

# Hands-on Science Centre - Equipment Substitution Request

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

Record why a different piece of equipment is proposed and what compatibility must be checked. Setting: Hands-on Science Centre.

## Contact and reference

**Name or team reference \***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record \***

November 14, 2026

## Equipment Substitution Request

**Original equipment and proposed substitute \***

Example answer

**Reason the original equipment cannot be used \***

We need a second room on Saturdays because the youth group has grown past the current room capacity.

**Required capacity, fittings or output characteristics \***

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.

**Trial or inspection needed before use**

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.

## Hands-on Science Centre

**Demonstration session and exhibit station \***

Example answer

**Experiment kit, consumable pack or exhibit component \***

Example answer

**Facilitator briefing, reset steps or visitor-flow needs**

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

## 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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