Printed Instruction Revision and Replacement Map

The changed conversation must reach the displayed paper.

A current instruction needs a checked decision and an actual replacement.

Hypothetical example: a parent confirms a revised departure routine, replaces the old door sheet and hands the new copy to the adult using the activity folder.

01 Locate the old version

Identify the old sheet and instruction that changed.

Sheet and current displayed location

Specific outdated instruction

Person who still uses it

02 Confirm the decision

Confirm the current responsible decision.

Responsible adult or official source

Confirmed new instruction

Detail still unresolved

Printed Instruction Revision and Replacement Map / Review & follow-through

03 Identify the revision

Create a clearly identified revised instruction.

Revision date or version

Task wording and suitable contact

Temporary limit or review point

04 Replace the copies

Replace the actual old copies and complete recipient handoffs.

Old copies retired or retained privately

New copy location

Recipient handoff actually completed