

# SAMPLE – MANDATORY PROGRESS REPORTING FORM

**Sweetwater Union High School District  
Division of Adult Education  
Building Maintenance & Repair I - PROGRESS REPORT  
[Semester]  
Progress Report [Date], thru [Date]**

SCALE	
93% - 100%	Excellent
85% - 92%	Above Average
72% - 84%	Average
70% - 71 %	Below Average
0 % - 69 %	Unsatisfactory

Student Name:

Date of Enrollment:

<b>BUILDING MAINTENANCE &amp; Repair I</b>	Assessment Date	Assessment %	Class Hours	Lab Hours	Teacher's Initials
<b><u>Unit 1 Introduction – 7 hrs</u></b> 1. Identify the personal qualifications, interests, aptitudes, knowledge and skills of successful building maintenance workers. 2. Demonstrate an understanding of personal, professional, and educational requirements of this career field.			<b>7</b>		
<b><u>Unit 2 Methods of Organizing, Troubleshooting, and Problem Solving – 15 hrs</u></b> 1. Establish Priority of Work Task. 2. Assign Tasks. 3. Describe work order systems. 4. Use the steps outlined in the text to properly troubleshoot a basic technical issue.			<b>10</b>	5	
<b><u>Unit 3 Safety – 17 hrs</u></b> 1. Explain the purpose of OSHA. 2. Explain the basic safety guidelines and rules for general workplace safety. 3. Explain the basic safety guidelines and rules for working with and around an electrical power tool and circuit. 4. Describe a basic fall protection plan 5. Describe how to work safely with ladders and extension ladders. 6. Describe how to correctly identify and select the proper fire extinguisher for a particular application.			<b>12</b>	5	
<b><u>Unit 4 Fasteners, Tools, and Equipment – 20 hrs</u></b> 1. Describe the safe use of hand tools, including some power tools used by facilities maintenance technicians. 2. Describe the proper anchors, fasteners, and adhesives necessary for a specific project. 3. Describe how to select, and install the proper anchors, fasteners, and adhesives necessary for a specific project. 4. Describe how to select and properly use the appropriate hand tool for a specific project. 5. Describe how to select and properly use the appropriate power or stationary tool for a specific project.			<b>15</b>	5	
<b><u>Unit 5 Practical Electrical Theory – 45 hrs</u></b> 1. Understand the principle of basic electricity. 2. Describe the difference between AC and DC currents. 3. Understand the properties of common electrical wires used by facilities maintenance technicians and understand and correctly describe how to measure wire size and load-carrying capacity. 4. Understand the operation and functions of emergency circuits. 5. Describe different types of emergency backup electrical power systems. 6. Describe how to calculate electrical load using Ohm's Law.			<b>40</b>	5	
<b><u>Unit 6 Electrical Facilities Maintenance – 88 hrs</u></b> 1. Understand and describe basic National/Local Electrical Regulations that cover electrical installations. 2. Describe the difference between AC and DC. 3. Describe how to correctly identify single-phase and three-phase electrical systems. 4. Describe how to correctly identify and select the basic boxes most commonly used in electrical installations. 5. Describe how to correctly identify and select different types of electrical devices (such as switches, receptacles and simple fixtures). 6. Describe the different types of emergency backup systems. 7. Describe systematic, diagnostic, and troubleshooting practices. 8. Describe how to perform tests on smoke alarms, and emergency exit lighting. 9. Describe how to perform tests on GFCI receptacles. 10. Describe how to repair and/or replace common electrical devices such as receptacles and switches. 11. Describe how to repair and/or replace lighting fixtures and/or bulbs, and ballasts. 12. Introduce basic theory of Solar Units.			<b>30</b>	5	

