Drywall Helper Career Path Manual

V5 Ceiling Systems Included

Your guide to moving up the career path with Marek Family of Companies

Trainee Guide

MAREK
WORKFORCE DEVELOPMENT

This Manual Belongs To: _____

Drywall-Ceiling Helper
V5 Ceiling Systems Included
Structured On-the-Job Training Manual
Instructor Guide

Summary Job Description:
The helper is responsible for assisting the mechanic with the installation of framing materials, drywall, and ceiling systems.

Career Path:

This is a structured OJT course where the trainee is given a list of the tasks to be done, along with the standards of performance and conditions for each task. A qualified OJT coach has the same list as the trainee and guides the trainee in task performance until both feel the learner is ready for a qualification test for a particular task. Completion consists of the worker performing the actions called for in the task without coaching. When the task is performed in accordance with the stated standard; the qualified coach signs off on that particular task. When all tasks have been signed off, the course is considered complete and the worker considered trained.

Rev. 5(11-2011)

MAREK WORKFORCE DEVELOPMENT

On The Job Coaching Program for Helpers

Intent

The intent of this twelve month Helper Training Program is to accelerate the proficiency of helpers, to provide coaching on tasks deemed critical to the trade, to provide direction and guidance to helpers in determining their career goals, and to provide a means to evaluate helpers for the purpose of identifying potential future leaders.

Guidelines for Administering Helper Training

Coaching and Administration:

- All coaches, personal and team, will be selected at the branch level and complete the OJT Coaching Qualification Training Course.
- Coaches will conduct training utilizing the OJT manual.
- OJT coaches will provide instruction for each task, observe trainee during performance of tasks, and evaluate the trainee on his proficiency when the coach and trainee both feel the learner is ready. The trainee must display proficiency in all evaluation items to be checked off any task. **For the purpose of the Helper Training Program, <u>proficiency</u> means that the trainee performs the task(s) correctly without assistance or coaching.** Productivity and an increase in ability to perform the task will come with time and experience.
- The coach's position is intended to provide instruction, mentoring and support to trainee, and as such; coaches will maintain a high level of integrity when verifying the proficiency of a trainee.
- Any proposed changes to the content of this program are to be reported to the director of workforce development for dissemination by the subject matter expert (SME) group for approval and revision of the OJT manual. (The changes you will want to make will either be an improvement all branches should make, or not really an improvement at all.)

Each branch will utilize the most current version of this manual.

- Each branch will be responsible for providing workshop/lab opportunities to their trainees. These workshops can have a variety of delivery options, including on the jobsite, but the content and evaluation items must maintain the standards set by the program.

- Each branch will be responsible for the following:
    - Recording and maintaining accurate training records
    - Providing incentives and recognition and rewards for the Workforce Development (WFD) team and trainees.
    - Provide yearly recognition of employees who have graduated from the Helper Training Program.

<u>Trainee</u>

- The trainee will progress through the task list according to personal aptitude; therefore, may complete training well before or after targeted completion date.
- The program, designed to be twelve months (or 2,080 hours) will include:
    - Fifty-six (56) hours of lab activity
    - Four hundred and thirty-three (433) hours of on the job coaching
    - Remaining time, (1,591) hours, should be spent repeating tasks assigned to increase productivity and proficiency.
    - The trainee will move to another task at the agreement of the OJT coach and the trainee's foreman. The OJT head coach is responsible for ensuring the trainee is progressing through the tasks to complete training program within required twelve months.
- The trainee will be provided a copy of the OJT manual to provide clear expectations and a deeper understanding of the program content. The OJT coach should mark completions not only in his own records, but also in the trainee's manual so he can chart his own progress.
- The trainee should be informed that the Helper Training Program is a privilege and a fast track to moving up with Marek. A trainee not meeting attendance, productivity, or attitude expectations should be removed from the program.
- The Marek Helper Training Program will allow for test out for those employees who are not designated a journeyman, but who have previous work experience. **Test out requires the OJT head coach and the employee's foreman to review the task list and both sign off stating that the employee is proficient in this task.**

