



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Facilities Mechanic

255W

2004

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook**
skilledtradesontario.ca/about-trades/trades-information

** This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook

Complete in-school training

Attend and complete the in-class training set out in the Curriculum Training Standard

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion
via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

CofA is the final step of the program

Trades with examination (compulsory and non-compulsory trades)*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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Maintained with transfer to Skilled Trades Ontario 2004 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector and provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Facilities Mechanic 255W and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to "*Introduction to the Logbook*"). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident, injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Facilities Mechanic is set out in section 51 of Ontario Regulation 875/21 under BOSTA and reads as follows:

51. The scope of practice for the trade of facilities mechanic includes the following:

1. Inspecting fire safety equipment.
2. Inspecting, performing routine maintenance on and troubleshooting heating and ventilation systems.
3. Inspecting and performing routine maintenance on domestic appliances, laundry systems and air conditioning systems.
4. Inspecting and performing routine maintenance on low voltage electrical and plumbing systems.
5. Inspecting, performing routine maintenance on and troubleshooting the building envelope and roofing.
6. Performing ground maintenance.

*While the Logbook draws on the scope of practice regulation (Section 51 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 5520 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 480 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

6000 hours

Journeyperson to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyperson ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeypersons employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyperson**; Further information can be found in the Apprenticeship section of the Government of Ontario website at ontario.ca/page/hire-apprentice

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Compulsory and Non-compulsory Classification

Regulations *Building Opportunities in the Skilled Trades Act, 2021* and the classification of each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

In general, the standard of performance for this trade are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes, and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Other Suggested or Required Certification(s) and Training

While an apprentice receives health, safety, and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

5070.0 Demonstrate Safe Working Practices and Procedures**General Performance Objective**

Demonstrate safe working practices and procedures by complying with safety directives; wearing and maintaining personal protective equipment; practising good housekeeping; handling hazardous materials; practising fire-safety procedures; confirming worksite status; working within safe physical limits; inspecting elevating devices and material-handling equipment; working on equipment in elevated positions; and applying lockout and tag procedures and de-energizing procedures so that all applicable codes, regulations and applicable company policies are followed.

Skills

5070.01 **Comply with safety directives** provided in legislation and regulations, including the *Occupational Health and Safety Act* (OHSA), the *Workers' Compensation Act* (WCA), the *Environmental Protection Act* (EPA), *Boilers and Pressure Vessels Regulation* (BPVR) of the *Technical Standards and Safety Act*, the *Dangerous Goods Transportation Act* (DGTA), the Workplace Hazardous Materials Information System (WHMIS), the *Ontario Fire Code* (OFC) and the *Ontario Electrical Code*, on construction, industrial, commercial and residential sites by identifying appropriate legislation and applying it to work procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 5070.02 Wear and maintain personal protective equipment** including eye, ear, hand, respiratory, body, skin and foot protection, ensuring that the fit is correct, and that optimum protection is provided to the wearer for the specific task in accordance with manufacturers' instructions and as required by the OHSA regulations and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.03 Practice good housekeeping** by ensuring the workplace is clean, organized and free of obstructions; the location of first-aid equipment and supplies is identified; materials and equipment are cleaned and stored in designated areas after use; and protective barriers and guards are erected in compliance with the OHSA and company policy and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.04 Handle hazardous and toxic workplace materials** including lead, asbestos, gases, acids, solvents, paints, thinners and cleaners so that individuals are protected from injury and the environment from contamination and the safety practices are in accordance with WHMIS, the OHSA, the EPA, the DGTA, manufacturers' instructions and company procedures and policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.05 Practice fire safety procedures** including determining the potential for fire posed by the work being performed; identifying the location of and assessing the severity of a fire; selecting and operating appropriate fire-extinguishing equipment for specific fire types; activating alarms; recognizing and responding to audio-visual alarms; and following the prescribed fire evacuation plan, in accordance with the OFC and company procedures and directives.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.06 Take corrective action against workplace hazards** including noxious fumes and dust, high-intensity light, fires, elevated worksites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, confined spaces, untidy worksites and uncontrolled power sources, so that the potential for personal injury and damage to equipment and the environment are minimized in accordance with applicable manufacturers' instructions, government regulations and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.07 Work within safe physical limits** by applying correct body mechanics when bending, lifting, transporting, or climbing with heavy loads in accordance with the OSHA, manufacturers' instructions and company procedures and policy so that probability of personal injury is minimized.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.08** **Inspect elevating devices and material-handling equipment** for proper condition and operation by checking associated equipment and personal protection devices; checking the prescribed hoisting procedures; ensuring the work area is free of obstruction and hazards; and ensuring that sufficient clearance and headroom is available and that all equipment is secure, correctly positioned, clean, free of defects and stored in a designated location when not in use, in accordance with the OHSA, manufacturers' specifications and instructions and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.09** **Work on equipment in elevated positions** by mounting or ascending and descending or dismounting safely; using required fall arrest systems; and posting "Work Overhead" warning notices in accordance with the OHSA and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5070.10** **Apply lockout and tag procedures** and de-energizing procedures to electrical, mechanical, hydraulic and pneumatic equipment before commencing maintenance and overhaul, in accordance with the CEC, the BPVR, the OHSA, manufacturers' instructions and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5071.0 Use and Maintain Tools, Equipment And Devices**General Performance Objective**

Use and maintain hand tools, power tools, measuring devices and testing and troubleshooting devices by using and maintaining trade-specific hand tools and associated equipment, power tools and associated equipment and supplies, measuring devices and testing and troubleshooting devices for electrical, plumbing, mechanical and fuel systems so that tools, equipment and devices are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

Skills

5071.01 Use and maintain hand tools and associated equipment including hammers, chisels, wrenches, screwdrivers, pliers, hack saws and oilers by determining the correct tool for the job, selecting the tool and required components, documenting use in a tool-control system, setting up the tool, testing it, applying it to the job, monitoring and adjusting its operation, identifying deficiencies, replacing consumables and repairing or replacing user-maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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5071.02 Use and maintain power tools and associated equipment for electrical, plumbing, mechanical and fuel-system troubleshooting and maintenance including drills, saws, grinders, augers and routers by identifying appropriate power supply sources, ensuring sufficient power, maintaining the integrity of power supply, reporting inadequate power supply, determining the correct tool for the job, selecting the tool and required components, documenting its use in a tool-control system, setting up the tool, actuating and testing it, applying it to the job, monitoring and adjusting its operation, identifying operational deficiencies and replacing consumables and repairing or replacing user-maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective in accordance with the OHSA.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5071.03 Use and maintain measuring devices including measuring tapes, scales, dividers, markers, calipers, dial indicators, gauges, micrometers and levels by determining the correct device or equipment for the job, selecting the device and required components, setting up the device, testing it, applying it to the job, monitoring and adjusting operation of the device, identifying deficiencies, replacing any consumables and repairing or replacing user-maintainable parts so that devices are used for their intended purposes and are maintained at a standard of repair and accurate calibration that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5071.04 Use and maintain testing and troubleshooting devices** for electrical, plumbing, mechanical and fuel systems including temperature, pressure and humidity gauges, pneumatic test equipment, multimeters, velocity meters, micromanometers, tachometers, smoke-test kits, psychrometers, gas-sniffing devices and chemical and pH test kits by determining the correct device or equipment for the job, selecting the device and required components, setting up the device, testing it, applying it to the job, monitoring and adjusting its operation, identifying device deficiencies, recording results, replacing consumables and repairing or replacing user-maintainable parts so that the devices are used for their intended purposes and are maintained at a standard of repair and accurate calibration that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5071.05 Inspect hand and power tools and equipment** for safe condition and operation by checking for unsafe conditions and defects, including poor electrical connections and grounds, frayed cables, loose handles and blunt cutting edges, so that tools and equipment are in a safe operating condition and the potential for accidents and injuries is minimized as prescribed by the manufacturers' instructions, specifications and recommendations, manuals, the OSHA and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5072.0 Employ Job Information Resources**General Performance Objective**

