

Roofers Local 96
 Apprentice & On-The-Job Training Monthly Record Card
 Division of Apprenticeship-MN Dept of Labor & Industry-Saint Paul, MN
 Year _____

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name _____	Phase _____
Current Hourly Pay Rate _____	Employer _____
Related Training Hours _____	Address _____
Monthly Performance Rating Supervisor Check One Below	Supv Sign _____
*Unsat _____ Sat _____ Ex _____ Sup _____	Trainee Sign _____
*Explain Unsat rating on back	

HOURS WORKED - USE CATEGORIES A, B, C & D

DATE	A	B	C	D	TOTAL	
1						A. Loading & Unloading materials & equipment. All tear-off work Clean-up work Roof safety work-warning lines, etc. Aluminum or other protective coatings.
2						
3						
4						
5						
6						
7						
8						B. All hot work-Asphalt or pitch Deck priming Vapor barrier Insulation application-taper or flat, crickets & cant Application of felt membrane Applying hot-hand or mechanical Flashings-curb, wall, etc Setting drains, stacks, pitch pans, etc Graveling or smooth coat
9						
10						
11						
12						
13						
14						
15						
16						
17						C. All single ply systems-EPDM (rubber) PVC Hypalon & torch applied Modified systems Insulation application All penetrations-curbs, drains, stacks, etc All Flashing & detai work
18						
19						
20						
21						
22						
23						
24						
25						D. Shingling, Slate, Tile & Waterproofing Other work for company-Equipment Maintenance Warehouse work Work for owner
26						
27						
28						
29						
30						
31						
Monthly Total						
Previous Total						
Current Total						

Please use one of the following options to report your time sheet

Mail or drop off:
 Roofers Local 96
 9174 Isanti St NE
 Blaine, MN 55449

Fax to:
 (763) 230-7670

Email: stephanie@rooferslocal96.com

This form must be completed in full, signed & submitted every month!

Forms can be found at www.RoofersLocal96.com