

## Apprentice Monthly Work Record

DATE	1	2	3	4	5	6	7	8	9	Total
1 <sup>st</sup>										
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28 <sup>th</sup>										
29 <sup>th</sup>										
30 <sup>th</sup>										
31 <sup>st</sup>										
<b>Total</b>										

Record of Hours Verified by Authorized Company Representative  
(Apprentice must not verify their own hours)

Authorized Representative Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Apprentice Name \_\_\_\_\_

Employer \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

My hours have been reported accurately and I have read the appraisal report.

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

### Performance Appraisal Report

(To be completed by Supervisor or Authorized Representative of the Company)

Rate Apprentice's Performance in the past month:

- \_\_\_\_\_ 1 – Below Average
- \_\_\_\_\_ 2 – Average
- \_\_\_\_\_ 3 – Above Average

Supervisor's Name(Please print)

Signature \_\_\_\_\_

Comments and Suggestions (if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Apprenticeship Coordinator: Justin MacDougall  
(352-395-5251)

Signature \_\_\_\_\_

**Submit Card by 15<sup>th</sup> of the following month to:**

[OJT@bancof.com](mailto:OJT@bancof.com)

### Work Processes for Electrician

# 1	Preliminary work	400
# 2	Installation of Fixtures and Utilization Equipment	1200
# 3	Installation of Boxes, Fixtures and Wiring Devices	600
# 4	Installation of NM, NMB, MC, AC and Flex Cable	900
# 5	Installation of Raceways and Conductors	2000
# 6	Installation of Switchgear, Transformers, Feeders, Metering Equipment	1200
# 7	Installation of Motors and Controls	900
# 8	Installation of Voice, Data, Security and Signal Systems, Fire Alarm	400
# 9	Troubleshooting Electrical Circuits and Equipment	400

### Work Processes for Heating & AC Installer/Service

# 1	Preliminary work, Introduction to Tools and Equipment	200
# 2	Brazing copper, Installing PVC lines	500
# 3	Troubleshooting Electrical Circuits/Refrigeration Systems. / Heating Equipment	2000
# 4	Installation of Ductwork, Insulation, Air Distribution Equipment	800
# 5	Installation of HVAC Equipment	2000
# 6	System Access, Recovery, Evacuation, Charging, Leak Detection	2000
# 7	Air Filtration, Distribution, Air Quality Systems	500

### Work Processes for Plumber

# 1	Preliminary Introduction to Tools and Equipment	400
# 2	Installation of PVC Pipes and Fittings	1600
# 3	Installation of Cast Iron Pipes, Sanitary Piping, Drains	400
# 4	Installation of CPVC Pipe	1500
# 5	Installation of Copper Pipe and Fittings	1000
# 6	Installation of Fixtures, Faucets, etc	1500
# 7	Installation of Gas Pipes (Galvanized, Screwed, Flex, etc.)	200
# 8	Troubleshooting Pumps, Drain Cleaning, Repair Existing Plumbing	1400

### Work Processes for Residential Carpenter

# 1	Foundations, First and Upper Floors	400
# 2	Wall Systems	600
# 3	Structural Framing, Columns, Beams, Strapping	600
# 4	Roof Systems	600
# 5	External Trim and Skin Systems	400
# 6	Stair Systems	200
# 7	Internal Millwork and Trim Carpentry	400
# 8	Layout and Instrumentation	200
# 9	Miscellaneous	600



2217 NW 66<sup>th</sup> Court  
Gainesville, FL 32653  
352-372-5649  
Contact: Gina Hill  
[Gina@banconf.com](mailto:Gina@banconf.com)

Justin MacDougall  
Apprenticeship Coordinator  
Santa Fe Community College  
Charles R. Perry Construction Institute  
352-395-5251  
[Justin.a.macdougall@sfccollege.edu](mailto:Justin.a.macdougall@sfccollege.edu)

**Apprenticeship Jurisdictional Area**  
Alachua, Bradford, Clay, Columbia,  
Gilchrist, Levy, Marion, Putnam  
and Union Counties