

Hands-on Science Centre - Found Property Register

Record a found item and its custody arrangements without publishing identifying details. Setting: Hands-on Science Centre.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Found Property Register

Internal found-item reference *

General description and location found *

Storage location and person responsible for custody *

Non-sensitive details to verify with a claimant

Hands-on Science Centre

Demonstration session and exhibit station *

Experiment kit, consumable pack or exhibit component *

Facilitator briefing, reset steps or visitor-flow needs

Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record *

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.

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