Task * Indicates task administered by Safety Department	Page #	OJT Hours	Lab Activity Hours	Total Hours
*SF-BSO Basic Safety Orientation	8		4	4
MBS-SF Proper Use of a Scaffold	8	2		2
MBS-LAD Proper Use of Ladder	9	2		2
*SF-MET-1 Elevating Work Platforms	9		2	2
*SF-MET-3 Powder Actuated Tool	10		1	1
*SF-DM Particle Dust Mask Respirator Training	11		1	1
*SF-MET-4 Stilts Certification	13		4	4
MSB-TM Knowledge of Tape Measure	14	1		1
DW-1-01 Drywall Material Handling	15		1	1
DW-1-02 Knowledge of Drywall Materials	17		1	1
CE-1-01 Knowledge of Ceiling Materials and Handling	18	4	1	5
MBS-PTW Power Tool Workshop	19		5	5
MBS-LAT Laser Awareness	19	1		1
MBS-SG Proper Use of Screw Gun	20	1		1
DW-1-03 Install Drywall/Sheathing	21	30	10	40
DW-1-04 Caulking	24	2		2
MBS-CS Operate a Chop Saw	26	1		1
DW-1-05 Install Interior and Exterior Bottom Track and Studs	28	40		40
DW-1-06 Install Bridging (Drywall Framing)	30	8		8
DW-1-07 Install Wood Blocking or Metal Backing	32	10		10
DW-1-08 Install Interior and Exterior Top Track	34	40		40
DW-1-09 Install Door Frames	36		24	24
DW-1-10 Install Under Grid Head Track	38	80		80
DW-1-11 Frame Drywall Ceilings and Furdowns	40	160		160
DW-1-12 Install Drywall Ceilings and Furdowns	42	20		20
DW-1-13 Install Corner Bead/J&L Bead	44	1		1
DW-1-14 Install Shaft Wall Systems	46	4		4
CE-1-02 Install Ceiling Wires	49	4		4
CE-1-05 Install Wall/Angle Mold	51	2		2
CE-1-04 Install Ceiling Grid	53	16		16
CE-1-03 Install Ceiling Tiles	59	8		8
Total Hours		435	54	489

TASK: SF-BSO
Basic Safety Orientation
Lab: 4 Hours ***Administered by Safety Department**

All new employees are targeted to attend a safety orientation presentation which covers Marek Brothers commitment to safe operations and safe work practices. (state of the art video plus physical demonstrations)

TASK: MBS-SF
Proper Use of a Scaffold
OJT- 2 Hours

Coaching Objective: Verify the Trainee's knowledge of safe scaffold practices and usage in workplace conditions.

☐ **Demonstrate scaffold safe work practices:**

- Use J-line in open area;
- Locks and gravity pins in place;
- Fully planks walking area;
- Use guardrails at 4' on Web-Tex;
- Use guardrails at 6' in J-line;
- No self propelling;
- Scaffold must be moved by a ground person;
- Ensure clean and level floor with no holes or drop offs;
- Position scaffold at the correct height to avoid awkward positions or overreaching;
- Use personal fall protection when guardrails are not in place, maximum height on Web-Tex 8' and J-line 16'.
- Tagging System:
    - Be informed and aware of use of red tag "Do Not Enter" when scaffold is not in use.
    - Be informed and aware of use of green tag before using scaffold signed by competent person daily.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: MBS-LAD
Proper Use of Ladder
OJT- 2 Hours

Coaching Objective: Verify the Trainee's knowledge of safe ladder practices and usage in workplace conditions.

Demonstrate proper ladder safety procedures:

- Use 3 point climb;
- Place ladder on level surface;
- Face ladder keeping body within the boundaries of ladder;
- Ladder at maximum angle to work;
- For extension/job built ladders – trainee secures top and bottom with top extending 36" past the landing;
- Explain procedure for removing defective ladders from service.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: SF-MET-1
Elevating Work Platforms
Lab: 2 Hours ***Administered by Safety Department**

Coaching Objective: Verify the Trainee's knowledge of elevating work platform safe practices and usage in workplace conditions.

