

# Repair Café - Closing Exception Log

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

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Closing Exception Log

Closing session and area inspected \*

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Closing step that could not be completed \*

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Current condition and temporary precautions \*

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Evidence needed before the exception can be closed

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## Repair Café

Repair session and workbench reference \*

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**Item category, spare part or shared tool involved \***

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**Volunteer availability, parts matching or return arrangements**

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## Ownership and follow-up

**Team or role responsible for the next action**

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## 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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