

Refrigeration / HVAC Apprentice Monthly Progress Record

EMAIL - evals@seattlepipetrades.org

Return to:
 Seattle Area Pipe Trades
 595 Monster Rd. SW
 Renton, WA 98055
 Phone (425) 271-5900
 Fax (425) 271-4985

Name	Employer	HVAC	<input type="checkbox"/>
Month	Journeyman	Store Refrigeration	<input type="checkbox"/>
Year	Worksite	Construction	<input type="checkbox"/>
		LIGHT DUTY	<input type="checkbox"/>

Enter the total hours from the previous month in Column B. Enter daily, to the nearest hour, time spent in each process; total the hours across and enter in Column C. Add columns B & C for total OJT in Column D. Keep a copy of each record for next month. **Return a copy to the JATC office by the 10th of each month.**

A Work Process	B																															C		D
	Hours forward	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month	Total
A/C Maintenance																																		
Air Filter Changing																																		
Ammonia Piping																																		
Brushing Condenser Tubes																																		
Building Commissioning																																		
Chiller Maintenance																																		
Clean Up / Material Handling																																		
Coil / Cooling Tower Cleaning																																		
Compressor Change Out																																		
Compressor Rebuild																																		
Electrical Controls																																		
Equipment Installation																																		
Fans and Bearings																																		
Heat Pump Service																																		
Hydronic System Maintenance																																		
Pneumatic Controls																																		
Pump Service / Repair																																		
VRF Install / Start Up																																		
Refrigerant Piping																																		
Refrigerant Recovery																																		
Refrigeration Maintenance																																		
Valves Repair / Replacement																																		
Other (Specify)																																		
	TOTAL																																	
Direct Journeyman Supervision																																		
Class Hours																																		

I certify the above information is correct

 Apprentice - (sign with printed name)

 Journeyman / Foreman - (sign with printed name)

 Journeyman / Foreman - Contact Number

APPRENTICE SELF EVALUATION:	Below Expectations	Meeting Expectations	Exceeding Expectations
Punctuality / Attendance:			
Attitude:			
Safe Work Practices:			
Initiative:			
Quality:			
Quantity:			
Comments:			

Journeyman / Foreman: I agree with the Apprentices Self Evaluation: Yes: No:
 If "No" Please Comment Below

Comments: