

# Working Location Tour

Among the tasks for the employee's first day, a full tour of the new work space can help to establish a level of comfort and ease while also serving as an opportunity to meet co-workers. Important areas to cover include:

- Restrooms
- Break/lunch rooms
- Kitchen, including any department procedures/norms
- Closest dining hall, coffee/tea location, and vending machines
- Local lunch options and locations
- Supply room, including any department procedures/norms
- Emergency and first aid supplies
- Photocopy, fax machine, and scanner (including instructions on use)
- Mail Room
- Transportation services and stops
- Emergency exits and procedures (and evacuation plans)
- Location of office location relevant to GSU campus

If there are other department locations on campus the employee will frequent, please make sure to include those spaces on the tour as well.

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