

# BRICKLAYER - APPRENTICE MONTHLY WORK REPORT

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

NAME \_\_\_\_\_ EMPLOYER \_\_\_\_\_ PROJECT/S \_\_\_\_\_

PROJECT/S CONT: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CRAFT FUNCTION	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	MONTHLY TOTALS				
Brick to Line																																				
Brick with Level																																				
Block to Line																																				
Block with Level																																				
Stone setting																																				
Layout																																				
Saw cutting wet																																				
Saw cutting dry																																				
Grouting CMU																																				
Wall Detailing																																				
Punch List																																				
Refractory																																				
Labor																																				

**DON'T FORGET TO ADD TOTALS AND LIST HERE: MONTHLY TOTAL \_\_\_\_\_.**

FOREMANS SIGNATURE \_\_\_\_\_

FOREMANS CELL \_\_\_\_\_

**FOREMAN: FILL OUT EVALUATION**

	POOR	FAIR	GOOD	EXCELLENT
ATTENDANCE				
QUALITY				
QUANTITY				
ATTITUDE (TO JOB AND FELLOW WORKERS ,COOPERATION)				
COMMON SENSE ABILITY TO LEARN				

**EVERY SIX MONTHS WITH AT LEAST 670 HOURS WORKED  
YOU MAY BE ELIGIBLE FOR A RAISE.  
WORKSHEETS MUST BE TURNED IN TO BE ELIGIBLE.**

WORKSHEETS MUST BE FILLED OUT AND MAILED IN MONTHLY  
WHETHER YOU WORKED OR NOT IN ORDER TO RECEIVE YOUR  
RAISE ON TIME. DELAYS WILL EXTEND YOUR APPRENTICESHIP.

**DO NOT FORGET TO ADD THE TOTAL AT THE BOTTOM OF  
THE SHEET.**

PUT YOUR HOURS WORKED IN THE BOX ACORDING TO DATE  
AND TYPE OF WORK

CRAFT FUNC TION	BEG INNING HOURS	M	T	W	T	F	M	T	W	T	F
					1	2	5	6	7	8	9
BRICK LINE						4					
BRICK LEVEL											
BLOCK LINE					8	4					
BLOCK LEVEL											
STONE											

ABOVE IS AN EXAMPLE - **DO NOT USE AN “X”**  
THESE WORKSHEETS ALLOW THE COMMITTEE TO TRACK YOUR  
PROGRESS THROUGHOUT YOUR APPRENTICESHIP.

THE EVALUATION AT THE BOTTOM OF YOUR WORKSHEET  
MUST BE FILLED OUT BY YOUR FOREMAN, PRINT HIS/HER  
NAME AND LIST THEIR CELL #.

IF YOU HAVE, ANY QUESTIONS FEEL FREE TO EMAIL ME  
[tom.ward@bricklayers.org](mailto:tom.ward@bricklayers.org) TEXT OR CALL MY CELL 734-552-7066.

FRATERNAL REGARDS,

TOM WARD  
APPRENTICE COORDINATOR