

Guesthouse - Accessible Information Format Request

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

Identify a communication format that will make a specific document or instruction easier to use. Setting: Guesthouse.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Accessible Information Format Request

Document or instruction to adapt *

Example answer

Preferred format, such as large print or plain text *

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.

Information that must remain included *

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.

Preferred way to receive or review the adapted material

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.

Guesthouse

Room, common area or stay reference *

REF-2026-0147

Linen set, welcome pack or room equipment involved *

Main hall, Room 2

Turnover window, quiet hours or arrival coordination

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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