Klarstig

# Public Garden - Exceptional Opening Hours

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

Record a proposed one-off hours change and its impact on scheduled work. Setting: Public Garden.

## Contact and reference

**Name or team reference ***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record ***

November 14, 2026

## Exceptional Opening Hours

**Date or session with exceptional hours ***

November 14, 2026

**Usual hours and proposed opening or closing times ***

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

**Bookings, deliveries or staffing affected ***

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

**Notices and schedule updates required**

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

## Public Garden

**Garden bed, path or visitor area reference ***

REF-2026-0147

**Plant group, gardening supplies or equipment involved ***

(Short answer - not filled in for this example)

**Seasonal timing, irrigation or path-access constraints**

(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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