Klarstig

Pottery Studio - Closing Exception Log

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

Document work left unresolved at closing so the next opening can be planned. Setting: Pottery Studio.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Closing Exception Log

Closing session and area inspected *

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

Closing step that could not be completed *

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

Current condition and temporary precautions *

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

Evidence needed before the exception can be closed

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

Pottery Studio

Studio session and shelf or kiln-load reference *

REF-2026-0147

Clay body, glaze group or piece reference *

REF-2026-0148

Drying stage, firing schedule or collection-label needs

(Free-text answer - not filled in for this example)

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.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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