Klarstig

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 *

(Short answer - not filled in for this example)

Previous arrangement and new arrangement *

(Free-text answer - not filled in for this example)

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

(Free-text answer - not filled in for this example)

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

(Free-text answer - not filled in for this example)

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.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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