emergency Management

- [Emergency Response Guide](#)

Occupational Health and Safety

- [Injury Reporting \(Additional lab-specific information\)](#)
- [Illinois OSHA Injury Reporting Requirements](#)
- Occupational Safety Programs and Environmental Compliance ([F&S Safety and Compliance](#))



- [Motor Vehicle Safety](#) (University Vehicle Policies and Procedures)
- [Noise Assessment Request](#)
- [Powered Industrial Trucks \(Forklifts\) Program](#)

Environmental Stewardship

- Campus Environmental Overview ([video presentation](#))
- [Stormwater Management](#)

