



# Monthly Work Report

(Due in the JATC Office by the 10th of the Following Month)



NOTE: Use Only NUMBERS OR CAPITAL LETTERS to Enter Data - Stay Inside Boxes

Firstname	<input type="text"/>	M.I.	<input type="text"/>	Data Report Submitted	Month	<input type="text"/>	/	Year	<input type="text"/>
Lastname	<input type="text"/>								
Period	<input type="text"/>	Employer	<input type="text"/>						
		Journeyman	<input type="text"/>						

Enter the Number of Actual Clock Hours (Including Overtime) for Each Category Worked This Month. LEAVE OFF Insignificant ZEROS.

<input type="text"/>	<u>Project Layout and Planning</u> - Reading & interpreting blueprints and specification / Coordination between crafts, engineers & architects / Layout feeders, risers & branch circuits	<input type="text"/>	<u>Motor Installation</u> - Rigging and setting / Alignment / Circuiting and terminations / Testing
<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>Control System Installation</u> - Blueprint & specification interpretation / Layout & circuit installation / Distributed control
<input type="text"/>	<u>Thinwall Conduit Raceway Systems</u> - Fastening & supporting devices / Conduit fabrication / Installation of conduit, fitting & boxes	<input type="text"/>	<u>Installing &amp; Programming Programmable Logic Controllers</u> - Module installation / Control wiring and devices / Programming
<input type="text"/>	<u>Rigid Conduit Raceway Systems</u> - Fastening & supporting devices / Bender setup / Conduit fabrication / Installation of conduit, fittings and boxes	<input type="text"/>	<u>Installing Instrumentation &amp; Process Control Systems</u> - Blueprint & specification interpretation / Layout installation / Calibration
<input type="text"/>	<u>Installing Services</u> - Mounting devices / Installing circuit breakers and fuses / Terminations	<input type="text"/>	<u>Security System Installation</u> - Blueprint & specification interpretation / Layout / Box & circuit installation / Terminations & testing
<input type="text"/>	<u>Floor Duct Installation</u> - Transit-grade establishment / Installing duct & fittings / Core drilling and outlet installation	<input type="text"/>	<u>Installing Sound &amp; Communications Systems</u> - Blueprint & specification interpretation / Layout / Conduit & box installation / Installing panels & network devices / Circuit installation / Terminations & testing
<input type="text"/>	<u>Motor Control Center Installation</u> - Rigging & mounting / Terminating feeder, branch circuits & control wiring	<input type="text"/>	<u>Installing &amp; Terminating Transformers</u> - Rigging & Mounting / Primary & secondary terminations / Testing & troubleshooting
<input type="text"/>	<u>Installing, Splicing &amp; Terminating Wires &amp; Cables</u> - Establishing temporary power / Feeders & branch circuits / Control wiring / Splices, taps & terminations	<input type="text"/>	<u>Installing Fiber Optic Cable</u> - Equipment layout / Installing cable / Polishing & terminating / Testing & verifying
<input type="text"/>	<u>Cable Tray Installation</u> - Fabrication / Installing support devices / Installing cable tray and covers	<input type="text"/>	<u>Welding &amp; Brazing</u> - Machine setup / Fabrication / Welding, gridding & finishing
<input type="text"/>	<u>Lighting System Installation</u> - Installing outlet boxes & conductors / Installing fixtures / Installing control devices	<input type="text"/>	<u>Service &amp; Troubleshooting</u> - Testing, analysis & repair of motors, transformers electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices
<input type="text"/>	<u>Testing &amp; Troubleshooting Feeders, Motors &amp; Branch Circuits</u> - Checkout circuit continuity / Identifying fault current to ground / Meggering and hi-potting / Certifying system operation / Repair & maintenance / Ground verification	<input type="text"/>	<u>Material handling &amp; Pre-Fabrication</u> - Material-equipment awareness / Fabricating for field installation
<input type="text"/>	<u>Fire Alarm Installation</u> - Blueprint & specification interpretation / Layout & circuit installation / Control panel & device installation / Programming & testing	<input type="text"/>	<u>Other Specialized Area</u> - (Briefly describe) _____

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:

<input type="text"/>	Illness	<input type="text"/>	Injury	<input type="text"/>	Personal Appointment	<input type="text"/>	Vacation	<input type="text"/>	Day Off
<input type="text"/>	Other	Please Explain "OTHER" _____							

Today's Date \_\_\_\_\_

59255





# Kalamazoo Joint Apprenticeship and Training Committee

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Instructions: The apprentice is to complete the **top portion** of the report. Then have JIW or Foreman you currently worked with the most (if possible) complete the **bottom portion**.  
Turn in to JATC Office between the 1<sup>st</sup> and the 10<sup>th</sup> of the following month.

Name: \_\_\_\_\_ Level: CW 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

Reporting Month: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Jobsites: \_\_\_\_\_

Hours Worked: \_\_\_\_\_ Available Hours Missed: \_\_\_\_\_ (Do NOT include school days)

Reason(s) for any missed time:  
\_\_\_\_\_  
\_\_\_\_\_

### List JIW's Worked With

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### List Foreman Worked With

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### -----JIW or FOREMAN PORTION BELOW-----

Please Rate the apprentice from **1 (good)** to **5 (poor)** in the following areas:

Initiative: \_\_\_\_\_ Mechanical Aptitude: \_\_\_\_\_ Attendance: \_\_\_\_\_ Attitude: \_\_\_\_\_

Use of Working Time: \_\_\_\_\_ On Time to Work: \_\_\_\_\_ Responsibility: \_\_\_\_\_ Safety Rules: \_\_\_\_\_

Communication: \_\_\_\_\_ Proper Tools: \_\_\_\_\_ Accuracy: \_\_\_\_\_ Appearance: \_\_\_\_\_

OVERALL PERFORMANCE (considering time in the trade): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
JIW or FOREMAN PRINT NAME

\_\_\_\_\_  
JIW or FOREMAN SIGN NAME

Date Received: \_\_\_\_\_ (office use)