



New Nanny Orientation Checklist

There is a huge amount of information that a nanny must take in when she starts a new position. This form offers a review list for the family and a convenient place for the nanny to take notes about the household.

Security System	Phone / Intercom System
TV / VCR / DVD Operation	Heating / Air Conditioning Operation
Pool System	

Review locations of...

- ❖ fuse box
- ❖ water shut off valve
- ❖ gas shut off valve
- ❖ any inside meters
- ❖ invisible fence controls
- ❖ candles / flashlights
- ❖ fire extinguishers
- ❖ first aid kit
- ❖ extra keys to house and cars
- ❖ emergency phone contact lists
- ❖ hand guns

Review plans for...

- ❖ escape and meeting place in case of house fire
- ❖ pick-up plan for children in case of community emergency (on 9/11, many nannies were unable to reach working parents and unsure if they should pick up their charges from school or other activities. Hopefully, a pick-up plan will never be needed but for the safety of the children, we recommend developing one.)