Employ job information resources by determining in-house operation and maintenance requirements; interpreting electrical, mechanical, and structural blueprints; communicating with co-workers; writing reports; maintaining service documents; and preparing work orders so that the information needed to plan and complete maintenance activities is made available and used.

Skills

- 5072.01 Determine in-house operation and maintenance requirements** by researching code books, manuals, manufacturers' specifications and recommendations, warranties, preventive maintenance schedule sheets and government regulations; identifying system and component types, capacities, tolerances and limitations, safety procedures, replacement procedures and in-house maintenance and licensing limitations; updating equipment and parts inventory and maintenance inspection routines; sourcing required materials, tools and equipment; and locating any other necessary information to complete the job in accordance with all codes and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

5072.02 Interpret electrical, mechanical, and structural blueprints, shop drawings and schematics to determine the location and layout of equipment, system components, revision level and any other information needed to plan and complete the job.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5072.03 Communicate with co-workers, supervisors, contractors, clients, company representatives and other tradespersons by personal communication, telephone, postal service/letter, courier service and e-mail, ensuring that information delivered is concise, clear, and accurate and is in accordance with company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5072.04 Write reports including health and safety reports, injury reports, environmental reports, preventive and predictive maintenance charts and inventory requisitions by completing them manually or using a computer system, ensuring that written reports are concise, detailed, clear, accurate and timely, in accordance with company practices or procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5072.05 Maintain service documents including service call sheets, work orders, work performance sheets and logbooks, ensuring that all maintenance tasks and services are documented and recorded in accordance with employer's specifications and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5072.06 Prepare work orders to schedule services of licensed or certified tradespersons including electrical, refrigeration and air conditioning, pipefitting, plumbing, sheet metal work and stationery or power engineering, in accordance with company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5073.0 Perform Preventive Maintenance**General Performance Objective**

Perform preventive maintenance by providing administrative support to preventive maintenance duties; performing scheduled preventive maintenance procedures; and coordinating outside contract inspections and corrective work in accordance with company policy, government regulations and codes.

Skills

5073.01 Provide administrative support to preventive maintenance duties by identifying scheduling dates, times, frequency and location; completing inspect lists; determining related trade and equipment requirements; maintaining completed inspections documentation; completing work orders; identifying and documenting related corrective work; determining in-house maintenance limitations; shutting down equipment; and coordinating the required workforce, qualified personnel, materials, parts and tools, in accordance with government regulations, company procedures, job specifications and preventive maintenance schedule.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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5073.02 Perform scheduled preventive maintenance by inspecting and recording equipment performance outcomes and performing maintenance including cleaning, lubricating, adjusting and repairing or replacing so that the maintenance is completed in accordance with company policy, government regulations and codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5073.03 **Coordinate outside contract inspections** and corrective work by ensuring that the required workforce, qualified personnel, materials, parts and tools are on site; identifying and scheduling date, time and location of contract work; scheduling shutdown and start-up of equipment; preparing worksite for inspections and maintenance; assisting tradespersons and contractors (acting as Safety Watcher); and monitoring inspections and completing required documentation, in accordance with company policy, government regulations and codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5074.0 Inspect Fire Safety Equipment**General Performance Objective**

Inspect fire safety equipment by performing inspection of fire safety systems and equipment; inspecting access and exit areas and equipment; and performing scheduled inspections and maintenance of emergency lighting systems and fire safety systems and components in accordance with the OFC.

Skills

5074.01 Inspect fire safety systems and equipment by checking containers, cabinets, gauges, emergency lighting, panels, sprinkler heads, fire extinguishers, hoses, standpipes, Siamese connectors, batteries, pull stations, door-holding devices, fire phones, P.A. systems, alarms, bells, detectors and information postings, so that all system components are functional and that all forms and documents are completed, in accordance with company procedures and the OFC.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

5074.02 Inspect access and exit areas and equipment including signs, hallways, fire doors, stairwells and stairways, fire routes, evacuation routes, information postings, emergency lights, fire panel and alarms, so that all access and exit areas are clear of obstructions, escape routes are visible and all exit signs and equipment are operational, in accordance with company procedures and the OFC.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5074.03 Perform scheduled inspection and maintenance of emergency lighting systems** by checking bulbs, contacts, battery, terminal connections, battery clamps, cells and expiry dates; cleaning and lubricating connectors; topping up cells with distilled water; replacing bulbs; and contacting qualified personnel if system dates have expired, in accordance with preventive maintenance schedules and the OFC.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5074.04 Perform scheduled inspection and maintenance of fire safety systems and components** by following required procedures, including ensuring that water supply valves are open; checking pressure on intake and discharge side of pumps; checking for leaks on pumps, valves and piping network; visually checking pull stations, alarms, sprinklers, hoses, fire hose cabinets, smoke or heat detectors and posted procedures; and completing inspection documentation in accordance with preventive maintenance schedule, company procedures or practices and the OFC.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5075.0 Maintain Electrical System Components**General Performance Objective**

Maintain electrical system components by performing routine inspection of electrical system and components; maintaining breakers and fuses (maximum 240 volts); and maintaining 120-volt, single-phase electrical components, and devices in accordance with company procedures or practices, the Canadian Standards Association (CSA) and preventive maintenance programs.