☐ **Verify Training with Safety Department**

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

- **Inspects aerial lift daily**
  - **Mechanical condition**
  - **Battery fluids**
  - **Hydraulic fluids**
  - **Tire condition**
  - **Controls**
  - **Emergency release**
- **Reports all problems with aerial lift to Foreman**
- **Understands and obeys warning labels on aerial lift**
- **Safety chain latched while on aerial lift**
- **Proper use of fall protection**
- **Does not drive elevated aerial lifts near any hazard**
- **Operates aerial lift at proper load capacity**

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: SF-MET-3
Powder Actuated Tool
Lab 1 Hour *** Administered by Safety Department**

☐ **Must have appropriate certification card on person to operate Powder Actuated Tools**

Operation procedures:

ALL Models post standard powder actuated tool warning placards around work area

- **DXE 72**
  - Operators and bystanders must suitable eye protection, hard hats, and, as necessary ear protection.
  - Pull out the front assembly to the stop
  - Insert fastener, point out, in the fastener guide until it is held in place by the plastic washer
  - Insert the cartridge into the cartridge chamber
  - Push front assembly back into the tool body
  - Place the tool firmly and squarely against the work surface
  - Push to completely compress front of tool, then squeeze the trigger
- **DX 351**
  - Operators and bystanders must suitable eye protection, hard hats, and, as necessary ear protection
  - Insert fastener into baseplate
  - Insert cartridge strip all the way into the cartridge strip guide way
  - Press the tool onto and at right angle to work surface and pull the trigger
- **DX 460**
  - Operators and bystanders must suitable eye protection, hard hats, and, as necessary ear protection
  - Insert fastener into baseplate
  - Insert cartridge strip at the bottom of the grip handle and push all the way into the cartridge strip guide way
  - Press the tool onto and perpendicular to work surface and pull the trigger

When Trainee has presented his card he may be checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: SF-DM
Particle Dust Mask Respirator Training
Lab: 1 Hour *** Administered by Safety Department**

☐ **Verify Training with Safety Department**

☐ Voluntary use of filtering facepiece respirators form completed with Appendix D

☐ Refer to Marek Respirator Use Chart

☐ User seal checks confirm that an adequate seal with the face is achieved when the mask is applied. User seal checks should be done every time the mask is put on and every time it is re-adjusted on the face. **Review manufacturers' instructions for conducting user seal checks.**

☐ Inspect respirator, then clean and/or replace as necessary to maintain safety standards.

☐ Properly use the respirator.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

MAREK RESPIRATOR USE CHART

Marek Respiratory Protection Program specifies standard operating procedures to protect each construction site employee from respiratory hazards, according to requirements of 29 CFR 1926.103, which simply refers to 29 CFR 1910.134. Respirators are only to be use only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or when work practices has been establish to minimized the amount of airborne dust generated.

Voluntary: Requires Voluntary form filled up and Appendix D
Required: Requires Medical Questionary, Medical Evaluation and proper fit test

			Area		Half-Face Respirators	
					Filtering Facepiece	Disposable Respirator
Craft	Task	Hazard	Open	Enclose	N95	OV/P95
Carpenter	Sheetrock Installation/Removal	Flying Dust Particles	V	V	✓	
	Roofing Material Removal	Flying Dust Particles	V	V	✓	
	Concrete Drilling	Flying Dust Particles	V	V	✓	
Finisher	Mix joint	Flying Dust Particles	V	V	✓	
	Sanding*	Flying Dust Particles	V	R	✓	
Acoustical	Acoustical Materials Installation/Removal	Flying Dust Particles	V	V	✓	
Painter	Spray painting/application	Organic Vapors and Particles	R	R		✓
	Sanding*	Flying Dust Particles	V	R	✓	
	Mixing/reducing materials	Organic Vapors and Particles	R	R		✓
	Using Adhesives	Organic Vapors and Particles	R	R		✓
Labor	General Housekeeping	Flying Dust Particles	V	V	✓	
	Insulation Installation/Removal	Flying Dust Particles	V	V	✓	

