

Colorado Sheet Metal Training Institute
 Southern/ Western Area Work Report
 (719) 634-0388 ext 11 (719) 473-3013 Fax
www.smw9.com

Name: For the month of: Date Submitted: Employer: Present pay rate %: Year of Apprenticeship: I have reviewed this evaluation. Apprentice Signature: Instructor Completes: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Rating</th> <th style="width:20%;">Progress</th> <th style="width:20%;">Attitude</th> </tr> </thead> <tbody> <tr><td>Excellent</td><td></td><td></td></tr> <tr><td>Good</td><td></td><td></td></tr> <tr><td>Fair</td><td></td><td></td></tr> <tr><td>Poor</td><td></td><td></td></tr> </tbody> </table> Instructor Signature	Rating	Progress	Attitude	Excellent			Good			Fair			Poor			Job Supervisor or Owner/Rep Complete: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;"></th> <th style="width:10%;"></th> <th style="width:10%;"></th> <th style="width:10%;"></th> <th style="width:10%;"></th> <th style="width:10%;"></th> </tr> </thead> <tbody> <tr> <td>Number of Days Absent</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of Days Late:</td> <td></td> <td>Poor</td> <td>Fair</td> <td>Good</td> <td>Excellent</td> </tr> <tr><td>Interest in the Trade:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Mechanical Aptitude:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Work Habits:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Productivity:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>General Attitude:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Respect for Tools:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Safety Habits:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Gets along with others:</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> Additional Comments: _____ _____ Signature: (Job Super.) _____ Date _____ Signature: (Owner/Rep) _____ Date _____							Number of Days Absent						Number of Days Late:		Poor	Fair	Good	Excellent	Interest in the Trade:						Mechanical Aptitude:						Work Habits:						Productivity:						General Attitude:						Respect for Tools:						Safety Habits:						Gets along with others:					
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THIS REPORT MUST BE FILLED OUT ACCURATELY AND COMPLETELY EACH MONTH
THIS REPORT IS DUE BY THE 15TH OF NEXT MONTH AND MAY BE FAXED TO (719) 473-3013

Area I General Sheet Metal Work (1600 Hrs.): Operation of Machine tools and power equipment, layout (bench work), fabrication and welding, insulating. *Other* delivery, cleanup, maintenance, etc.	Area II Heating and Cooling Equipment, Installation, Maintenance, and Repair (4800 Hrs.): Installation of duct work, plenums, housings, grills, registers, diffusers, louvers, mixing boxes, convector covers, access doors, solar panels, vents, breaching, kitchen exhaust, booths, hoods.	Area III Testing Adjusting, Balancing, Estimating, Specialty Work (800 Hrs.): Balancing, control work, blow pipe, chutes, clean rooms, conveyers, escalators, equipment setting, fiber glass & plastic pipe, flashing & coping, gutter & downspouts, hoisting & rigging, kitchen equipment, lockers, metal buildings, metal roofing, decking, metal shelving, roof curbs, sound attenuators, toilet partitions.
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Record hours that are not advantageous to learning, i.e., truck driving, cleaning, sweeping floors, equipment cleaning, etc. *For clarification, explain in the space below.*

Hours	Duty
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Additional Comments:

Total Hours Area I	
Total Hours Area II	
Total Hours Area III	
Total Work Hours for the Month	
Total School Hours	