Skills

- 5075.01 Perform routine inspection of electrical systems and components** using appropriate tools and measuring or testing equipment including multimeter, voltage tester, fuse-plug pullers, wire strippers and insulated hand tools in order to determine maintenance requirements, in accordance with company procedures or practices, manufacturers' specifications and recommendations, the CSA and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 5075.02 Maintain breakers (maximum of 240 volts)** by identifying and confirming correct electrical panel; checking breakers in panel; visually inspecting the surrounding area for hazards including water, fire, smoke, or damage; performing lockout procedures; and resetting the breaker, in accordance with company procedures or practices, the CSA and preventive maintenance programs.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5075.03 Maintain fuses (maximum 240 volts)** by identifying and confirming correct fuse including plug type 15-, 20- and 30-amp fuse, stove block fuse and hot water tank block fuse; checking fuse with voltage tester; and replacing defective fuse using fuse puller and multimeter, in accordance with codes, company procedures or practices and preventive maintenance programs.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5075.04 Maintain 120-volt electrical components and devices** including sensors, receptacles, switches, ceiling fans, exhaust fans, door chimes and buzzers by performing lockout and tagging procedures; setting up safety barriers and worksite signs; checking and replacing defective parts; and using appropriate tools including multimeter, hand tools, electrical tape, grounding devices and wire fasteners, in accordance with codes, company procedures or practices and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5076.0 Maintain Domestic Appliances**General Performance Objective**

Maintain domestic appliances by inspecting and maintaining domestic electrical appliances and setting up, levelling and testing appliances in accordance with government regulations, codes, company procedures or practices and manufacturers' specifications and recommendations.

Skills

5076.01 Inspect and maintain domestic electrical appliances including ovens, dishwashers, cookers, stoves, fryers, mixers, ice makers, toasters, kettles, coffee machines and exhaust hoods by replacing or repairing defective components or parts including power cords, belts, switches, controls, valves, pumps, timers, gaskets, seals, sensors, elements, clutches, lights and fuses; cleaning vents, filters, strainers and drains; and using correct tools and equipment, in accordance with government regulations, codes, company procedures or practices and manufacturers' specifications and recommendations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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5076.02 Set up, level and test appliances by connecting to the correct power supply, water source, drains and drainage and venting and by adjusting levelling devices, so that appliances are balanced, functional and operational, in accordance with codes, manufacturers' specifications or recommendations and company procedures or policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5077.0 Maintain Low-Pressure and Hot Water Boilers And Components**General Performance Objective**

Maintain low-pressure and hot water boilers and components by monitoring and recording gauge readings; troubleshooting system and components; maintaining low-pressure heat exchangers; maintaining controls and thermostats; inspecting and maintaining pumps and motors; and preparing for on-site inspections in accordance with government regulations, company procedures or practices, manufacturers' specifications and recommendations and preventive maintenance program.

Skills

5077.01 Monitor and record gauge readings including pressure, temperature, humidity and vacuum gauges, by recording data in log books or inspection sheets to ensure that the system sequence of operations is maintained within required limits as specified in manufacturers' recommendations, company procedures or practices and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 5077.02 Troubleshoot boiler systems and components** by testing water quality, safety devices and on/off mode; visually checking piping network, drains and thermostats; and checking excessive vibration, unusual noises, obstructions, cleanliness, fuel supply, pump, filters and gauges to ensure the efficient and safe operation of the system in accordance with codes, company procedures or practices, manufacturers' specifications and recommendations and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5077.03 Maintain low-pressure heat exchangers** by cleaning and lubricating pump and motor; replacing pump motor, coupling, belt, pulley, sensor, isolating valve, control valve, controller and trap; checking operation of control system; adjusting controller to set points; inspecting coils, traps, condensate system and vacuum breakers; and using required tools, equipment and appropriate cleaning solvents in accordance with the OHSA, government regulations, the BPVR, manufacturers' specifications, preventive maintenance schedule and company procedures and policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5077.04 Maintain controls and thermostats** by testing, replacing and adjusting parts or components, so that all controls are correctly installed and functioning, in accordance with manufacturers' specifications and instructions, company procedures or practices and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5077.05 Inspect pumps and motors** by performing amperage test; checking contacts, bearings noise level and vibrations, seals, couplings, shaft and mount supports and determining and scheduling maintenance requirements in accordance with codes, company procedures or practices, manufacturers' specifications and instructions and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5077.06 Maintain pumps and motors** by checking for leakage, defective filters and strainers, malfunctioning pumps, steam traps and pressure loads; applying required lubricants or grease; replacing defective and worn parts; and replacing or adjusting thermostats to ensure efficient and safe operation of the system, in accordance with codes, company procedures or practices, manufacturers' specifications and instructions and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5077.07 Prepare for on-site inspection** by identifying time, date and location of schedule; ensuring that all required material is on-site; and verifying that all controls and parts are functioning and operational before signing off on the on-site inspection in accordance with preventive maintenance program, company procedures or practices, codes and government regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5078.0 Maintain Air Conditioning System Components

General Performance Objective

Maintain air conditioning systems by opening and unsealing window or wall units; maintaining system components; monitoring and recording gauge readings; inspecting, cleaning and winterizing cooling towers; adjusting and monitoring chemical feeds and balances; testing for refrigerant leakage; closing in and sealing window or wall units; and preparing and assisting in start-up and shut-down procedures in accordance with codes, company procedures or practices, manufacturers' specifications or recommendations and preventive maintenance program.

Skills

- 5078.01 Open and unseal window or wall units** for seasonal use by placing unit in opening; removing insulation, plywood and cladding; checking for unobstructed air circulation; and checking that all controls, gauges and parts are operational and functioning in accordance with preventive maintenance program, manufacturers' specifications and instructions, codes and company procedures and practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 5078.02 Maintain system components** by replacing, cleaning, or adjusting strainers, nozzles, belts, filters, dampers, linkages, actuators and pans; applying required lubricants; replacing defective and worn parts; and adjusting controls in accordance with company procedures or practices, manufacturers' specifications and instructions, preventive maintenance program, government regulations and codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5078.03 Monitor and record gauge readings** by checking pressure gauges, temperature gauges and sight glass refrigerant levels and recording data in logbooks or inspections sheets, to ensure that the system sequence of operations is maintained within required limits, in accordance with codes, company procedures or practices, manufacturers' specifications or recommendations and preventive maintenance program.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5078.04 Inspect, clean and winterize cooling towers** by draining and flushing system; cleaning and checking strainers; cleaning water-intake cooling coils and pump; checking and cleaning sump; and shutting down cooling fans in accordance with company procedures or practices, government regulations and preventive maintenance schedules.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5078.05 Adjust and monitor chemical feeds and balances** by performing corrosive test, total dissolve solids (TDS) test, pH balance test and chlorine test; using standard test kits; and adjusting timers and automatic and manual controls so that deterioration of piping network, pumps and equipment is prevented in accordance with preventive maintenance program, chemical specifications, government regulations, test kit instructions and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5078.06 Test for refrigerant leakage** by performing soap and water test and visually inspecting systems using instruments such as electronic gas detectors, to ensure efficient operation of cooling system and to determine the requirement for further testing or maintenance by qualified personnel.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5078.07 Close and seal window or wall units** for seasonal shut-down by removing unit from opening; replacing insulation; installing plywood or cladding; covering units that are left in opening; and checking that there is no air or water infiltration in accordance with preventive maintenance program, manufacturers' specifications and instructions and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5078.08 Prepare and assist in start-up and shut-down procedures by identifying and scheduling time, date and location; ensuring that all required material is on-site; and verifying that all controls and parts are functioning and operational before signing off on the on-site inspection, in accordance with preventive maintenance program, company procedures or practices and government regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5079.0 Maintain Ventilation System Components**General Performance Objective**

Maintain ventilation system components by maintaining ventilation systems and components; checking and cleaning duct work and grills; maintaining humidifier systems; and performing preventive maintenance in accordance with manufacturers' instructions and specifications, company procedures or practices and government regulations.