Sanding* (hand/Pole)	Sanding fines accumulation on the floor can contribute to employee exposures to airborne respirable silica due to re-entrainment caused by stray air currents and other work activities such as housekeeping. Housekeeping practices should be established to clean up sanding fines accumulation. To control dust during clean up, use wet methods where feasible, or use a HEPA vacuum system.
Work Practice	An evaluation should be conducted of employee work practices when handling dust or particles such as but not limited to sanding fines, paint dust, wood or metal dust.
Engineering Control	Consideration of wet sanding or sanders with dust collection, isolation or enlosure of a process or operation to reduce the number of people exposed, local exhaust ventilation at the point of generation of contaminants and general or dilution ventilation with outdoor air.

TASK: SF-MET-4
Stilts Certification
Lab- 4 Hours *** Administered by Safety Department**

☐ **Verify with Safety Department**

NOTE: DO NOT PUT A TRAINEE ON A TASK REQUIRING STILTS WITHOUT VERIFICATION THAT THE TRAINEE HAS BEEN CERTIFIED.

Safety for stilts

- Inspect stilts before each use looking for deterioration of:
  - Footpads
  - Straps
  - Buckles
  - Structural members
- Work area clear of clutter, debris, and obstructions
- Take small steps and keep weight above your feet
- Remove stilts prior to using stairs
- Keep work close and within reach
- Be careful when changing directions
- Do not use phone while walking stilts
- Raise guardrails to an appropriate height when using stilts near an elevated edge

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

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TASK: MBS-TM
Knowledge of Tape Measure
OJT Coaching – 1 Hour

Coaching Objective: The trainee will demonstrate ability to read a tape measure, know the different types of tape measures for different jobs, and measure to the nearest 1/16". Trainee will require basic understanding of fractions.

Evaluation Items:

- ☐ Identify the following marks on tape:
  - 4'-1/8"
  - 1' 1/16"
  - 3'-1/8"
  - 7'-¼"
  - 2' - 7/16"
  - 11"- ½ "
  - 6' ¾"
  - 12' 3-7/8"
  - 5' - 3/16"
  - 147-7/8"
- ☐ Identify the proper tape for:
  - Framing – 25' X 1"
  - Layout - 100'
- ☐ Identify layout markings (16" X 24") on tape (usually red diamonds).
- ☐ Use tape measure correctly when checking square with 3-4-5, 6-8-10, 12-16-20 method.
- ☐ Explain the importance of keeping tape measure clean and dry.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

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TASK: DW-1-01
Drywall Material Handling
Lab Activity – 1 Hour

Coaching Objective: The trainee will demonstrate knowledge and understanding of all aspects of: safety, equipment evaluation and use, teamwork, and drywall dolly moving and handling techniques.

Evaluation Items:

Safety:

☐ Wear required PPE: hard hat, safety glasses.
☐ Demonstrate the following proper lifting techniques:
- Test load;
- Center body to load;
- Raise chin prior to lifting;
- Lift with legs to keep natural curve in back;
- Use entire body and move feet in direction of load;
- If needed, get help with the load.

☐ Demonstrate safe handling of metals using gloves, always lifting, not sliding, never handle sharp edges.
☐ Survey path of dolly for obstacles or hazards.

Inspection:

☐ Inspect dolly checking to ensure wheels are stable and in good condition and dolly is not bent or wobbly.
☐ Explain procedure for removing dolly from service.

TASK DW-1-01 CONTINUED ON NEXT PAGE

Transporting Drywall Material:

- ☐ Ensure partner is available, wearing proper PPE, and is informed of activity.
- ☐ Load the correct materials as directed by supervision.
- ☐ Position dolly next to drywall with wheels aligned in the direction the dolly will travel.
- ☐ Load dolly with face side out, weight of load on non-turning wheel; maximum of sheets per load.
- ☐ Demonstrate correct procedures for moving loaded dolly:
  - Ensure path is clear of obstructions trash, extension cords, and floor depressions;
  - In long runs and open areas, trainee will push dolly from the back with the stationary wheels on his end for stability;
  - In tight and turning areas trainee will push from back with the pivot wheels to his end for maneuverability keeping hands clear of pinch points while moving through door frames and case openings.

