

# Independent Bookshop - Cleaning Recheck Record

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

Record the result of a requested cleaning recheck and any remaining work. Setting: Independent Bookshop.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Cleaning Recheck Record

### Area and earlier cleaning reference \*

REF-2026-0143

### Surfaces or points rechecked \*

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.

### Observed result and remaining residue or obstruction \*

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

### Further cleaning action and recheck arrangement

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

## Independent Bookshop

### Book section, order batch or reading event \*

Example answer

### Title, edition or stock reference involved \*

Program coordinator

### Shelving order, reserved copies or event-table needs

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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