Skills:

- 5079.01 Inspect and maintain ventilation systems and components** by assessing component operation and determining problems; replacing belts, filters and worn or defective parts; cleaning and lubricating dampers, linkages, actuators and bearings; cleaning coils, fan housing and blades; inspecting fusible links; and checking operation of valves so that in-house trade and maintenance limitations are adhered to and procedures are carried out in accordance with preventive maintenance programs, manufacturers' instructions and specifications, company procedures or practices and government regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 5079.02 Check and clean duct work and grills** by vacuuming, washing and removing obstructions or debris to ensure that ducts and grills are cleaned and airways are clear and open, in accordance with preventive maintenance programs and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5079.03** **Inspect and maintain humidifier systems** by replacing filters and repairing or replacing worn or defective parts or components, to ensure that unit is clean and operating safely and efficiently, in accordance with manufacturers' instructions and recommendations, preventive maintenance programs and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5079.04** **Perform maintenance on fans and components** by checking for worn, damaged, or loose belts, misaligned pulleys, defective safety guards, excessive vibrations or noise and accumulated dust and dirt, using required tools and equipment so that the system is rectified to standard operating efficiencies, in accordance with preventive maintenance programs and company standards or procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5079.05 Maintain fume hood systems by performing scheduled shut-down procedures; visually inspecting system and components; performing smoke and airflow test; adjusting, repairing, or replacing fan components, including belts, pulleys, bearings, shafts, motors, dampers and seals; repairing or replacing existing duct flex connections; sealing duct work with approved coatings; testing operation of switches, limits and alarms; and using standard and specialty tools and equipment, including velocity meters, micromanometers, smoke-test kits and tachometers, ensuring that equipment is operating efficiently and within safety parameters, in accordance with manufacturers' recommendations and specifications, the preventive maintenance schedule, codes, government regulations and company procedures and policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5079.06 Coordinate certification of fume hoods by identifying and scheduling date, time and location of maintenance procedures; performing shut-down procedures; ensuring that the required workforce, qualified technician, materials, parts and tools are on site; assisting in testing procedure; recording and reporting results; and arranging for required remedial action, in accordance with government regulations, codes, the preventive maintenance schedule and company procedures and policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5080.0 Maintain Plumbing**General Performance Objective**

Maintain plumbing by locating defective areas of plumbing systems, inspecting water drains, and performing routine maintenance in accordance with preventive maintenance programs, manufacturers' instructions and specifications, company procedures or practices and government regulations.

Skills

- 5080.01 Locate defective areas of plumbing systems** by visually inspecting fixtures, piping, water supply and return or drain lines; identifying and locating leaks, breakage and blockage; shutting off the water supply; and isolating and tagging the defective areas before maintenance in accordance with manufacturers' recommendations and specifications, company procedures or practices and government regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 5080.02 Inspect water drainage system components** by checking circulation pumps, sump pumps, regulators, mixing valves, floats and pressure-level gauges; monitoring and recording gauge readings; and using required checking devices, water pressure gauges and temperature gauges in accordance with codes, manufacturers' instructions and specifications and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5080.03 Perform routine maintenance on plumbing systems and components by checking valves, gaskets, traps, diaphragms, seals, o-rings and seats; selecting and using correct chemical cleaners, de-limers and drain openers; replacing washers, seats, toilet floats and toilet diaphragms; clearing blocked drains and toilets; isolating and tagging the defective areas before maintenance; and checking that all connections are tight and leak-proof and water supply has been restored in accordance with codes, company procedures or practices, manufacturers' specifications and instructions, government regulations and preventive maintenance programs.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5081.0 Maintain Water Treatment System Components**General Performance Objective**

Maintain water treatment system components by identifying, monitoring and maintaining chemical balances of water system and checking and maintaining components of the water treatment system in accordance with manufacturers' recommendations or specifications, company procedures or practices and government regulations.

Skills

5081.01 Monitor and maintain chemical balance of water systems by testing using standard test kits, TDS test, corrosion test, pH balance, test and chloride test; and filtration; modifying feed rates by adjusting timer, manual and automatic and replacing filters and strainers; recording and documenting system chemical maintained, and deterioration is prevented in piping network, pumps and company procedures or practices, government regulations, WHMIS and the OHSA.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

5081.02 Test and maintain components of water treatment systems by sealing leaks; clearing away blockages; recording water and chemical levels; cleaning strainers, filters and valves; lubricating pumps; and replacing controls so that system is functioning and operational in accordance with manufacturers' specifications and instructions, company procedures or practices and government regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5082.0 Maintain Domestic Laundry Systems**General Performance Objective**

Maintain domestic laundry systems by testing safety devices and inspecting and maintaining laundry systems, components and parts in accordance with manufacturers' specifications and recommendations and company policies and procedures.

Skills

5082.01 Test safety devices including limit switches, cut-out/off switch and overload cut- outs, using required tools and testing equipment including screwdrivers, multimeters, and service meters, so that all safety devices and switches are functional and operating in accordance with manufacturers' specifications or recommendations and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

5082.02 Troubleshoot laundry systems and components by checking for worn belts; clogged drains, vents, or ducts; defective wiring; burnt controls; worn bearings; leaks; and power source and defective transmissions to isolate the source and cause of system breakdown and to determine type of service or repair required to complete the job, in accordance with manufacturers' specifications and recommendations and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5082.03 Maintain laundry components or parts by cleaning drains, vents, modular components, filters, safety devices, filters and drums; replacing bearings, switches, modular components, hoses, belts and seal; testing valves, motors, pumps, safety devices, agitator, transmissions, drums, elements and blowers; repairing switches and hoses; and lubricating where required so that laundry systems are balanced and operational, in accordance with manufacturers' specifications, operating manuals, drawings/schematics and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5083.0 Maintain Building Interior and Exterior

General Performance Objective

Maintain building interior and exterior by conducting inspections of building envelope; repairing or replacing doors and windows and components; planning and estimating replacement paint and wall coverings; preparing wall surfaces; applying paint and wall coverings; maintaining ceilings, interior surfaces, exterior brickwork, masonry, cladding, eavestrough and downspouts, wall appendages and floor coverings; and performing general cleaning procedures and maintaining overhead suspended equipment in accordance with company policies and procedures.