Metals:

- ☐ Transport metals keeping bundles intact using a dolly.
- ☐ Carry metals on shoulder with center of load resting on shoulder.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

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TASK: DW-1-02
Knowledge of Drywall Materials
Lab Activity – 1 Hour

Coaching Objective: The trainee will demonstrate knowledge of materials, be able to identify material and its common name(s) to include drywall and metal materials.

Evaluation Items:

☐ Identify the following drywall types:
- Dens Shield®
- DensArmor Plus®
- WR - Water Resistant Board
- Type X
- Type C

☐ Recognize and recite the different names for same material:
- CRC – black iron
- Shaft liner- core board
- Angle metal – 2X2, shiny 90
- Flat metal - Metal backing, flat strap
- Core board stud – Box-T or Ch stud
- Cement board – Durarock® or backer board
- Sheetrock, drywall or wall board
- Furring channel – hat channel, DWC “drywall channel”
- RCI – sound caulk, Hilt® red caulk or fire caulk
- Drill points – Teks®
- Shaft screws – laminators

☐ Identify 1-5/8”, 21/2”, 3-5/8, 4” and 6” and identify gauge metals.

☐ If applicable to your branch, recognize color coding:
Red – 20 GA. Yellow – 18GA. Green -16GA.
Orange – 14GA. Black 12GA.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: CE-1-01
Knowledge of Ceiling Materials and Handling
Lab Activity - 5 Hours

Coaching Objective: The trainee will demonstrate general knowledge of ceiling materials, be able to identify materials and their common names and uses. The trainee will also demonstrate knowledge and understanding of all aspects of handling and transporting material in a safe manner with no damage to material.

Evaluation Items:

Knowledge:

- ☐ Identify the 2 common types of ceiling grid (USG® and Armstrong®).
- ☐ Identify common sizes and types of grid:
  - 9/16th
  - Bolt slot
  - Aluminum capped
  - 15/16th
  - Aluminum
  - Environmental
- ☐ Discuss 12 gauge vs. 9 gauge wire (with or without clips).
- ☐ Identify cross tees and main tees, wall mold (15/16th, 9/16th, shadow mold/step mold.
- ☐ Demonstrate knowledge of ceiling tile vocabulary:
  - Square edge
  - Second look
  - 2 X 4
  - Tegular/reveal
  - 12 X12
  - 2 X 2

Safety:

- ☐ Wear required PPE: hard hat, safety glasses, and gloves.
- ☐ Demonstrate proper lifting techniques:
  - Test load;
  - Center body to load;
  - Raise chin prior to lifting;
  - Lift with legs keeping natural curve in back;
  - Use entire body and move feet in direction of load;
  - If needed, get help with the load.
- ☐ Demonstrate safe handling of metals using gloves, always lifting, not sliding, never handle sharp edges.
- ☐ Use proper material handling procedures:
  - Load flat dolly with load centered and load below eye level;
  - Use care when handling ceiling tiles are often fragile and heavy;
  - Use care when handling grid materials as they are often sharp.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual

TASK: MBS-PTW
Power Tool Workshop
Lab Activity – 5 Hours

Coaching Objective: The trainee will have knowledge of all safety procedures, PPE requirements, and demonstrate proper techniques and inspection when using the following power tools:

- ☐ Abrasive Saw (chop saw)
- ☐ Circular Saw (skill saw)
- ☐ Rotor Hammer (hammer drill)
- ☐ Powder Actuated Tool
- ☐ Zip Router
- ☐ Miter Saw
- ☐ Reciprocating Saw (Sawzall®)
- ☐ Electric Shears
- ☐ Table Saw
- ☐ Tracfast Gun
- ☐ Screw Gun
- ☐ Laser
- ☐ Die Grinder

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: MBS-LAT
Laser Awareness
OJT Coaching 1 Hour

Coaching Objective: The trainee will have knowledge of all safety procedures and demonstrate proper techniques when operating a laser.

