

UETA MONTHLY WORK REPORT: Telecommunication

Please be aware work reports are due to the UETA/JATC office by the 10th of every month.

For optimum accuracy print in ink. Use capital letters or numbers and avoid the edge of the box. The following will serve as an example.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Last Name	[Grid for last name]																																															
First Name	[Grid for first name]																		M.I.	[Grid for M.I.]																												
Date Report	[Grid]			/	[Grid]			/	[Grid]			Last Day of the Month to be Reported												[Grid]			/	[Grid]			/	[Grid]																
Year/Step	[Grid]		Employer																						[Grid for employer name]																							

Enter the Number of Actual Clock Hours (Including Over) in Each Category Worked in the Month Being Reported. LEAVE OFF Insignificant ZEROS.

[Grid]	Project Layout and Planning - Reading & Interpreting blue-prints & specification. Coordination between crafts, engineers/ architects. Layout Feeders, Risers & Branch Circuits.	[Grid]	Installing Networking Telecommunication Wire and Cables - Installing networking between buildings , wiring large and small campus systems, installing backbones, installing horizontals, installing crossconnects and interconnects
[Grid]	Underground Installations - Trenching & ditch digging, direct burial, installing PVC Rigid Conduit. Installing grounding electrode systems.	[Grid]	Terminating Wires and Cables - Bundles, shielded, unshielded, optical fiber cables, twisted pair, coaxial cable
[Grid]	Routing Cable - Fastening and support Protective sleeves and nipples.	[Grid]	Splicing Wires and Cables - Optical Fiber cable, shielded and unshielded twisted pair, coaxial cable.
[Grid]	Testing, Certifying & Troubleshooting LAN Systems - Checking Circuit continuity, identifying faults, Certifying system operation, system repair, ground verification	[Grid]	Service & Troubleshooting - Testing & repair of: motors, transformers, electrical or magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices.
[Grid]	Security System Installation - Blueprint & specification interpretation, layout, box & circuit installation, termination & testing	[Grid]	Material Handling & Pre-Fabrication - Material/equipment awareness, fabrication for field installation, hauling material.
[Grid]	Installing Communication & Sound Systems - Blueprint and specifications interpretation layout, installing telecommunication panels and network devices, circuit installation, terminations and testing	[Grid]	Safety Awareness & Other Specialized Areas - (Briefly describe)
[Grid]		[Grid]	Apprenticeship School Attendance Hours
[Grid]	Total number of hours you worked during the month being reported.	[Grid]	Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work.

Apprentice Signature _____

Date _____