

Makerspace - Opening Readiness Check

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Identify what must be ready before the next opening and record outstanding exceptions. Setting: Makerspace.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Opening Readiness Check

Opening session being checked *

Example answer

Readiness checks completed and their results *

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

Items preventing normal opening *

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

Temporary arrangements proposed for unresolved items

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

Makerspace

Work zone, project session or machine station *

Example answer

Material thickness, tool setup or project reference *

REF-2026-0148

Supervision, extraction, setup-change or storage needs

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Ownership and follow-up

Team or role responsible for the next action

Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

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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Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA