

Coworking Space - Operating Change Notice Brief

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

Prepare the information needed to tell affected people about a practical operating change. Setting: Coworking Space.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Operating Change Notice Brief

Operating change and effective session *

Example answer

Previous arrangement and new arrangement *

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.

People affected and actions they need to take *

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

Proposed communication channel and correction contact

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.

Coworking Space

Desk zone, meeting room or member event *

Main hall, Room 2

Shared device, room kit or desk resource involved *

Main hall, Room 2

Booking overlap, quiet-zone or visitor reception 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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