

Community Arts Centre - Cleaning Recheck Record

Record the result of a requested cleaning recheck and any remaining work. Setting: Community Arts Centre.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Cleaning Recheck Record

Area and earlier cleaning reference *

Surfaces or points rechecked *

Observed result and remaining residue or obstruction *

Further cleaning action and recheck arrangement

Community Arts Centre

Studio, workshop session or exhibition reference *

Art material, work surface or shared tool involved *

Drying time, material storage or studio turnover needs

Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record *

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

Next action and completion evidence

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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