Sheet Metal Work Report

Construction Industry Training Council of Colorado, Inc. **Reporting Month and Year**

Name: _____ **Address:** _____ **Employer:** _____

Phone: _____ **City, State, Zip Code:** _____

Supervisor/Journeyman's RATING ON PROGRESS:

Excellent ☐
Good ☐
Poor ☐

- Incorrect/incomplete work reports will not be processed.
- CHECK YOUR MATH!
- Reports turned in after the 5th are LATE.

PRINT SUPERVISOR'S NAME: _____

SUPERVISOR'S Phone: _____ **Supervisor's Signature:** _____

Shop	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	HOURS THIS MONTH ↓	Hours from Last month's HOURS CARRIED FORWARD ↓	Hours to be Carried Forward ↓	HOURS NEEDED TO COMPLETE ↓
Shop Layout																																			200
Sheet Metal Fittings, Sheet Metal Duct, Duct Insulation																																			900
Specialties																																			200
Welding/Soldering																																			350
Safety																																			75
Field																																			
Duct Install: Duct Seal & Test; Flues & Breeches; Plenums & Housings; Equipment Install; Field Welding																																			3176
Demolition																																			863
Flex Ducts, Grills, Registers, Diffusers																																			687
Set equipment																																			887
Service Work & Controls																																			587
Safety																																			75
TOTAL																																			8000

ADD ACROSS →

Work reports MUST be signed by your supervisor and evaluated. Rev. MAY 2015
Submit by the 5th of each month to: CITC ● 646 Mariposa St.● Denver, CO. 80215 OR citcworkreports@gmail.com ●FAX 303-893-0630