

WORK CODE DEFINITIONS

- A = Probationary Period, General Knowledge of Materials
- B = Cutting and Handling Glass
- C = Specialty Glass (edge work, holes, finger pulls, safety glass)
- D = Glass Replacement (metal, wood and vinyl windows)
- E = Mirrors (layout, measure and install)
- F = Shower Doors and Tub Enclosures (layout, measure and install)
- G = Metal, Wood and Vinyl Windows (removal, layout, measure and install)
- H = Doors (sliding, swing, pivot)
- I = Handrails, Deck Rails
- J = Skylights
- K = Sealants
- L = Screens (door, window)



Name _____

Residential

Month & Year _____

Employer _____

Monthly Work Progress Record

Date Received _____ **OFFICE USE ONLY**

Work Code	Days of the Month																															Total Work Code Hours			
	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				
A																																			
B																																			
C																																			
D																																			
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G																																			
H																																			
I																																			
J																																			
K																																			
L																																			

Apprentice Signature _____

Employer, Foreman or Supervisor Signature _____

Total Monthly Hours