Skills

5083.01 Conduct inspections of building envelope by visually and physically checking structural areas including brick, cement and seals; inspecting plumbing for defective fixtures, leaks, or blockage; checking heating or cooling systems; checking electrical fixtures and receptacles; inspecting carpentry work, doors and windows; and identifying and documenting damaged, defective, worn, loose, or weakened building parts, components, or equipment, so that all maintenance requirements, equipment, tools and necessary personnel are identified to maintain the building envelope and interior in accordance with company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 5083.02 Repair or replace interior and exterior doors and components** by replacing doors; lubricating, adjusting, or replacing door locks and hinges; replacing weather stripping and caulking; replacing door glass or screen; and checking or replacing security system components and closure hardware so that doors are maintained in accordance with manufacturers' specifications or recommendations, government regulations, codes and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.03 Repair or replace interior and exterior windows and components** by replacing broken or defective windows; replacing defective seals, caulking, mouldings and trim; and replacing or repairing window operators and screens, so that windows are sealed, operating and functional in accordance with manufacturers' specifications and instructions, codes and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.04 Plan and estimate replacement quantities of paint and wall coverings** of interior and exterior walls so that correct wall coverings, application procedures, equipment and tools are identified and work schedule is completed and prepared, in accordance with preventive maintenance programs and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.05 Prepare wall surfaces for commercial or industrial applications** by preparing plaster, gypsum board and surfaces for painting; preparing new and previously coated interior and exterior wood and metal surfaces; and preparing concrete, masonry, glass, tile, plastic, vinyl and wallpaper surfaces in accordance with manufacturers' recommendations or specifications and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.06 Apply paint** by brushing, rolling, or spraying; using latex-based or oil-based paints and application equipment including brushes, rollers, edgers, tape, spinners and spraying equipment; placing protective tapes or coverings on surrounding areas; and applying paint and cleaning up painting equipment and surrounding area so that paint is applied in an even coat to provide adequate coverage, correct cleaning products are used and all paints, painting equipment and cleaning products are identified, sealed and stored in a ventilated room, in accordance with manufacturers' recommendations or specifications, company procedures or practices and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5083.07 **Apply wall coverings** by removing old wall coverings; preparing surfaces; checking new material for same lot number, defects in paper and availability of required lengths; laying out wall covering; setting up start and finish points; handling and protecting paper; trimming wall covering material; selecting and applying correct adhesives; applying wall covering; and butting or double-cutting in material, so that wall covering and application conforms to the manufacturers' specifications, company standards and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5083.08 **Maintain ceilings** by replacing defective grid or ceiling tiles and patching plaster or drywall so that ceiling is repaired or restored in accordance with manufacturers' specifications and instructions, company standards and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.09 Maintain interior surfaces** by patching or repairing plaster, wallboards, drywall, wainscoting, baseboard, wall trim, tiles and expansion joints so that walls are cleaned, repaired, or replaced, in accordance with manufacturers' specifications and instructions, company procedures or practices and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.10 Maintain wall** appendages including handrails, shelving and carpet runners by replacing or repairing defective parts using required tools and equipment, in accordance with manufacturers' specifications and instructions, company procedures or practices and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.11 Maintain floor coverings** including wood, tile, rubber, concrete, marble, carpets and expansion joints by measuring, cutting, repairing, replacing, cleaning and finishing defective or damaged floor areas, using required equipment including hammers, pincers, snips, pliers, industrial staplers, knives, cutters and spatula, in accordance with manufacturers' specifications or recommendations, company procedures or practices, the OSHA and building and fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.12 Perform general cleaning procedures** by sweeping, dusting, mopping spills, removing waste, washing floors and walls and performing any other required housekeeping procedures, by using required chemicals, soaps, or cleaning solvents, so that a clean and safe environment is maintained, in accordance with manufacturers' specifications and instructions, company procedures or practices, the OSHA and WMHIS.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.13 Maintain exterior brickwork, masonry and cladding** by patching or repairing masonry and concrete, pointing and replacing bricks and blocks, washing, removing graffiti, repairing or replacing siding or cladding and caulking expansion joints so that exterior walls are cleaned, repaired, restored, or replaced in accordance with manufacturers' specifications and instructions, company procedures or practices and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5083.14 Maintain eaves trough and downspouts** by clearing away leaves and debris; repairing or replacing defective parts; resealing joints and seams; and applying required fasteners and anchors so that troughs and spouts are cleaned, repaired, restored, or replaced in accordance with manufacturers' specifications and instructions, company procedures or practices and building or fire codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5083.15 Maintain overhead suspended equipment by checking overhead lighting, operation of sound system speakers, overhead mechanical and electrical doors and components, tracks, springs, rollers, seals, bearings, cables and fasteners; and performing basic maintenance including replacing, cleaning and lubricating components, in accordance manufacturers' instructions and recommendations, company preventive maintenance schedule and government regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5084.0 Perform Grounds Maintenance**General Performance Objective**

Perform grounds maintenance by conducting a visual and physical inspection of grounds; cleaning up grounds; maintaining grounds facilities, lawn, and garden equipment; maintaining lawns, plants, trees, flora and shrubs; inspecting, testing and maintaining irrigation systems and inspecting and maintaining playground equipment in accordance with manufacturers' instructions and company practices or policies.

Skills

- 5084.01 Inspect grounds** by conducting a visual and physical inspection; assessing the condition of lawns, shrubs, flower beds, trees and gardens; assessing the state of repair of curbs, paving stones, brickwork, fencing, lighting and signage; and documenting and reporting all grounds maintenance requiring further action, in accordance with manufacturers' instructions and company practices or policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 5084.02 Clean up grounds** by performing waste disposal, recycling, garbage removal, snow and ice removal and lawn and grounds debris removal using tools and equipment such as rakes, shovels, wheelbarrows, snow blowers, salt spreaders and blue boxes, so that grounds clean-up procedures are conducted in accordance with government regulations, codes and company procedures and practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5084.03 Maintain grounds facilities** such as exterior walls, paths, fencing and posted signs by performing minor repairs; replacing damaged or defective areas of wood, vinyl, metal cladding, or brick walls; repairing pathways, walkway and entrances; patching asphalt, concrete, or paver blocks; replacing posted signs; repairing wood, metal, or chain link fencing in accordance with manufacturers' recommendations, government and municipal regulations and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5084.04 Maintain lawns, plants, trees, flora and shrubs** by planting, weeding, watering, fertilizing, cutting and pruning, using tools and equipment such as spades, shovels, hoes, rakes, spreaders, mowers, forks, pruners and cutters, in accordance with scheduled landscaping and horticultural maintenance programs, municipal regulations and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5084.05 Inspect and maintain lawn and garden equipment** including mowers, blowers, spreaders, trimmers, cutters, saws and hand tools by changing oil, filters and other fluids; sharpening blades and tools; replacing spark plugs, belts and other defective or worn parts; and completing required tool maintenance documentation as specified in manufacturers' recommendations or specifications and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5084.06** **Inspect, test and maintain irrigation systems** by starting up and shutting down the system; draining and winterizing the system; visually and physically checking controls, piping, sprinkler heads and valves; testing operation of the system; and checking for damaged components so that the system is functioning properly in accordance with manufacturers' instructions and specifications and company procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5084.07** **Inspect and maintain playground equipment** by conducting a visual and physical inspection and performing minor repairs or replacements so that equipment is safe and maintained in accordance with manufacturers' specifications and recommendations, company procedures or practices and municipal regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5085.0 Maintain Roofing**General Performance Objective**

Maintain roofing by accessing roofs, inspecting inside and outside of roofs and performing roof maintenance in accordance with manufacturers' recommendations and instructions, government regulations, codes and company procedures or practices.