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<b>13. Practice Project: Learn how to read and how to properly utilize three different types of voltage meters.</b>					
<b>Unit 7 Carpentry – 35 hrs</b> <ol style="list-style-type: none"> <li>1. Describe the general properties of hardwood and softwood commonly used by facilities maintenance technicians.</li> <li>2. Describe the effects of moisture content on different wood products.</li> <li>3. Describe how to perform basic material take-off quantities for simple one-step carpentry projects.</li> <li>4. Describe how to correctly identify and select engineered products, panels, and sheet goods.</li> <li>5. Describe how to perform interior carpentry maintenance.</li> <li>6. Describe how to perform exterior carpentry maintenance.</li> <li>7. <b>Practice Project: Work on a storage shed and a solar project.</b></li> </ol>			<b>30</b>	5	
<b>Unit 8 Surface Treatments – 19 hrs</b> <ol style="list-style-type: none"> <li>1. Describe how to prepare surface and site properly for finishing, including sanding, caulking, and covering exposed surfaces.</li> <li>2. Describe how to apply paint using roller and brush according to manufacturer and job specifications.</li> <li>3. Describe how to clean and store paint materials including brushes, rollers, thinners, and spray guns according to manufacturer's specifications and OSHA regulations.</li> <li>4. <b>Practice Project: Repair damaged drywall.</b></li> </ol>			<b>14</b>	5	
<b>Unit 9 Plumbing – 30 hrs</b> <ol style="list-style-type: none"> <li>1. Describe how to correctly measure and cut copper tubing.</li> <li>2. Describe how to fabricate plastic pipe with correct fittings to correct dimensions as required for job without any leaks.</li> <li>3. Describe how to assemble compression fittings without any leaks.</li> <li>4. Describe how to clean and replace traps, drains, and vents including the use of sink snake or rod to clean drain lines.</li> <li>5. Describe how to caulk and seal fixtures according to manufacturer's specifications.</li> <li>6. Describe how to fabricate and solder copper pipe with correct fittings as required for job without any leaks.</li> <li>7. Describe how to test and set hot water temperature according to manufacturer's specifications.</li> <li>8. Describe how to follow and apply all basic national and local building codes.</li> <li>9. Describe how to locate and repair leaks in pipes and fixtures.</li> <li>10. Describe how to install shower seals.</li> <li>11. Describe how to repair, replace, and/or rebuild plumbing fixtures and connections to job specifications without any leaks.</li> <li>12. <b>Practice Project: Install water lines and drainage system in a kitchen sink.</b></li> </ol>			<b>25</b>	5	
<b>Unit 10 Basic Math for Facilities Maintenance Technicians – 30 hrs</b> <ol style="list-style-type: none"> <li>1. Add basic whole and Real numbers and Fractions.</li> <li>2. Subtract basic whole and Real numbers and Fractions.</li> <li>3. Multiply basic whole and Real numbers and Fractions.</li> <li>4. Divide basic whole and Real numbers and Fractions.</li> <li>5. Solve basic problems involving multiple operations and whole numbers.</li> </ol>			<b>25</b>	5	
<b>Unit 11 Blueprint Reading – 30 hrs</b> <ol style="list-style-type: none"> <li>1. Describe the various views of a simple orthographic drawing.</li> <li>2. Describe the most common symbols used on plumbing plans to represent piping types, fittings, and basic terms on a plumbing plan.</li> <li>3. Describe the basic symbols used on HVAC plans to represent HVAC line types, ducts, and equipment.</li> <li>4. Describe the various symbols used on electrical plans to represent wiring, switches, fixtures, and so on.</li> <li>5. Describe the standard abbreviations and symbols used on blueprints.</li> <li>6. Describe how to determine the length of objects presented on a blueprint using an architect's scale and/or tape measure.</li> <li>7. Describe how to determine the angle of a line on a blueprint using a protractor.</li> <li>8. Describe standard abbreviations and symbols used on a blueprint.</li> </ol>			<b>25</b>	5	
<b>Unit 12 Job Career Planning – 18 hrs</b> <ol style="list-style-type: none"> <li>1. Describe how to write a cover letter.</li> <li>2. Explain how to complete a job application.</li> <li>3. Describe how to write a resume.</li> <li>4. Describe successful job interview skills.</li> <li>5. Describe how to successfully assemble a personal career portfolio.</li> <li>6. Describe general employability skills and concepts interwoven throughout the course including interpersonal relationships, work ethics, and job search skills; also know licensing and certification required in the industry.</li> <li>7. <b>Practice Project: Begin putting together a personal career portfolio.</b></li> </ol>			<b>10</b>	8	

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<b>Unit 13 Work Based Learning – 23 hrs</b>			<b>15</b>	<b>8</b>	
1. Describe the ability to work successfully in the Building Trades & Construction Industry.					
2. Describe the ability to “go to work” with a proper attitude towards the work place expectations of punctuality, and professionalism.					
3. Describe skill mastery which may be observed and graded during classroom training assignments or at community worksites under real job conditions as on-the-job training or work experience.					
<b>Total 324</b>			<b>258</b>	<b>66</b>	
	Mid Semester	Semester			
Student is mastering skills on schedule	YES / NO	YES / NO			
Student is actively engaged in learning	YES / NO	YES / NO			
Student class performance & test are passing	YES / NO	YES / NO			
Student conduct and attitude are appropriate	YES / NO	YES / NO			

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

**Mid Semester:**

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_ Teacher’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Semester:**

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_ Teacher’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* An attached progress report from an instructional management system is also acceptable.**

CC: Student    File    Teacher’s    Edd    VA/Reah

