

# Bicycle Workshop - Cleaning Recheck Record

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Record the result of a requested cleaning recheck and any remaining work. Setting: Bicycle Workshop.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Cleaning Recheck Record

### Area and earlier cleaning reference \*

REF-2026-0143

### Surfaces or points rechecked \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Observed result and remaining residue or obstruction \*

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

### Further cleaning action and recheck arrangement

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## Bicycle Workshop

### Workshop bay and repair-job reference \*

REF-2026-0147

### Bicycle type, component size or parts reference \*

REF-2026-0148

### Parts compatibility, storage space or collection arrangements

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Ownership and follow-up

**Team or role responsible for the next action**

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record \***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**Limitations and what needs setup**

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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