Skills

5085.01 Access roofs by using ladders, scaffolding, stairs and personal lifting devices; placing guards and barricades; and following required safety procedures in accordance with company procedures or practices and the OSHA.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

5085.02 Inspect inside and outside of roofs by checking roof for defects and areas of deterioration, excessive ponding, growth of algae and damaged flashing; inspecting cants, curbs, chimneys, lightning rods, ground wires and heating cables; checking for blistering of membrane, blocked drains, defective supports, build-up of debris, snow and ice; identifying cause or source of damage or defects; identifying, determining and recommending roof repair procedures and requirements and identifying and determining maintenance requirements so that the standard of roof functionality conforms to company procedures or practices, government regulations and codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5085.03 Perform roof maintenance** by repairing, replacing and patching damaged or defective areas of roof; clearing drains or hoppers; replacing damaged flashing; restoring defective surfaces; and caulking defective seals or joints so that roofs are restored and free of damage or defects in accordance with manufacturers' recommendations and instructions, government regulations, codes and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5086.0 Weld Using Arc Welding Equipment

General Performance Objective

Weld using arc welding equipment by wearing welding protective equipment; planning and organizing welding operations; cutting metal with oxyfuel equipment; selecting and setting up welding equipment and consumables; preparing weld surfaces; fillet welding; cleaning welds and storing welding equipment in accordance with CSA standards and company procedures or practices.

Skills

- 5086.01 Wear welding protective equipment** including eye protection, welding shield, gloves, and protective clothing so that fit is correct and protection to the wearer is optimum for the task being performed in compliance with company procedures or practices and the OHSA.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 5086.02 Plan and organize welding operations** by reading and interpreting weld procedures specifications to identify required welding process, materials, consumables, heat settings, correct hand or power tools and any other information needed to complete the welding job, so that welding or metal cutting can be completed in a safe and efficient manner in accordance with CSA standards and company procedures or practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5086.03 Cut metal with oxyfuel equipment** by selecting fuel gases, tips, pressures required, personal equipment and tools and assembling them; activating the equipment; making the required cut; and shutting down the equipment, so that equipment is set up and used in accordance with manufacturers' instructions for the intended application and the cut is made to specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 5086.04 Select and set up welding equipment and consumables** by choosing power source, welding cable assemblies, welding hand piece, any electrode or wire, any associated shielding system, associated materials and equipment and personal equipment and tools and then assembling them so that all the equipment necessary to weld using processes such as shielded metal arc welding (SMAW), gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW) is available and is correctly set up in accordance with manufacturers' instructions for the intended application.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5086.05 **Prepare weld surfaces** using required equipment, correct procedures and preheat, in accordance with job specifications, weld procedure specifications and CSA standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5086.06 **Fillet weld** using processes such as SMAW, GMAW and GTAW on lap, corner and tee joints; in the flat, horizontal and vertical positions; and with mild steel, in the work environment identified by the employer so that passes are done in the correct sequence and each pass of the weld meets the weld inspection requirements of the applicable fabrication standards such as CSA, American Society of Mechanical Engineers (ASME), or equivalent recognized workmanship standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5086.07 **Clean welds** using wire brush, descaler, grinder, or other appropriate abrasive process so that welds are free of slag and scale surface irregularities and meet the weld inspection requirements of the applicable fabrication standards such as CSA, ASME, or equivalent recognized workmanship standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5086.08 **Store welding equipment and consumables** by inspecting, maintaining storage conditions, protecting and replacing defective items associated with equipment and consumables, including ovens, quivers, flux storage containers, cylinders, electrodes, wire and related welding equipment using knowledge of manufacturers' recommendations so that welding consumables and equipment are stored and maintained free from contamination and damage in accordance with CSA, ASME, or an equivalent recognized workmanship standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journey person

Journey person means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journey person in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to **shaded** individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority (<i>print name</i>)	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement (<i>hours-based trades only</i>)	
Hours completed? (<i>documentation attached</i>)	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
5070.0	Demonstrate Safe Working Practices and Procedures	
5071.0	Use And Maintain Tools, Equipment and Devices	
5072.0	Employ Job Information Resources	
5073.0	Perform Preventive Maintenance	
5074.0	Inspect Fire Safety Equipment	
5075.0	Maintain Electrical System Components	
5076.0	Maintain Domestic Appliances	
5077.0	Maintain Low-Pressure and Hot Water Boilers and Components	
5078.0	Maintain Air Conditioning System Components	
5079.0	Maintain Ventilation System Components	
5080.0	Maintain Plumbing	
5081.0	Maintain Water Treatment System Components	
5082.0	Maintain Domestic Laundry Systems	
5083.0	Maintain Building Interior and Exterior	
5084.0	Perform Grounds Maintenance	
5085.0	Maintain Roofing	
5086.0	Weld Using Arc Welding Equipment	

Ministry of Labor, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes () No ()

Documentation to support completion of hours attached: Yes () No ()

Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____

Date _____

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile: Facilities Mechanic 255W (all unshaded skill sets must be completed)

5070.0 Demonstrate Safe Working Practices and Procedures	5070.01 Comply with safety directives	5070.02 Wear and maintain personal protective equipment	5070.03 Practice good housekeeping	5070.04 Handle hazardous and toxic workplace materials	5070.05 Practice fire safety procedures
	5070.06 Take corrective action against workplace hazards	5070.07 Work within safe physical limits	5070.08 Inspect elevating devices and material-handling equipment	5070.09 Work on equipment in elevated positions	5070.10 Apply lockout and tag procedures
5071.0 Use and Maintain Tools, Equipment and Devices	5071.01 Use and maintain hand tools and associated equipment	5071.02 Use and maintain power tools and associated equipment	5071.03 Use and maintain measuring devices	5071.04 Use and maintain testing and troubleshooting devices	5071.05 Inspect hand and power tools and equipment
5072.0 Employ Job Information Resources	5072.01 Determine in-house operation and maintenance requirements	5072.02 Interpret electrical, mechanical, and structural blueprints	5072.03 Communicate with co-workers	5072.04 Write reports	5072.05 Maintain service documents
	5072.06 Prepare work orders				

