Map one campus service

Start with approved instructions, a system drawing if available, and the support agreement.
Use references to records. Keep passwords, addresses, and sensitive configuration out of the form.

Example / heating dashboard unavailable

Management route: approved remote support to the dashboard. Evidence: current service record.
Local check: follow the approved facilities procedure. Behavior during loss of remote access: unknown.

Campus or site alias / service / review date

Facilities owner / alternate

IT owner / alternate

Management route / access owner / service provider, if applicable

Local operation and approved way to check the service

Evidence reference, date, and status (confirmed, absent, or unknown)

Another dependency and what happens if it is lost

If the records are missing, stale, or conflicting, mark the relationship unknown.

Rehearse one decision

Use a 20-minute discussion. Spend 5 minutes on facts, 10 on the decision, and 5 on follow-up.
Use district incident and safety procedures. Live changes or tests require separate approval.

Scenario / a proposed pause in remote support

IT is reviewing suspicious account activity. The dashboard is unavailable.
Who checks the heating service on site, who authorizes a change, and what would justify restoring access?

Proposed action / operating limit / when to escalate

District decision owner / alternate

Backup contact route or directory reference

What facilities and IT will check, and who preserves each record

Evidence and approval needed before restoring access

Priority gap and the evidence that will close it

Follow-up owner / due date

Review date / result or next step