

# ABC of IOWA MONTHLY WORK REPORT

Apprentice \_\_\_\_\_

Employer \_\_\_\_\_

Trade \_\_\_\_\_ Level 1 2 3 4

Supervisor Signature \_\_\_\_\_

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

Progress (check one) \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**Make sure you have TOTALED your hours and had your supervisor sign-off before you send in this report.  
Make a copy for your records. Please use blue or black ink only.**

		Day of the Month																																
		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	TOTAL	
WORK PROCESS CATEGORY	1																																	
	2																																	
	3																																	
	4																																	
	5																																	
	6																																	
	7																																	
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	11																																	
	12																																	
	13																																	
TOTAL																																		

OJT Reports are due to the ABC of Iowa office by the end of 90 days, from the month completed.

**Associated Builders & Contractors of Iowa (ABC of Iowa)**  
 475 Alices Road, Suite A  
 Waukee, IA 50263  
 Phone: 515-987-3790 – Watts: 800-283-4222  
 Fax: 515-987-3798



Iowa Chapter

**Apprenticeship Work Processes - HVAC**  
**ASSOCIATED BUILDERS AND CONTRACTORS OF IOWA**

**1. USE AND CARE OF TOOLS AND EQUIPMENT:**

Welding, soldering, brazing, preparation of work area, tools and equipment; clean up.

**2. COMPRESSION SYSTEMS(INSTALLATION AND SERVICE):**

Compressors, condensers, receivers, evaporators – all types and materials.

**3. REFRIGERANT CONTROLS (INSTALLATION AND SERVICE):**

Expansion valves, all types. Power elements, float controls, capillary tubes, check valves, safety hazards and controls.

**4. MOTOR CONTROLS:**

Thermostats, pressure devices, combinations, switches.

**5. ELECTRIC MOTORS (SERVICE) UP TO 5 HORSEPOWER:**

Installation, lubrication, field test, servicing.

**6. ABSORPTION SYSTEMS:**

Solid absorbent, liquid absorbent, controls.

**7. HERMETIC SEMIHERMETIC (INSTALLATION AND SERVICE):**

Dismantle and rebuild, field test, shop and field repair, controls.

**8. COMMERCIAL REFRIGERATION (INSTALLATION AND SERVICE):**

Condensing units, coils and evaporators, heat exchanges, surge tanks, vacuum and pressure tests, various cooling systems.

**9. AIR CONDITIONING SYSTEMS (INSTALLATION AND SERVICE):**

Humidifiers and dehumidifiers, filtering, cleaning circulating equipment, cooling, cooling towers.

**10. HEATING EQUIPMENT (INSTALLATION AND SERVICE):**

Furnaces-boilers, fuel burners unit heaters, etc.

**11. BURNER UNIT (INSTALLATION AND SERVICE):**

Oil burners, gas burners, stokers, electric heaters, safety hazards and controls.

**12. BOILER ROOM PIPING (INSTALLATION AND SERVICE):**

Heaters, circulators, pumps, expansion loops, safety/

**13. HYDRONIC HEATING SYSTEMS (INSTALLATION):**

Hot water circulation, steam systems, installation panels.

**INSTRUCTIONS**

1. Complete Top Section:
  - a. Apprentice Name
  - b. Employer
  - c. Trade/Level
  - d. Month/Year
  - e. Supervisor Signature
2. Match each work process with the corresponding number on the reverse side.
3. Under each day of the month, place the number of hours the apprentice spent on each particular process.
4. Keep track of the actual hours dedicated to each process throughout the apprenticeship.
5. At the conclusion of the month, fax the completed form to ABC of Iowa.
6. OJT Reports are due to the ABC office 90 days from the month completed.
7. OJT Reports are considered delinquent after 3 months and will NOT be accepted.

**Submit these reports to :**

**ABC of Iowa**

475 Alices Road, Suite A  
Waukee, Iowa 50263

Or by:

Fax: 515-987-3798

Questions:

Phone: 515-987-3790 x2

Watts: 800-283-4222

Office Hours: Monday-Friday 8 am - 5 pm

