Klarstig

# Repair Café - Unused Slot Reallocation

Record a newly available slot and the conditions for offering it to another activity. Setting: Repair Café.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Unused Slot Reallocation

**Released slot and original booking reference ***

**Space, staffing or equipment available with the slot ***

**Proposed replacement activity and fit with the available slot ***

**People or schedules that need an update**

## Repair Café

**Repair session and workbench reference ***

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

**Volunteer availability, parts matching or 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.

**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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