

Neighbourhood Hall - Translated Instructions Review

Compare translated operating instructions with their source and flag meaning or usability problems. Setting: Neighbourhood Hall.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Translated Instructions Review

Instruction version and language pair *

Source wording and translated wording under review *

Meaning, terminology or layout issue identified *

Proposed correction and remaining reviewer question

Neighbourhood Hall

Room booking and community activity reference *

Tables, chairs or shared hall supplies involved *

Neighbouring activities, noise limits or key-return arrangements

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.

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