

Coworking Space - Reopening Readiness Review

Verify that closure-related tasks have been resolved before resuming normal service. Setting: Coworking Space.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Reopening Readiness Review

Closure reference and planned reopening session *

Restoration tasks completed and evidence checked *

Limitations that remain on resumed service *

Who must receive the reopening update

Coworking Space

Desk zone, meeting room or member event *

Shared device, room kit or desk resource involved *

Booking overlap, quiet-zone or visitor reception needs

Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record *

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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