

Maintenance Tech Onboarding Checklist

A practical, phase-by-phase guide for getting a new maintenance technician safe, oriented, and productive, built for small facilities and senior living communities. Print it, work through it, and check each box as you go.

New tech: _____ Start date: _____ Supervisor: _____

Before They Start (Preboarding)

Done in the days before day one, so day one is useful instead of paperwork.

- ☐ Keys, badges, access codes, and alarm codes prepared and ready to hand over
- ☐ PPE issued and basic tools assigned (or a list of what they should bring)
- ☐ Login created for your maintenance system so they can see work orders and assets on day one
- ☐ First-week schedule written out, they should know what each day looks like
- ☐ New-hire paperwork sent ahead of time where possible
- ☐ Someone assigned as their go-to person (a buddy or mentor) for questions

Day One (Orientation)

The single-day welcome: paperwork, the building, the people, and the basics of staying safe.

- ☐ Complete any remaining HR paperwork and payroll setup
- ☐ Full facility walk-through: mechanical rooms, roof access, electrical panels, storage
- ☐ Show every main shutoff: water, gas, and electrical, and how to reach them fast
- ☐ Introduce the team and the key contacts they'll rely on
- ☐ Review emergency procedures, exits, and who to call in a crisis
- ☐ Cover basic safety: PPE requirements, known hazards, and any lockout/tagout basics
- ☐ Point out where resident or tenant areas are and the etiquette for entering them

Week One (Systems & the Building)

Getting them oriented to the equipment and to how work actually gets tracked here.

- Walk the asset list: where each major system is and what it does
- Show the location and shutoff for every critical piece of equipment
- Teach how work orders are created, assigned, and logged, and where they live
- Review the preventive maintenance schedule and what's coming due soon
- Show how to document completed work: notes, photos, and sign-off
- Explain how parts and supplies are tracked and reordered
- Cover resident and tenant interaction norms in detail (especially in senior living)
- Have them log their first real work order with supervision

First 30 Days (Context & Competence)

Moving from guided learning to handling the work independently.

- Shadow an experienced tech (or you) on routine and reactive work
- Learn the facility's specific quirks: the equipment that needs babying, the vendors to call
- Introduce compliance basics: what gets inspected, what records matter, and why
- Review the history on key assets so they understand recurring problems
- Let them handle work orders solo, then review the results together
- Confirm they can find asset info, work order history, and PM schedules on their own
- Hold a 30-day check-in: what's clear, what's confusing, what they still need

The one thing that makes all of this faster: a new tech is only as good as the knowledge they can actually get to. When your asset list, work order history, and PM schedule live in one person's head, onboarding drags on for months and a single departure becomes a crisis. When that information lives in a system everyone can see, a new hire is productive in weeks. The checkboxes above that mention “where it lives” and “find it on their own” are the ones that decide how long this takes.

The Toolsmith keeps your assets, work orders, and maintenance schedules in one place your whole team can see, so onboarding the next tech is a walk-through, not a knowledge transfer. Start a free trial at toolsmith-cmms.app
thetoolsmithapp.com · © 2026 The Toolsmith