- **Posts standard laser warning placards at entrances to work areas where lasers are being used**
- **Does not direct laser beam at fellow employees**
  - **Laser set up above head height when possible**
  - **Laser set up below head height when possible**
- **Laser turned off when unattended or not in use**
- **Laser nor used in dusty or foggy conditions**

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: MBS-SG
Proper Use of Screw Gun
OJT Coaching – 1 Hour

Coaching Objective: The trainee will demonstrate ability to operate screw gun safely and efficiently.

Evaluation Items:

Safety:

☐ Wears required PPE – hard hat, gloves, safety glasses, hearing protection (optional).

Inspection and Maintenance:

☐ Inspect Cord before use; no nicks in insulation, cord secure at handle and plug. Plug must be 2-prong only.
☐ Explain the importance of maintaining tip and shaft clean and in "like new" condition.
☐ Explain the procedure for removing defective equipment from service.

Technique:

☐ Handle gun with force of hand straight through the shaft of the gun.
☐ Position screw gun 90° from surface.
☐ Demonstrate proper placement of "free" hand while operating the screw gun as well as being aware of partner's hands.
☐ Operate with trigger locked on.
☐ Move free hand (with screws) to gun, not gun to screws, keeping screw gun close to drywall/work area.
☐ Set nose cone of screw gun for proper screw depth.
☐ Attach drywall to studs using screw gun with correct engagement of the clutch.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-03
Install Drywall/Sheathing
30 Hours OJT-10 Hours Lab

Coaching Objective: Trainee will demonstrate proper cutting, marking, trimming, and installation techniques for drywall to include correct positioning of materials for work.

Conditions:

Trainee should complete the following prior to performing this task:

- DW-1-01Material Handling Training
- MBS-SG Demonstrate Use of Screw Gun
- MBS-PTW Power Tool Workshop
-

Trainee should be given the following prior to performing this task:

- Given information of ceiling height
- Given a clean work area, and clean bottom track.
- Given the following materials, tools, equipment:

- Sheet rock dolly
- Drywall/sheathing
- 2pt. laser and signs
- Screw gun and screws
- Roto zip router
- Caulk gun
- T-square
- 4ft. level
- Keyhole saw
- Circle cutter
- Chalk and chalk box
- Hook bill knife
- Screwdriver
- Tape measure
- Utility knife
- Carpenter's pencil
- Tin snips
- Ladder, scaffold or lift
- Extension cord
- GFCI
- Rasp (optional)
- PPE: safety glasses, earplugs gloves, fall protection if applicable

DW-1-03 CONTINUED ON NEXT PAGE

Standards:

- Walls are plumb, level, and square.
- Screws are set, but not breaking through paper.
- Wallboard attached to bottom track.
- Joints are tight and staggered.
- Screw spacing 8" on joint; 12" on center (or per specs).
- Drywall does not touch the floor or deck. Check with specifications for required distance. This accommodates deflection and potential damage to sheetrock.
- Factory butt joints are together.
- 3/4" gap at control joint.
- Drywall cut tight around penetrations.
- Clean cut edge.
- Spacers are removed at bottom of board.
- Hollow metal door jambs are plumb.
- Aluminum door jamb condition: check door opening width.
- Good use of materials; (no waste).
- No rips of rock less than 6" at start or end of wall.

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- SF-MET-1 Elevating Work Platforms
- MBS-SF Proper Use of Scaffolds
- MBS- LAD Proper Use of Ladders

DW-1-03 CONTINUED ON NEXT PAGE

Positioning Materials for work:

- ☐ All tools and materials are at hand.
- ☐ Trainee will position dolly close to work area, ahead of work and parallel to wall.

