

# Makerspace - Backup Coverage Request

Describe an uncovered operating task and the preparation a replacement will need. Setting: Makerspace.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Backup Coverage Request

Task or station needing coverage \*

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Coverage window and minimum tasks to maintain \*

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Briefing, equipment and support available \*

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Handover point and fallback if cover is unavailable

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## Makerspace

Work zone, project session or machine station \*

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**Material thickness, tool setup or project reference \***

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**Supervision, extraction, setup-change or storage needs**

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## Ownership and follow-up

**Team or role responsible for the next action**

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**Target follow-up date**

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**Current state of this record \***

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

**Next action and completion evidence**

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## 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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