

# 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																																		
	8																																		
	9																																		
	10																																		
	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 - ROOFING**  
**ASSOCIATED BUILDERS AND CONTRACTORS OF IOWA**

1. Safe procedures, practices, personal protective equipment, tool safety, And work area safety.
2. Loading/unloading material/equipment.
3. Gutters, flashing, trim, down spouts and cornices.
4. Blueprints, specifications, details and layout.
5. Preparation for various roofing procedures.
6. Application/installation of various roofing procedures using different Materials.
7. Inspection of various roofing procedures.
8. Repair and maintenance of various roofing procedures.

**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 by 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