

## Technical Reconnaissance Check-list

The Operations Team must do the follow during a reconnaissance site visit  
Record answers in the "notes" section below or on the back of this paper, include diagrams if needed

**Bring With You: Tape measurer, Camera & Notebook**

TO DO	CHECK HERE
Explain your role & why you're here	
Obtain permission to take measurements, pictures, etc	

RECORD (can take pics)	CHECK HERE
Current patient flow	
Blueprint/ layout & measurements of applicable facilities & buildings	
Blueprint/ layout & measurements of applicable wards	
Facility layout, distance in measurements between wards & HMIS office	

LOOK AT (can take pics)	CHECK HERE
Windows: bars/no bars, glass/no glass (for security)	
Wall: durability, type	
Ceilings: durability, type (for routing of wires)	
Electrical sources: placement ( for sockets needed, wiring, etc)	
Registry locations: inside/outside, hazards, risks	
Explain next steps for installation & Get approval to commence works!	
<b>Before Leaving Site, Checklist Complete</b>	

### NOTES: