**Yale Business Continuity Planning**

**Minimum Site Requirements Worksheet**

***Instructions:*** *Complete the worksheet below to document your minimum site requirements if you needed to find alternate space.*

*If you already have an alternate site selected, use the Alternate Site Worksheet to document the site.*

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| **Minimum Site Requirements Worksheet** |
| **Space** | **Minimum****Required** | **Comments / Notes** |
| **Total square footage** |  |  |
| **Size of waiting room** |  |  |
| **Size of reception area** |  |  |
| **Individual exam rooms** |  |  |
| **Private offices** |  |  |
| **Storage rooms** |  |  |
| **Clinical staff work space** |  |  |
| **Support staff work space** |  |  |
| **Other specialized rooms** |  |  |
| **Other space** |  |  |
| **Specialized equipment** |  |  |
| **Specialized supplies** |  |  |
| **Other helpful information:** |  |  |