

# Picture Framing Shop - 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: Picture Framing Shop.

## 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.

## Picture Framing Shop

**Framing-job reference and assembly station \***

REF-2026-0147

**Frame profile, mount size or glazing specification \***

Example answer

**Artwork handling, dust control or collection packaging**

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.

## 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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