

Hall Staff Diary

19th October 2018

Contact note

We have two different uses notes, one is business diary and the other one is contact note. How to use this contact note is to write what you want to share same information with all the staff. For example, about cancellation and date change of facility users, about change of various rules, about changing the storage location of equipment etc. You can write whatever you think is better to share. Our staff should check this note before starting work and share the time that was not in the shift. With these two different uses notes we can work smoothly, but eventually I think that the most important things is to talk a lot among the staff.

