



Central Ohio Chapter

Floor Laying Apprenticeship Program

Monthly OJT Report

Work Processes For: Month: _____ Year: _____

Apprentice: _____

Trade: _____ Level: _____

Employer: _____

- A. Floor preparation and handling materials _____
- B. Carpet (direct glue, tiles, steps, over pad) _____
- C. Hard surface flooring (VCT, sheet vinyl, rubber) _____
- D. Wood flooring _____
- E. Ceramic tile _____
- F. Layout _____
- G. Miscellaneous _____

Total This Month: _____

Total To Date: _____

Supervisor Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____

Floor Layer	Floor preparation and handling materials	Carpet (direct glue, tiles, steps)	Hard surface flooring (VCT, sheet vinyl, rubber)	Wood flooring	Ceramic tile flooring	Layout	Miscellaneous
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 1 TOTAL							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 2 TOTAL							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 3 TOTAL							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 4 TOTAL							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 5 TOTAL							
TOTALS							