Measure and Cut:

- ☐ Give, receive and understand directions from partner for measurements, cutouts, etc.
- ☐ Cut drywall or sheathing by using a sheetrock knife, a tape measure, and a carpenter's pencil.
- ☐ Mark board for proper stud layout: 16" or 24".
- ☐ Measure then cut penetrations with keyhole saw or roto zip router.
- ☐ Trim off excess burrs on edge of drywall using a hook bill or rasp.

Installation:

- ☐ Install drywall or sheathing using proper screw spacing and joint stagger.
- ☐ Attach drywall with screws. Screws are set, but not breaking through paper.
- ☐ Install drywall in direction of stud layout, i.e. open side of stud.
- ☐ Cut and install drywall around door frames.
- ☐ Cut drywall tight around penetrations.
- ☐ Anticipate the needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

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TASK: DW-1-04 Caulking
OJT Coaching – 2 Hours

Coaching Objective: Trainee will demonstrate knowledge of types of caulking; will perform high work according to safety best practices, and will apply caulking to standards.

Conditions:
Trainee should be given the following prior to performing this task:

- Given a clean floor.
- Given a start and stop point.
- Given the following tools and equipment:
  - Caulking gun
  - Caulk
  - Putty knife
  - Spray gun (when required)
  - Ladder, scaffold, or lift
  - Dust mask
  - Knee Pads
  - Broom
  - Rags
  - PPE: hard hat, safety glasses (if overhead or conditions require), rubber gloves and respirator (when applicable)

Standards:

- No sags.
- No gaps.
- Clean and smooth.

Flush with rock

DW-1-04 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department prior to performing this task:

- SF-BSO Basic Safety Orientation
- SF-MET-1 Elevating Work Platforms
- MBS-LAD Proper Use of Ladders
- MBS-SF Proper Use of Scaffolds

Inspection:

☐ All tools at hand.

Knowledge:

☐ Identify the following types of caulk and explain their use: fire caulk, sound caulk, spray on, and putty pads.

Installation:

☐ Clean area and sweep at base before caulking.
☐ Apply caulking to drywall resulting in a clean smooth finish; flush with drywall.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: MBS-CS
Operate a Chop Saw
OJT Coaching – 1 Hour

Coaching Objective: Trainee will demonstrate safe, efficient operation of the chop saw.

Evaluation Items:

Safety:

- ☐ SF-BSO Basic Safety Orientation
- ☐ MBS-PTW Power Tool Workshop
- ☐ Wear required PPE: safety glasses face shield, gloves, and hearing protection.
- ☐ Fire extinguisher is near work area.

Inspection and Maintenance:

- ☐ Perform inspection of abrasive saw (chop saw):
  - No nicks in cord and blade is in good condition;
  - Vise is working properly;
  - Blade guard is secure but moves freely. (NEVER DISABLE THE GUARD).
- ☐ Replace the blade on a chop saw using proper safety procedures (unplug saw) and correct tools (use only wrench supplied with the saw).
- ☐ Explain the procedure for removing chop saw from service.

Operation of Chop Saw:

- ☐ Gloves should be worn when handling metal and operating a chop saw.
- ☐ Set up saw away from any hazards; ensure it is balanced on surface:
  - Facing fire resistant wall or fire blanket to prevent sparks from igniting flammable materials;
  - Set up away from any finished product areas.
  - Never set chop saw in front of glass windows.

MBS-CS CONTINUED ON NEXT PAGE

- ☐ Operate chop saw using screw clamp to keep metal in place and cuts smooth and uniform.
- ☐ Cut metal studs always cutting from the same end each time to ensure proper hole spacing for bridging installation.
- ☐ Block up end of material to be cut to prevent material from moving or binding at the blade.
- ☐ Anticipate the needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

Notes:

TASK: DW-1-05
Install Interior and Exterior Bottom Track and Studs
OJT Coaching – 40 Hours

Coaching Objective: Trainee will demonstrate knowledge and proficiency of tools and safety procedures, be able to identify lay out lines, openings, benchmarks, and elevations, and install exterior bottom track and studs. Trainee will also be able to explain the difference between materials, procedures, and safety issues on installation of exterior and interior studs.

