Klarstig

# Guesthouse - Closing Exception Log

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

Document work left unresolved at closing so the next opening can be planned. 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

## Closing Exception Log

**Closing session and area inspected ***

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

**Closing step that could not be completed ***

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

**Current condition and temporary precautions ***

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

**Evidence needed before the exception can be closed**

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## 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**

(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.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA