INSTALLER/TECH APPRENTICE MONTHLY WORK REPORT

MONTH & YEAR _____

NAME: _____ ADDRESS: _____ TEL: _____

Place dates here																																
WORK PRECESSES	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Month
PROJECT LAYOUT & PLANNING																													x	x	x	x	x	x	x	
UNDERGROUND INSTALLATION																													x	x	x	x	x	x	x	
CONDUIT & RACEWAY SYSTEMS																													x	x	x	x	x	x	x	
INSTALLING, SPLICING & TERMINATING WIRES & CABLES																													x	x	x	x	x	x	x	
INSTALLING, TESTING,& TROUBLESHOOTING LAN SYSTEMS																													x	x	x	x	x	x	x	
SECURITY SYSTEM INSTALLATION																													x	x	x	x	x	x	x	
INSTALLING COMMUNICATIONS & SOUND SYSTEMS																													x	x	x	x	x	x	x	
SERVICE & TROUBLESHOOTING																													x	x	x	x	x	x	x	
MATERIAL HANDLING & PREFABRICATION																													x	x	x	x	x	x	x	
OTHER (explain)																													x	x	x	x	x	x	x	
TOTAL HRS. EACH WEEK	1st:							2nd:							3rd:							4th:							5th:							

WKS:	NAME OF FOREMAN	CONTRACTOR	JOB LOCATION
1st:			
2nd:			
3rd:			
4th:			
5th:			

CODES: (Other than work hours)
H-HOLIDAY S-SICK
X-SAT. & SUN R-ROTATION
V-VACATION U-UNEMPLOYED
P-PERSONAL

COMMENTS: _____