INSTALLER/TECH APPRENTICE DAILY WORK RECORD

MONTH & YEAR:

NAME: | ADDRESS: | TEL:

Place dates here																																				
LIST OF 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	
PROJECT LAYOUT & PLANNING																																				
UNDERGROUND INSTALLATION																																				
CONDUIT & RACEWAY SYSTEMS																																				
INSTALLING, SPLICING & TERMINATING WIRES & CABLES																																				
INSTALLING, TESTING,& TROUBLESHOOTING LAN SYSTEMS																																				
SECURITY SYSTEM INSTALLATION																																				
INSTALLING COMMUNICATIONS & SOUND SYSTEMS																																				
SERVICE & TROUBLESHOOTING																																				
MATERIAL HANDLING & PREFABRICATION																																				
OTHER																																				
TOTAL HRS. EACH WEEK	1st:							2nd:							3rd:							4th:							5th:							

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

CODES: (FOR OTHER THAN WORK HOURS)

H= HOLIDAY S=SICK
X=SAT, SUN R=ROTATION
U-UNEMPLOYED V=VACATION
P=PERSONAL

COMMENTS:

Signatures below are to verify that to the best of your knowledge the hours reported above are accurate and correct.

FOREMAN/JOURNEYMAN SIGNATURE:_____

APPRENTICE SIGNATURE:_____