

# Inside Apprentice Monthly Work Report

Due in the JATC Office by the 10<sup>th</sup> of the month following the work month

Name \_\_\_\_\_ Month/Year of Work \_\_\_\_\_

Employer(s) \_\_\_\_\_

Enter the number of actual clock work hours (including any overtime) for each category worked during the month.

\_\_\_\_ **A** Project Layout and Planning: Reading & interpreting blueprints & specifications; coordination between crafts, engineers & architects; layout feeders, risers & branch circuits.

\_\_\_\_ **B** Underground Installations: Trenching, ditch digging, direct burial; installing PVC rigid conduit; installing grounding electrode systems.

\_\_\_\_ **C** Thinwall Conduit Raceway Systems: Fastening & supporting devices; conduit fabrication; installation of conduit, fittings, & boxes.

\_\_\_\_ **D** Rigid Conduit Raceway Systems: Fastening & supporting devices; bender setup; conduit fabrication; installation of conduit, fittings, & boxes.

\_\_\_\_ **E** Installing Services: Mounting devices; installing circuit breakers & fuses; terminations.

\_\_\_\_ **F** Floor Duct Installation: Transit-grade establishment; installing duct & fittings; core drilling & outlet installation.

\_\_\_\_ **G** Motor Control Center Installation: Rigging & mounting; terminating feeders, branch circuits, & control wiring.

\_\_\_\_ **H** Installing, Splicing & Terminating Wires & Cables: Establishing temporary power; feeders & branch circuits; control wiring; splices, taps, & terminations.

\_\_\_\_ **I** Cable Tray Installation: Fabrication; installing support devices; installing cable tray & covers.

\_\_\_\_ **J** Lighting System Installation: Installing outlet boxes & conductors; installing fixtures; installing control devices.

\_\_\_\_ **K** Testing & Troubleshooting Feeders, Motors, & Branch Circuits: Checkout circuit continuity; identifying fault current to ground; meggering and hi-potting; certifying system operation; repair & maintenance; ground verification.

\_\_\_\_ **L** Fire Alarm Installation: Blueprint & specification interpretation; layout & circuit installation; control panel & device installation; programming & testing.

\_\_\_\_ **M** Motor Installation: Rigging, setting, alignment, circuiting, terminations, and testing of motors.

\_\_\_\_ **N** Control System Installation: Blueprint & specification interpretation; layout & circuit installation; distributed control.

\_\_\_\_ **O** Installing & Programming Programmable Logic Controllers: Module installation; control wiring & devices; programming.

\_\_\_\_ **P** Installing Instrumentation & Process Control Systems: Blueprint & specification interpretation; layout & installation; calibration.

\_\_\_\_ **Q** Security System Installation: Blueprint & specification interpretation; layout, box & circuit installation; terminations and testing.

\_\_\_\_ **R** Installing Sounds & Communications Systems: Blueprint & specification interpretation; layout; conduit & box installation; installing panels & network devices; circuit installation; terminations & testing.

\_\_\_\_ **S** Installing & Terminating Transformers: Rigging & mounting; primary & secondary terminations; testing & troubleshooting.

\_\_\_\_ **T** Installing Fiber Optic Cable: Equipment layout; installing cable; polishing & terminating; testing & verifying.

\_\_\_\_ **U** Welding & Brazing: Machine set-up; fabrication; welding, grinding, & finishing.

\_\_\_\_ **V** Service & Troubleshooting: Testing, analysis, & repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices.

\_\_\_\_ **W** Material Handling & Pre-Fabrication: Material & equipment awareness; fabricating for field installation.

\_\_\_\_ **X** Other Specialized Area: (briefly describe)

\_\_\_\_ Total number of hours you worked this month

I hereby certify the accuracy of the hours worked as recorded in this document:

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date Submitted

Fax to 916-646-0289 OR email to [mmaddux@340jadc.org](mailto:mmaddux@340jadc.org) OR submit online at [www.340jadc.org](http://www.340jadc.org)  
OR hand-deliver to Training Center at 2836 El Centro Road, Sacramento, CA 95833.