Klarstig

# Tool Lending Library - Task Practice Observation

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Record practice on one operational task and the next coaching step; this is not a hiring assessment. Setting: Tool Lending Library.

## Contact and reference

**Name or team reference ***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record ***

November 14, 2026

## Task Practice Observation

**Task practised and demonstration used ***

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

**Steps completed independently and steps needing help ***

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

**Specific observation or question raised during practice ***

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

**Next practice exercise and support arrangement**

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

## Tool Lending Library

**Loan session and tool-storage location ***

Main hall, Room 2

**Tool reference, accessory kit or carrying case ***

REF-2026-0148

**Loan turnaround, completeness check or demonstration needs**

(Free-text answer - not filled in for this example)

## Ownership and follow-up

**Team or role responsible for the next action**

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record ***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## 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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