

Neighbourhood Hall - Rework Instructions

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

Specify which part of completed work must be corrected and how it will 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

Rework Instructions

Original work reference *

REF-2026-0143

Observed difference from the agreed result *

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

Correction scope and parts that should remain unchanged *

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

Acceptance checks for the corrected work

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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