Volunteer assignment record

Record holder: Jacob Nelson

Record reference: REC-4090794

Last reviewed: September 11, 2026

Program: Housing cooperative maintenance

Status: Review required

Contact and preferences

Field	Recorded value
Program role	Volunteer
Email	jacob.nelson@oakvale.example
Phone	(617) 555-0154
Preferred contact	Email first; phone if no response
Availability	By prior appointment

Assignment

Assignment	Scheduling condition	Responsible contact
Roof leak inspection	Coordinator must review scope before a new assignment	Coordinator
Keybox audit	Coordinator must review scope before a new assignment	Coordinator
Boiler-room reading	Coordinator must review scope before a new assignment	Coordinator
Completion photo index	Coordinator must review scope before a new assignment	Coordinator

Assignment context

The volunteer record covers Roof leak inspection, Keybox audit, Boiler-room reading, and Completion photo index. Coordinator must review scope before a new assignment.

Email first; phone if no response. Availability: By prior appointment. Contact details may be used for scheduling and the recorded program activities only.