



Apprentice's Monthly Work Record

2011 2012 2013
 2014 2015 2016

Apprentice Name: _____

Occupation Apprenticed in: HVAC Pipe Fitter Sheet Metal
(Check only the program you are registered in.)

<input type="checkbox"/> JANUARY	<input type="checkbox"/> JULY
<input type="checkbox"/> FEBRUARY	<input type="checkbox"/> AUGUST
<input type="checkbox"/> MARCH	<input type="checkbox"/> SEPTEMBER
<input type="checkbox"/> APRIL	<input type="checkbox"/> OCTOBER
<input type="checkbox"/> MAY	<input type="checkbox"/> NOVEMBER
<input type="checkbox"/> JUNE	<input type="checkbox"/> DECEMBER

Employer: _____
(Enter the actual work hours for each category worked this month. Overtime counts hour-for-hour towards completion of your Apprenticeship.)

HVAC Apprenticeship

Use and Care of Tools and Equipment - Proper use of various tools and test equipment that is necessary to service, troubleshoot, repair and install both residential and commercial HVAC systems.

Residential and Commercial Air Conditioning & Refrigeration Systems - Install/service compressors, condensers, receivers, evaporators, heat exchangers, oil separators and traps, refrigerant piping and insulation, circulating and cooling equipment and cooling towers.

Indoor Air Quality (IAQ) - Methods of installation, sizing, balancing, filtering, humidification, and noise control.

Motors, Controls, and Wiring - Install, align, load test and service motors; install/service thermostats, pressure, pressure devices, switches and starters, power and control wiring, and energy management systems.

Heating and Fuel Burning Equipment - Install/service furnaces and boilers, unit heaters, oil burners, gas burners, and electric heaters, flue ventilation and combustion air

Heat Pumps - Install/service complete units

Miscellaneous Equipment Installation - Installation of exhaust or supply air fans, humidifiers, electronic air cleaners, zone dampers, special filtering devices, and odor control systems.

Total Number of hours worked for the month

Pipe Fitter Apprenticeship

Use and Care of Tools and Equipment - Proper use of tools and test equipment that is necessary to repair, install and weld pipe, fittings and related components.

Pipe Cutting, Threading, Reaming and Welding Equipment - Use of hand cutters, use of dies and reamers, set up and operation of power, threading machine, operation of power drills, and operation of torch and welder

Piping Installation and Service - Boiler Room piping, gas piping, hot water and steam heating systems, piping and insulating, and PVC flue piping and drain piping.

Welding - Oxy-fuel processes, SMAW – Advanced Groove, Gas Tungsten Arc Welding (TIG), or Gas Metal Arc Welding (MIG)

Maintenance and Repair - Fabrication and installation of pipe on job site, which includes repair and replacement of system components.

Heavy Air Conditioning & Refrigeration Systems – Install/service compressors, condensers, receivers, evaporators, heat exchangers, oil separators and traps, refrigerant piping and insulation, circulating and cooling equipment and cooling towers.

Motors, Controls, and Wiring - Install, align, load test and service motors; install/service thermostats, pressure, pressure devices, switches and starters, power and control wiring, and energy management systems.

Heating and Fuel Burning Equipment - Install/service furnaces and boilers, unit heaters, oil burners, gas burners, and electric heaters, flue ventilation and combustion air

Heat Pumps - Install/service complete units

Indoor Air Quality (IAQ) - Methods of installation, sizing, balancing, filtering, humidification, and noise control.

Total Number of hours worked for the month

Sheet Metal Apprenticeship

Use and Care of Tools and Equipment - Proper use of snips, pliers, hand tongs, hammers and punchers; operation of bending brake; and the operation of squaring shears, roller, lock former, and drill press.

Ventilation and Air Conditioning, including General Metal Work - Layout, fabrication of duct locks of all types, fabrication of flexible connections, principles of duct sizing, layout and fabrication of turning vanes and dampers. erection methods of rectangular duct, insulation of cooling duct, calculating heat gain and ventilation requirements, location of supply and return registers, and sizing supply and return ducts.

Force and Warm Air Systems, including General Metal Work - Layout, fabrication and installation of forced air heating systems ductwork; erection of forced air furnace ductwork; location of supply and return registers; sizing supply and return ducts; installation of controls; checking and adjustment of air distribution; and sizing, installing and adjusting auxiliary equipment.

Residential and Commercial Air Conditioning & Refrigeration Systems – Install/ service compressors, condensers, receivers, evaporators, heat exchangers, oil separators and traps, refrigerant piping and insulation, circulating and cooling equipment and cooling towers.

Motors, Controls, and Wiring - Install, align, load test and service motors; install/service thermostats, pressure, pressure devices, switches and starters, power and control wiring, and energy management systems.

Heating and Fuel Burning Equipment - Install/service furnaces and boilers, unit heaters, oil burners, gas burners, and electric heaters, flue ventilation and combustion air

Heat Pumps - Install/service complete units

Indoor Air Quality (IAQ) - Methods of installation, sizing, balancing, filtering, humidification, and noise control.

Total Number of hours worked for the month

**Form Must Be Forward To
ACCA Office by the 5th of
the following month**

Apprentice Evaluation

INITIATIVE

- Room for Improvement
- Average
- Helps Keep Job Moving

RESPONSIBILITY

- Unconcerned - Lackadaisical
- Acceptable
- Very Dependable

USE OF TIME ON JOB SITE

- Frequently Loafs
- Fair
- Always Stays Busy

ATTITUDE

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

ACCURACY

- Make Many Careless Errors
- Average
- Very Dependable

APPEARANCE/HYGIENE

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

ATTENDANCE

- Frequently Late
- Seldom Late
- Never Late
- Frequently Off Work
- Seldom Off Work
- Never Off Work

COMMUNICATION SKILLS

(Understanding Verbal Instructions)

- Does NOT Easily Understand
- Average
- Almost Always Understands

ATTIRE

- Wears Proper Work Clothes
- Does Not Dress Properly

SAFETY RULES

- Disregards Rules
- Average
- Very Safety Conscious

APPRENTICE'S KNOWLEDGE

(Time in the Apprenticeship Program)

- Unsatisfactory
- Average
- Above Average
- Exceptional

Employer's Comments: _____

Apprentice Signature: _____

Date: _____