

## Carpenters' Apprentice Training Program Record of Daily Work Assignments

Our apprentice program is approved by the Government and we are required by law to keep records on the work of each apprentice to comply with the Law.

**Instructions:**

Each apprentice shall give an accounting of his daily work assignments under the proper headings, accounting for all **HOURS WORKED**. This report must be handed in on your **FIRST DAY** that you report to Class. (**MONDAY**)

**NOTE:** Use the space below for any address or phone number change. Thank you.

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1. FILL IN THE NUMBER OF HOURS WORKED EACH DAY IN THE APPROPRIATE SPACE FOR THE WORK PERFORMED THAT DAY.
2. A SEPARATE REPORT CARD FOR EACH EMPLOYER MUST BE FILLED OUT IF YOU WORK FOR MORE THAN ONE EMPLOYER IN A SINGLE MONTH.
3. SEE JOB DESCRIPTIONS BELOW.

**A. CONCRETE FORMS**

Footers, Walls, Floors, Columns, Stairways and Stripping, etc.

**B. ROUGH FRAMING & OUTSIDE FINISHING**

Metal or Wood Walls, Floors, Roof, Stairs, Set Door and Window Frames, Roof Covering, etc.

**C. INSIDE FINISHING**

Application of Trim, Finish Flooring and Hardware, etc.

**D. TAKE OFF AND LAY OUT (BLUEPRINTS)**

Foundations, Partitions, Doors and Windows, etc.

**E. DRYWALL, LATHING AND ACOUSTIC**

Installation of Drywall, Insulation, Beads, Lathing and Ceiling Systems

**F. GENERAL WORK EXPERIENCE AND RELATED TRAINING**

Welding, Scaffolding, Shoring, Temporary Protection or Weather Protection, etc.

Name of Apprentice \_\_\_\_\_ UBC # \_\_\_\_\_

Name of Employer \_\_\_\_\_

Job Location \_\_\_\_\_ Job Phone # \_\_\_\_\_

Month  Year

DAY	CONCRETE FORMS	ROUGH FRAMING & OUTSIDE FINISHING	INSIDE FINISHING WORK	TAKE OFF AND LAYOUT	DRYWALL LATH ACOUSTIC	GENERAL WORK EXP.	TOTAL DAILY HOURS WORKED
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
11th							
12th							
13th							
14th							
15th							
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							
27th							
28th							
29th							
30th							
31st							
<b>Total for the Month</b>							