

Physical Site Recovery Walkthrough Checklist

General Information

Date		Location	
Conducted By		Disaster/Event	
Recovery Start Time		Completion Time	

Checklist

#	Task Description	Completed	Comments
1	Assess physical damage to site		
2	Ensure safety and security of area		
3	Check utilities (power, water, network, etc.)		
4	Document damages and recovery steps		
5	Notify key personnel/stakeholders		
6	Recover/restore critical equipment		
7	Conduct system checks and test operations		
8	Secure data backup and recovery		
9	Update recovery documentation		
10	Report recovery status		

Additional Notes

Recovery Lead Signature: _____

Date:
