

# Monthly Work Report

Due to the Kalamazoo ETA Office between the 1st and 10th of every month. Late after the 10th.



M.I.  Data Report Submitted

Month  /  Year

Firstname

Lastname

Period   Employer

Journeyman

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 specifications / 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, fittings & 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 feeders, 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, grinding & 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:

Illness  Injury  Personal Appointment  Vacation  Day Off

Other Please Explain "OTHER" \_\_\_\_\_

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





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Each apprentice is to complete the top portion of the evaluation. After completion, a JIW or Foreman you are currently working with must complete the bottom portion of the evaluation.

Work Reports and Evaluations are to be turned in after the month end, between the 1<sup>st</sup> and 10<sup>th</sup> of the following month.

Apprentice Name: \_\_\_\_\_

Level (circle one): 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup>

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

Date: \_\_\_\_\_

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

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

Total Hours Worked: \_\_\_\_\_

Available Hours Missed (NOT including school days): \_\_\_\_\_

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

JIW's Worked With

Foreman Worked With

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

----- JIW / FOREMAN PORTION BELOW -----

Please rate the apprentice from 1 (good) to 5 (poor) in the following areas: (the less point accrual, the better)

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

Use of Working Time: \_\_\_\_ Punctuality: \_\_\_\_ Responsibility: \_\_\_\_ Safety Rules: \_\_\_\_

Communication: \_\_\_\_ Proper Tools: \_\_\_\_ Proper Attire: \_\_\_\_ Accuracy: \_\_\_\_ Hygiene: \_\_\_\_

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

Comments / feedback for the apprentice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME (JIW / FOREMAN)

\_\_\_\_\_  
SIGNATURE (JIW / FOREMAN)