

WORK PROCESSES
TRAINING SCHEDULE FOR BOILER MECHANIC APPRENTICES

The following is a schedule of major work Processes for the University of Arkansas Facilities Management Boiler Mechanic Apprentice. The apprentice shall be trained in accordance with, but not limited to the schedule listed below. The training need not be in order listed, nor the hours continuous.

<u>Process</u>	<u>Hours</u>
1. Preliminary Work	1000
2. Valves/Gauges	500
3. Boilers/Chillers	2000
4. Controls	1500
5. Water Treatment	500
6. Trouble Shooting	1000
7. Pumps/Piping	1500
TOTAL	8000

HEATING PLANT

APPRENTICE'S MONTHLY RECORD

NAME OF APPRENTICE _____

YEAR OF APPRENTICESHIP _____

EMPLOYER U of A Facilities Management

MONTH _____ **YEAR** _____

HOURS WORKED ON EACH TYPE OF OPERATION

DAY	A	B	C	D	E	F	G	H	I	TOTAL
1										0
2										0
3										0
4										0
5										0
6										0
7										0
8										0
9										0
10										0
11										0
12										0
13										0
14										0
15										0
16										0
17										0
18										0
19										0
20										0
21										0
22										0
23										0
24										0
25										0
26										0
27										0
28										0
29										0
30										0
31										0
Totals	0	0	0	0	0	0	0	0	0	0

Fill in the apprentice's name and year of apprenticeship.

Fill in under work process symbol ABC, etc., the hours worked during each day on the type of operation outlined in the work processes below.

WORK PROCESSES

- A - Preliminary Work**
- B - Valves / Gauges**
- C - Boilers / Chillers**
- D - Controls**
- E - Water Treatment**
- F - Trouble – Shooting**
- G - Pumps / Piping**

At the end of each month the form should be checked to see that it is properly filled in and necessary signatures attached and turned in to the Foreman.

SHOP FOREMAN _____

APPRENTICE _____

JOURNEYMAN _____