Refrigeration Apprentice Mon Progress Record

Name	Employer	Instructor Comments
Month	Journeyman	
Year	Worksite	Instructor Signature

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	B	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	C	D
Work Process	**Hours forward**																																**Month**	**Total**
A/C Maintenance																																		
Air Filter Changing																																		
Ammonia Piping																																		
Brushing Condenser Tubes																																		
Building Commissioning																																		
Chiller Maintenance																																		
Clean Up																																		
Coil / Cooling Tower Cleaning																																		
Compressor Change Out																																		
Compressor Rebuild																																		
Electrical Controls																																		
Equipment Erection																																		
Fans and Bearings																																		
Heat Pump Service																																		
Hydronic System Maintenance																																		
Material Handling																																		
Pnuematic Controls																																		
Pump Service/Repair																																		
Refrigerant Piping																																		
Refrigerant Recovery																																		
Refrigeration Maintenance																																		
Valves Repair/Replacement																																		
Other (Specify)																																		
Direct Supervision																																		
Class Hours Attended																																		

I certify the above information is correct

Apprentice - Signature

Foreman - Signature

Foreman - Print

Journeyman: Please check one of the following	Poor	Satisfactory	Good	Excellent
Punctuality & Attendance				
Safe work practices				
Initiative				
Quality				
Quantity				
Comments				

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