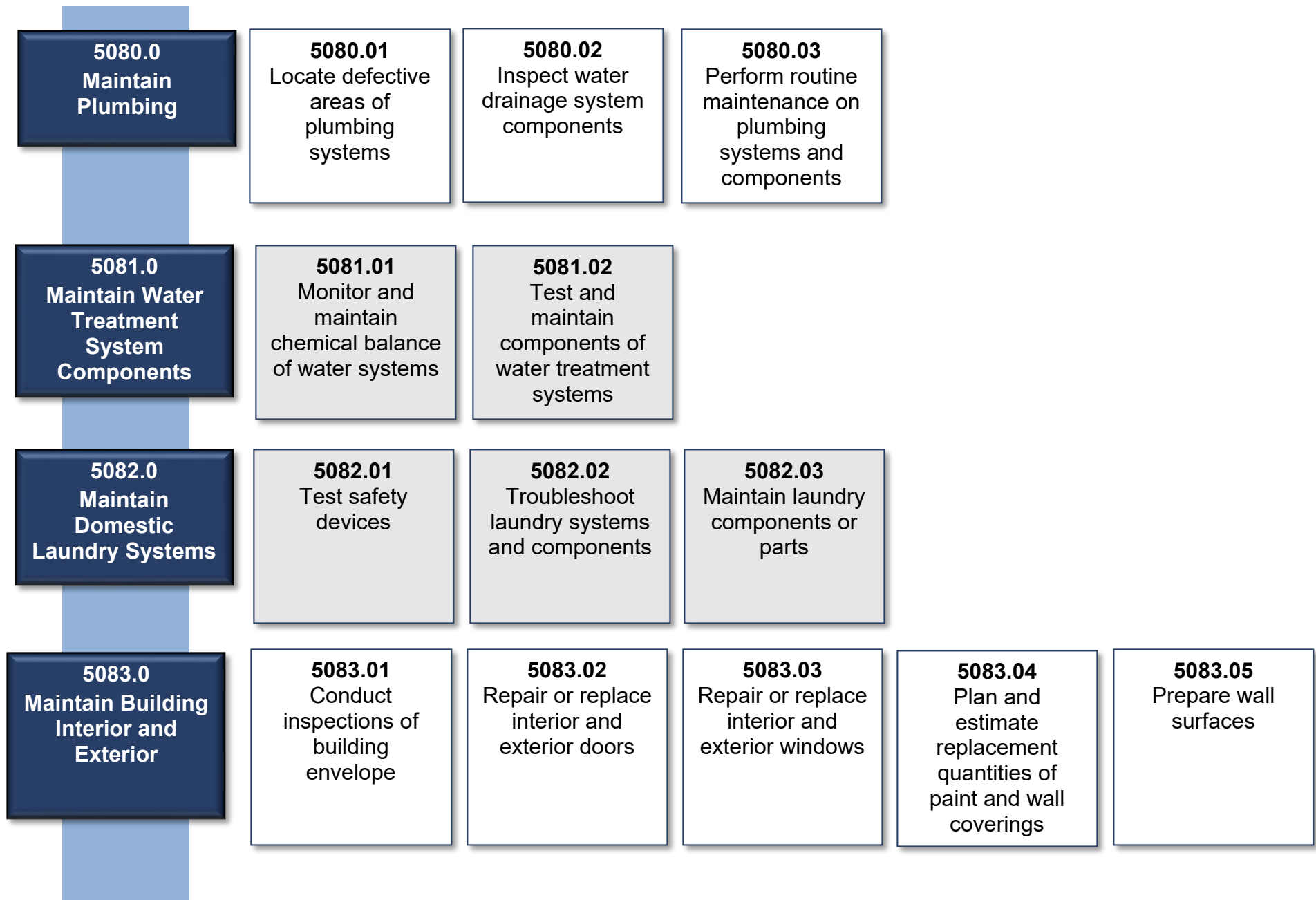
Competency Analysis Profile (CAP) Chart

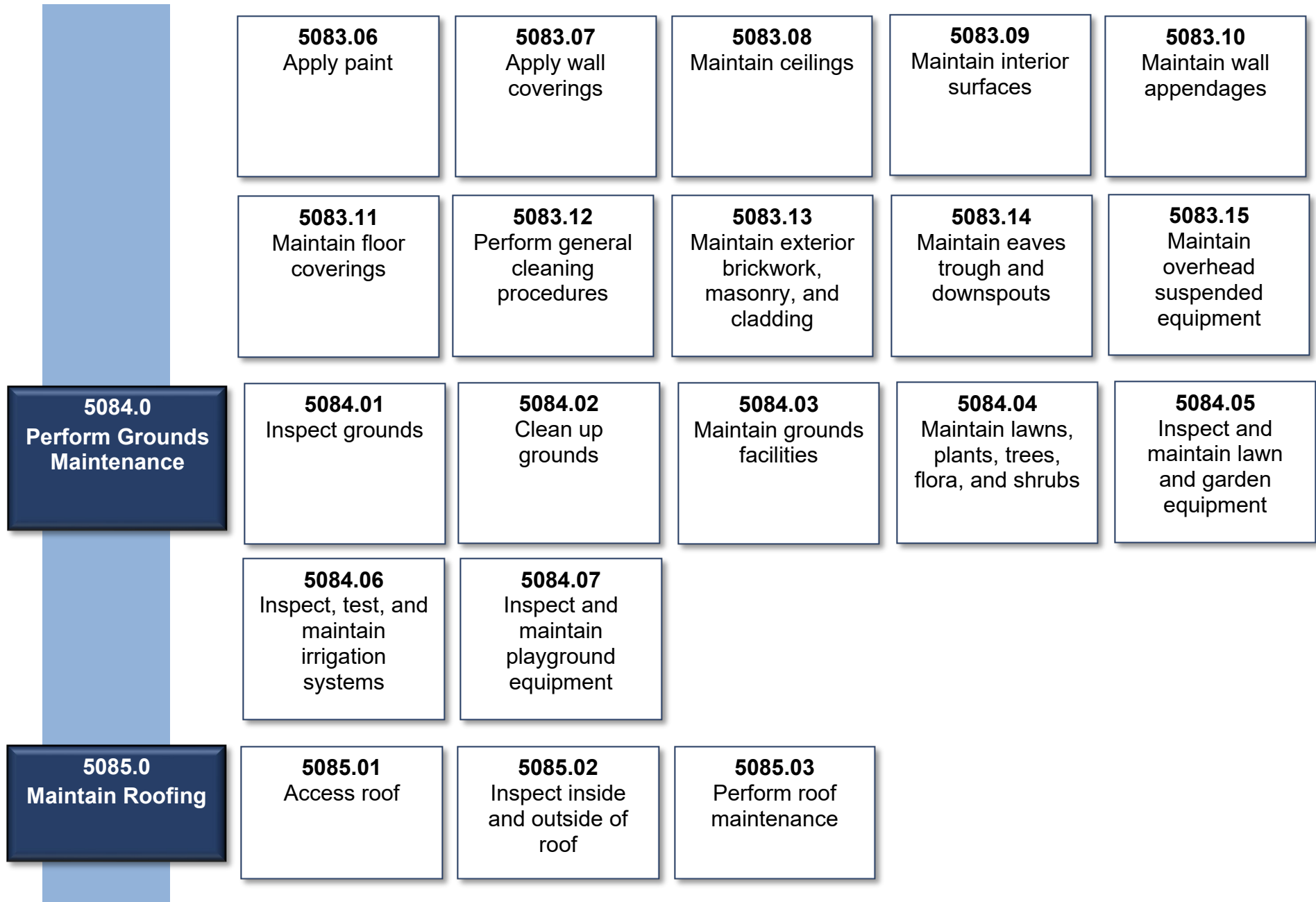
Competency Analysis Profile (CAP) Chart				
5073.0 Perform Preventive Maintenance	5073.01 Provide administrative support to scheduled maintenance	5073.02 Perform scheduled preventive maintenance	5073.03 Coordinate outside contract inspections	
	5074.01 Inspect fire safety systems and equipment	5074.02 Inspect access and exit areas and equipment	5074.03 Perform scheduled inspection and maintenance of emergency lighting system	5074.04 Perform scheduled inspection and maintenance of fire safety systems and components
	5075.01 Perform routine inspection of electrical systems and components	5075.02 Maintain breakers (maximum of 240 volts)	5075.03 Maintain fuses (maximum of 240 volts)	5075.04 Maintain 120-volt electrical components and devices
	5076.01 Inspect and maintain domestic electrical appliances	5076.02 Set up, level and test appliances		

