



A Little Help at Handoff

Facilities Shift and Coverage Handoff Kit | For school facilities and custodial teams

The details you would tell a colleague.

You know your building, your team, and the little details that keep the day moving. When someone covers a shift or picks up a task, this kit offers a place to leave the few things they might otherwise have to track down.

USE WHAT FITS YOUR EXISTING PROCESS

Borrow a page for planned coverage, a shift change, or a return from leave. If your work-order system already handles handoffs well, these prompts can live there instead. There is no need to keep a second set of maintenance records.

An example to borrow | Page 2

A changed room booking shows how a short note can connect the latest plan, the next action, and the person expecting an update.

A handoff you can reuse | Pages 3-4

Page 3 holds the essentials. Page 4 gives a longer-running item more room, including any approved temporary arrangement.

A welcome-back note | Page 5

A short update helps a returning colleague see what changed, what is complete, and what still needs a next step.

A place for coordination

Use your existing urgent-reporting, access, and safety procedures. This kit does not authorize repairs, change equipment status, or replace required handover records. Keep keys, access codes, and confidential details in approved systems.



A familiar change of plan

Fictional school example | Dates, rooms, references, and roles are illustrative

THE QUICK NOTE

“Meeting moved. Room B needs setting up. Office knows.”

A useful start, but a covering colleague may still need the latest layout, the time, and a contact.

A LITTLE MORE CONTEXT

Tuesday, 1:30 p.m. | Coverage through 5 p.m.

A staff workshop has moved from Room A to Room B. The office booking coordinator confirmed the change at 1:15 p.m. Updated booking: EVT-204; approved layout: version 2 in the booking record.

Already taken care of

The booking coordinator has notified the workshop organizer. The earlier Room A setup request is marked superseded in EVT-204.

Next step and owner

The covering facilities lead has agreed to check Room B against the approved layout and coordinate the setup by 3 p.m., ahead of the 3:30 p.m. workshop.

Who needs the update?

The booking coordinator is expecting confirmation by 3 p.m. If the layout or timing cannot be met, the covering lead contacts that coordinator through the staff directory before making changes.

A QUICK CHECK TOGETHER

“I have EVT-204 and layout version 2. I will coordinate Room B by 3 p.m. and update the booking coordinator. If something does not fit, I will check with them first.”



The essentials for this shift

Reusable handoff sheet | Keep with your approved internal records

Date / coverage hours: _____

From: _____ To: _____

What is different today?

Changed booking, coverage arrangement, delivery, or priority. Include the latest record reference.

What is already taken care of?

Completed actions and who supplied the update. "Not yet checked" is useful when that is the status.

What is next, and who has it?

Action, agreed owner, due time, and where the current instructions can be found.

Who needs an update?

Role / approved contact route, what they are waiting for, and the next update time.

Handoff discussed / received: _____ Time: _____

Anything still unassigned or unclear: _____



One open item, a little more detail

Optional companion sheet | Use when an item will carry into another shift or coverage period

Item / work-order reference: _____ Updated: _____

Where things stand

Current status, source of the update, and what is still awaiting confirmation.

Temporary arrangement, if one is already approved

What applies, who authorized it, and where current instructions are recorded. Otherwise write "none."

When does that arrangement need another look?

Review / expiry time, responsible role, and who can authorize a change or return to normal.

Next action and any dependency

Who has agreed to act, by when, and what they are waiting for: access, a decision, parts, or another team.

If the plan changes

Approved contact / escalation route and who needs the update. Keep security details out of this sheet.



A quick welcome-back note

For a returning colleague | A few useful details, with links to the full records

Coverage period: _____ Prepared by: _____

What changed while you were away?

Changes that still matter for the next shift or workday, with the latest record references.

What is complete, and where is it recorded?

Actual outcome and date. For an item still awaiting a check, note that rather than marking it complete.

What is still open?

Next action, agreed owner, due date / time, and who is expecting an update.

Anything worth keeping for next time?

A useful contact, a clearer label, or a detail that made coverage easier. Your team can keep the parts of this kit that helped and leave out the rest.

Team note: _____

Background reading

UK Health and Safety Executive: Shift handover

HSE emphasizes preparation, two-way communication, and checking understanding. That general communication guidance informed this original kit; it is not a school-specific standard or an HSE-endorsed form. Reviewed October 23, 2026.