

Cleaning Service Team - Found Property Register

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

Record a found item and its custody arrangements without publishing identifying details. Setting: Cleaning Service Team.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Found Property Register

Internal found-item reference *

REF-2026-0143

General description and location found *

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.

Storage location and person responsible for custody *

Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

Non-sensitive details to verify with a claimant

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.

Cleaning Service Team

Job reference and room or service zone *

Operations

Surface type, product group or equipment kit involved *

Example answer

Entry instructions, surface compatibility or drying-time needs

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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