

# Neighbourhood Hall - Visitor Wayfinding Walkthrough

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

Record where visitors lose their way and which directional information needs improvement. 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

## Visitor Wayfinding Walkthrough

Starting point and intended destination \*

Example answer

Decision points where directions were unclear \*

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.

Obstructions or conflicting signs encountered \*

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.

Suggested changes and a route to test again

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

## 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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