Feedback from Users of the Hall and Volunteers

e.g. items needing attention, including Maintenance, Breakages, offers of help etc.

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| Date Reported | Hall Zone | Description of Faults or Failures | Reported by Name or Group | Date Completed | Name of work done by | Comments on work covered |
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**Legend (key) for zones to be referred to on feedback form**

**Inside areas** - **FEL** = front entrance lobby **FK** = front kitchen **MH** = main hall **SR** = social room **RC** = rear corridor,

**CR** = cleaner's janitorial store/room **MRC** = meeting room corridor **MR** = meeting room

**WCs -** Counting anti clockwise from front entrance lobby = **WC1, WC2, WC3, WC4, WC5**

**Lofts - FEL** = front entrance porch loft ("lighting box") **MRL** = meeting room loft **RCL** =rear corridor loft **SRL** = social room loft

**Outside areas- FE&P** = front elevation & porch **RHE** = right hand elevation **RE**= rear elevation, **LEF** = left elevation (front) **LER** = left elevation (rear)

Issued 1st Nov 2020