

WORK CODE DEFINITIONS

- A = General Knowledge of Materials
- B = Cutting and Handling Glass
- C = Replacement Work
- D = Glass Setting (plate, sheet, insulated)
- E = Window Installation (wood, metal, vinyl)
- F = Mirrors, Shower Doors, Tub Enclosures (layout, measure and install)
- G = Layout (storefront, curtain wall)
- H = Metal Fabrication
- I = Storefront Installation
- J = Curtain Wall Installation
- K = Sealants (preparation, install)



Name _____

Commercial

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																																			
E																																			
F																																			
G																																			
H																																			
I																																			
J																																			
K																																			

Total Monthly Hours

Apprentice Signature _____

Employer, Foreman or Supervisor Signature _____