

# Residential Apprentice Monthly Work Report

55384

(Due in the JATC Office by the Date Established by the JATC)

For optimum accuracy print in ink. Use capital letters or numbers and avoid contact with the edge of the box. The following will serve as an example.

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Apprentice SS Num.  -  -  /  /

Lastname

Firstname  M.I.  Last Day of THIS Report Period  /  /

Period  Employer

Enter the Number of Actual Clock Hours (including Overtime) for Each Category Worker this Month. LEAVE OFF Insignificant ZEROS.

|                      |   |                      |   |
|----------------------|---|----------------------|---|
| <input type="text"/> | <u>Project Layout and Planning</u> - Reading and interpreting blueprints and specifications. Coordination between crafts, general contractor and home owner. Layout services and branch circuits.                     | <input type="text"/> | <u>Control System Installation</u> - Blueprint and specification interpretation. Layout and circuit installation. Distributed control.  |
| <input type="text"/> | <u>Underground Installations</u> - Trenching and ditch digging. Direct Burial. Installing PVC/Rigid Conduit. Installing grounding electrode systems.  | <input type="text"/> | <u>Security System Installation</u> - Blueprint & specification interpretation. Layout. Box & circuit installation. Terminations & testing.   |
| <input type="text"/> | <u>Thinwall Conduit Raceway Systems</u> - Fastening and supporting devices. Conduit fabrication. Installation of conduit, fittings and boxes.   | <input type="text"/> | <u>Installing Communications and Sound Systems</u> - Blueprint & specification interpretation. Layout. Conduit & box installation. Installing panels & network devices. Circuit installation. Terminations & testing. |
| <input type="text"/> | <u>Rigid Conduit Raceway Systems</u> - Fastening and supporting devices. Conduit fabrication. Installation of conduit, fittings and boxes.  | <input type="text"/> | <u>Installing &amp; Terminating Transformers</u> - Mounting & installation. Primary & secondary terminations. Testing & troubleshooting.  |
| <input type="text"/> | <u>Installing Services, and Panels</u> - Mounting devices. Breaker installation. Fuse installation. Terminations and Bonding.   | <input type="text"/> | <u>Installing Specialized Systems</u> - Basic life safety. Custom and low-voltage control. Entertainment and Environmental.   |
| <input type="text"/> | <u>Installing, Splicing &amp; Terminating Wires and Cables</u> - Installing Non-metallic Sheath cable. Establishing temporary power. Feeders and branch circuits. Control wiring. Splices, taps and terminations.     | <input type="text"/> | <u>Service &amp; Troubleshooting</u> - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, control circuits & devices.          |
| <input type="text"/> | <u>Lighting System Installation</u> - Installing outlet boxes and conductors. Installing fixtures. Control devices.   | <input type="text"/> | <u>Material handling &amp; Pre-Fabrication</u> - Material & equipment awareness. Fabricating for field installation.  |
| <input type="text"/> | <u>Testing and Troubleshooting Services, Motors and Branch Circuits</u> - Checking circuit continuity. Identifying fault current to ground. Certifying system operation. Repair and maintenance. Ground Verification. | <input type="text"/> | <u>Other Specialized Area</u> - (Briefly describe) _____  |
| <input type="text"/> | <u>Fire Alarm Installation</u> - Blueprint & specification interpretation. Layout & circuit installation. Control panel & device installation. Programming & testing.   |                      |   |

Total number of hours worked this month.  Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work.

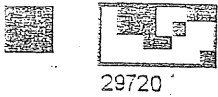
Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

Illness, Medical or Injury       Personal       Scheduled Vacation

Apprentice Signature \_\_\_\_\_ Date \_\_\_\_\_ Residential Wireman Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The apprentice must complete the front portion of this form and return it to the JATC. After removing the top copy, the apprentice must fill in the Social Security Number on the back of the white card form. The white card portion of the form is given to the Res.Wireman for completion.

**This Form Must Be Completed by the APPRENTICE**



# Residential Wireman's Evaluation of Apprentice

29720

This Side is to be Filled Out in INK and Signed by the Residential Wireman the Apprentice is Working With — Then Turned Over to the Foreman and Then the Employer Representative to Allow for Comment — Then Forwarded to the JATC Office.

Apprentice  
SS Number

|   |   |   |   |   |   |   |   |  |  |  |  |
|---|---|---|---|---|---|---|---|--|--|--|--|
| X | X | X | X | - | X | X | - |  |  |  |  |
|---|---|---|---|---|---|---|---|--|--|--|--|

How long has this apprentice  
been working with you?

|        |  |      |  |
|--------|--|------|--|
|        |  |      |  |
| MONTHS |  | DAYS |  |

Fill in the Boxes that Best Describe this Apprentice. FILL IN the BOX COMPLETELY. PLEASE Give Us YOUR Comments

### INITIATIVE

- Room for Improvement
- Average
- Helps Keep Job Moving

### ATTITUDE

- Resentful - Uncooperative
- Acceptable
- Cooperative - Helpful and Alert

### ATTENDANCE

|  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Frequently Late     | CHECK ONLY 1<br>FROM THIS LIST |
| <input type="checkbox"/> Seldom Late         |                                |
| <input type="checkbox"/> Never Late          |                                |
| <input type="checkbox"/> Frequently Off Work | CHECK ONLY 1<br>FROM THIS LIST |
| <input type="checkbox"/> Seldom Off Work     |                                |
| <input type="checkbox"/> Never Off Work      |                                |

### ATTIRE

- Wears Proper Work Clothes
- Does NOT Dress for the Job

### MECHANICAL APTITUDE

- Very Little
- Average
- Very High
- Extremely High

### RESPONSIBILITY

- Unconcerned - Lackadaisical
- Acceptable
- Very Dependable

### ACCURACY

- Makes Many Careless Errors
- Average
- Does It Right

### COMMUNICATIONS SKILLS

- (Understanding Verbal Instructions)
- Does NOT Easily Understand
  - Average
  - Almost Always Understands

### SAFETY RULES

- Disregards Rules
- Average
- Very Safety Conscious

### USE OF WORKING TIME

- Frequently Loafs
- Fair
- Always Stays Busy

### APPEARANCE/HYGIENE

- Poor - Needs Attention
- Acceptable
- Always Neat and Presentable

### TOOLS

- Has Proper, Well-Maintained Tools
- Lacks Proper Tools

**Shortcomings Should Be Immediately Addressed**  
**You Are Encouraged to Discuss Your Evaluation with the Apprentice**

Considering Their Time in Apprenticeship, the Apprentices's Knowledge of the Trade is:

- Unsatisfactory
- Below Average
- Average
- Above Average
- Exceptionally Good

In Your Opinion, Should the Apprentice be Rotated to a Different Type of Work?  YES  NO

If So, What Type of Work Training is needed)? \_\_\_\_\_

Residential Wireman Comments: \_\_\_\_\_

\_\_\_\_\_

Foreman Comments: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Employer Comments: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Mr. Anthony C. Toft  
SCMJATC Training Director  
9 - 80th St. S.E.  
Rochester, MN 55904-8435

Signature \_\_\_\_\_ Date \_\_\_\_\_  
I Returned to the JATC