

# Cleaning Service Team - Item Label Mismatch

Record an item whose label does not match its contents or intended destination. Setting: Cleaning Service Team.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Item Label Mismatch

Item or batch reference \*

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Label text versus observed contents or destination \*

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Affected quantity and current location \*

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Relabelling evidence needed before release

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## Cleaning Service Team

Job reference and room or service zone \*

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**Surface type, product group or equipment kit involved \***

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**Entry instructions, surface compatibility or drying-time needs**

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## Ownership and follow-up

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

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## 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.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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