

BROWNFIELD DAILY FLOOR HUDDLE BOARD Fill by hand. Keep it plain. Review at start of shift and update as conditions change.	DATE	SHIFT	AREA / TEAM
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SHIFT PRIORITIES What matters most today? Keep to 2-3 clear priorities. 1. 2. 3.	SAFETY FOCUS + EXPECTED BEHAVIORS Specific risk today and what good looks like. Focus: Behavior 1: Behavior 2: Watch for:	QUALITY FOCUS + OBSERVATIONS Defects, rework, misses, or checks to tighten today. Focus: Observation: Check: Escalate if:
SHIFT VOLUME + TRENDS Plan vs. actual. Call out the trend, not a speech. Today volume: Staffing: Trend vs yesterday/week: Risk:	ANNOUNCEMENTS Only the items the team needs for this shift. - - - -	ACTION ITEMS + OWNERS One owner. Clear due time. Check before end of shift. Action / Owner / Due: Action / Owner / Due: Action / Owner / Due: Action / Owner / Due:

MID-SHIFT CHECK What changed? What needs help?	END-OF-SHIFT CLOSE What got done? What carries over?	NEXT SHIFT HANDOFF What must the next leader know?
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