

Neighbourhood Hall - 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: Neighbourhood Hall.

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.

Neighbourhood Hall

Room booking and community activity reference *

REF-2026-0147

Tables, chairs or shared hall supplies involved *

Example answer

Neighbouring activities, noise limits or key-return arrangements

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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