FACILITY REOPENING & HANDOFF VERIFICATION

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Operational; protect safety/ security details not appropriate for public release	Use before reopening or handing back a disrupted facility or service point

Reopening should mean more than unlocking the door. Confirm utilities, life safety, accessibility, staffing, records, communications, sanitation, supplies, public notice, unresolved hazards, and who accepts responsibility for the next operational period.

FACILITY / SERVICE

Facility / service point

Address / area

Function

Closed since

Proposed reopen / handoff time

Responsible organization / role

READINESS CHECKS

Check	Verified by	Date/time	Status / limitation
Life safety / fire / exits			
Water / sanitation			
Power / temperature / lighting			
Accessibility / mobility access			
Communications / public contact			
Staffing / role coverage			
Records / systems access			
Supplies / waste handling			
Known hazards / restricted areas			

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PUBLIC AND OPERATIONAL HANDOFF

Public reopening notice issued where / when

Limitations or reduced services clearly stated

Unresolved work order / hazard references

Keys / credentials / inventory handed to

Next review / inspection time

Person accepting operational responsibility

REOPENING RULE

- ☐ Do not mark “open” when essential safety or access conditions remain unknown.
- ☐ State reduced capacity or unavailable services plainly.
- ☐ Preserve records of inspections, limitations, and unresolved hazards.
- ☐ Reassess after the first operational period.

Source basis: Built To Resist first-week rebuilding and essential-services chapters.
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