

APPRENTICE MONTHLY WORK REPORT

At the end of each month, submit this report to your supervisor / foreman for his approval and signature. Then turn it in to the Training Coordinator, NO LATER THAN THE 14th DAY OF THE FOLLOWING MONTH !!!!!

Record the number of hours you worked each day in each category.
TOTAL UP - Daily hours worked, Monthly hours in each category, Total hours for the month.

Days of the Month	WORK CATEGORIES								Daily Totals
	A	B	C	D	E	F	G	H	
1									
2									
3									
4									
5									
6									
7									
8									
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21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Monthly Totals									

DESCRIPTION OF WORK CATEGORIES	Approx. Months	Approx. Hours
A. Simple jobs requiring the use of hand tools, power tools, sheet metal equip. & machines, both on the job & in the shop	6	1300
B. Installation of various roof related sheet metal products such as gutter, flashing, skylights, metal ventilators, etc.	8	900
C. Fabrication of various roof related products such as roof vents, flashing, skylights, gutter, louvers, etc.	6	1300
D. Installation of Heating, Ventilating, and A/C ducts & related fixtures & equipment.....	10	1000
E. Fabrication of Heating, Ventilating, & A/C ducts & related products & fixtures.....	6	900
F. Welding, Brazing, Soldering or otherwise fastening metal to metal by means of fusion or a molten metal process.....	6	400
G. Reading plans and specifications & interpreting same.....	2	1000
H. Specialty metal work such as stainless steel restaurant equip., blowpipe, lockers, toilet petitions, metal ceilings, metal siding, plastics, FRP, ect.	4	400
TOTAL.....	48	7200

APPRENTICE NAME - _____

ADDRESS - _____

CITY, ST. & ZIP - _____

PHONE - _____

MONTH and YEAR report is for: _____

Apprentice Class (1st, 2nd, 3rd, or 4th); _____

What pay period are you in (1 thru 8); _____

What is your pay per hour ; \$ _____

COMPANY NAME _____

SUPERVISOR'S SIGNATURE _____
PRINT NAME: _____

SUPERVISOR'S COMMENTS _____