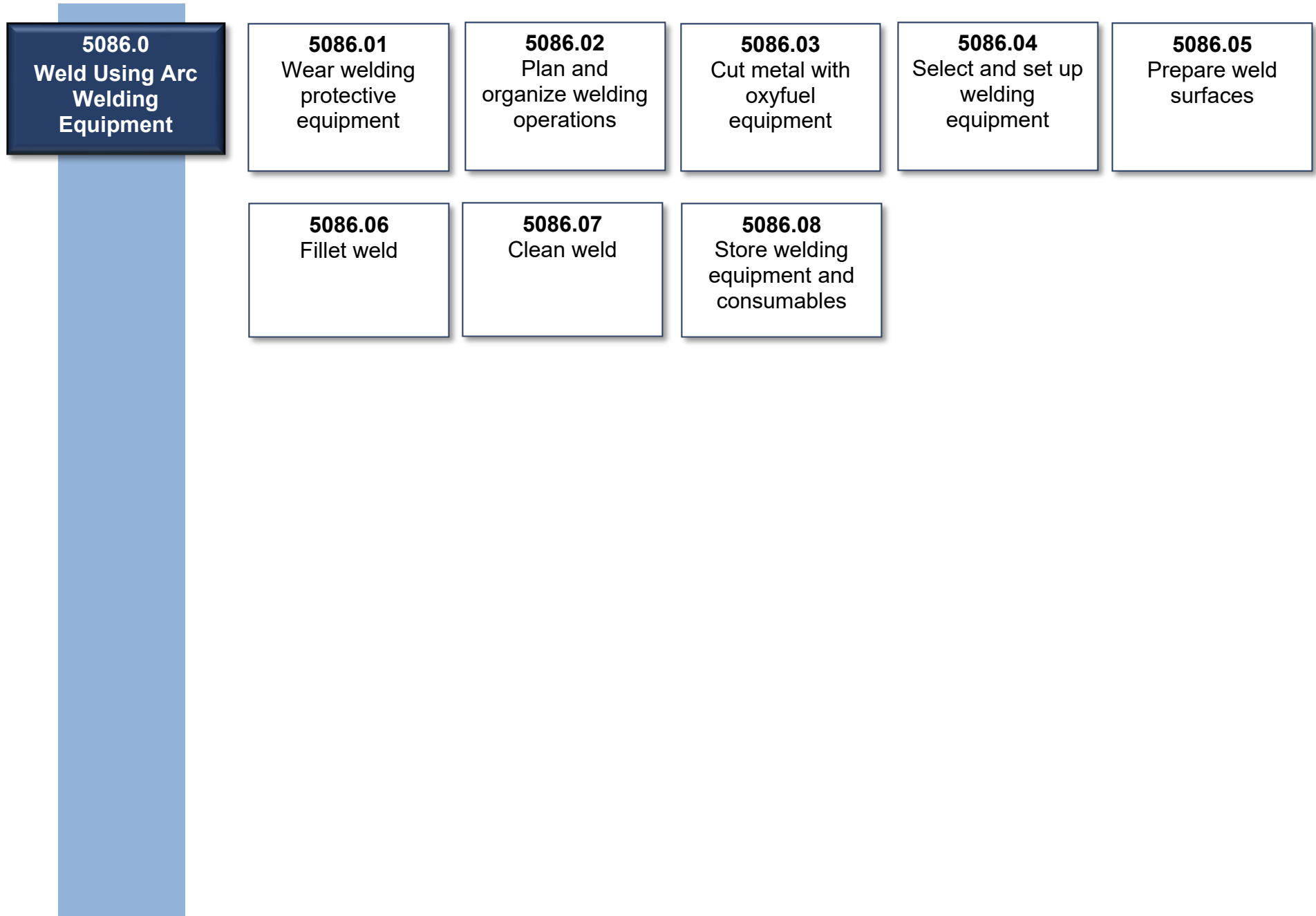
Competency Analysis Profile: Facilities Mechanic 255W (all unshaded skill sets must be completed)

5077.0 Maintain Low-Pressure and Hot Water Boilers and Components	5077.01 Monitor and record gauge readings	5077.02 Troubleshoot boiler systems and components	5077.03 Maintain low-pressure heat exchangers	5077.04 Maintain controls and thermostats	5077.05 Inspect pumps and motors
	5077.06 Maintain pumps and motors	5077.07 Prepare for on-site inspection			
5078.0 Maintain Air Conditioning System Components	5078.01 Open and unseal window or wall units	5078.02 Maintain system components	5078.03 Monitor and record gauge readings	5078.04 Inspect, clean, and winterize cooling towers	5078.05 Adjust and monitor chemical feeds and balances
	5078.06 Test for refrigerant leakage	5078.07 Close and seal window or wall units	5078.08 Prepare and assist in start-up and shut-down procedures		
5079.0 Maintain Ventilation System Components	5079.01 Inspect and maintain ventilation system	5079.02 Check and clean duct work and grills.	5079.03 Inspect and maintain humidifier systems	5079.04 Perform maintenance on fans	5079.05 Maintain fume hood systems
	5079.06 Coordinate certification of fume hoods				

Competency Analysis Profile: Facilities Mechanic 255W (all unshaded skill sets must be completed)







[illegible]

Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



[SkilledTradesOntario.ca](https://www.skilledtradesontario.ca)