

Feedback from Users of the Hall and Volunteers

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

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

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)