FACILITY READINESS CHECKLIST

Mark a status for each statement, then record a next step and owner for anything not fully in place.

AREA	WHAT "IN PLACE" LOOKS LIKE	IN PLACE	PARTLY	NOT YET	NEXT STEP AND OWNER
PEOPLE AND PURPOSE	We know who uses the facility and whose needs are underserved.	☐	☐	☐	
LAYOUT AND CIRCULATION	We know where peak-time congestion happens and why.	☐	☐	☐	
EQUIPMENT MIX	Our equipment reflects how people train today.	☐	☐	☐	
UNDERUSED AREAS	We check instruction, programming and feedback before replacing anything.	☐	☐	☐	
EQUIPMENT LIFECYCLE	Replacement priorities reflect usage, condition and service history.	☐	☐	☐	
SPACE FLEXIBILITY	We know which areas can be reconfigured easily.	☐	☐	☐	
FULL COST OF CHANGE	Our plan covers support, installation and facility modifications.	☐	☐	☐	
OWNERSHIP AND REVIEW	One person owns the review, with set dates and action triggers.	☐	☐	☐	

Start with any "Not yet" rows. These are where decisions are most likely to rest on assumptions.