Conditions:

Trainee should complete the following training prior to performing this task:

- MBS CS Proper Use of Chop Saw

Trainee should be given the following prior to performing this task:

- Given top track and layout for reference.
- Given stud spacing information and type of anchors.
- Given length and gauge of stud.
- Given the following materials, tools, and equipment:
  - Track
  - Anchors and loads
  - Studs
  - Powder actuated tool (shotgun)
  - Rotary hammer drill and bits
  - Abrasive saw (chop saw)
  - Extension cord
  - GFCI
  - Tape Measure
  - Tin snips
  - Utility knife
  - Sheetrock dolly
  - Trash buggy
  - C-clamps
  - Straight claw hammer
  - 4ft. Level
  - Square
  - Plumb bob
  - Screwdrivers
  - Vice grips or Kline pliers
  - Flat pry bar
  - Fire extinguisher
  - Ladder, scaffold, or lift
  - PPE: hard hat, safety glasses, face shield, gloves knee pads (recommended), hearing protection
  -

DW-1-05 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear PPE: safety glasses or face shield, gloves, and hearing protection.
☐ Verify completion of training with Safety Department:

- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Ladder Use
- MBS-SF Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification

Knowledge:

☐ Identify layout lines, openings, benchmarks, and elevations.
☐ Identify and discuss attachment methods and spacing of anchors.
☐ Explain the difference between materials, procedures, and safety issues on exterior versus interior studs.

Installation:

☐ Measure and cut bottom track and studs using chop saw.
☐ Install bottom track and studs using correct attachment method and spacing of anchors according to drawing specifications as directed by supervisor.
☐ Match bottom track to top track at corners.
☐ Install studs to ensure that the minimum drywall width is greater than 6”.
☐ Install studs to ensure that the key holes are facing correctly and aligned properly.
☐ Install bridging “as you go”.
☐ Space clips and runs according to shop drawing specifications per supervisor.
☐ Anticipate the needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-06
Install Bridging (Drywall Framing)
OJT Coaching – 8 Hours

Coaching Objective: Trainee will demonstrate knowledge and proficiency of tools, safety procedures for the installation of bridging.

Conditions:

Trainee should be given the following prior to performing this task:

- Given structural drawings and information on spacing from supervisor.
- Given the following materials, tools, equipment:
  - Black iron clips (cold rolled channel, CRC)
  - Flat strapping
  - Correct screws
  - Ladder, scaffold, or lift
  - Screw gun
  - Tape measure
  - Tin snips
  - Utility knife
  - C-clamps
  - Hammer
  - 4ft. level
  - Square
  - PPE: hard hat, safety glasses, Personal Fall Protection

Standards:

- Holes are two foot on center.
- Location of bridging according to structural drawings at the direction of supervisor.
- Every stud should be clipped off.
- Correct number and type of screws.

DW-1-06 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE: safety glasses, gloves, and hearing protection, if required.

☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Ladder Use
- MBS-SF Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms

Inspection:

☐ Inspect the framing for hole alignment before inserting “black iron clips” (CRC – cold rolled channel), or other bridging material.
☐ Inspect framing for obstructions (for example, plumbing or columns).
☐ All tools, materials, and equipment are at hand.

Installation:

☐ Install bridging as studs are erected.
☐ Install clips and runs as instructed by supervisor according to shop drawing specifications.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-07
Install Wood Blocking and Metal Backing
OJT Coaching – 10 Hours

Learning Objective: Trainee will install wood or metal backing according to the specifications. Trainee will seek approval from foreman before proceeding with work.

Conditions:
Trainee should complete the following training prior to performing this task:

- MBS-CS Proper Use of Chop Saw
- MBS-PTW Power Tool Workshop

Trainee should be given the following prior to performing this task:

- Given FFE drawings (cut sheets), all information in writing to be reviewed and discussed with supervisor.
- Given the following materials, tools, and equipment:
  - Wood blocking or metal backing
  - Skill saw (circular saw)
  - Electric shears
  - Miter saw
  - Abrasive saw (chop saw)
  - Laser and signs
  - 4ft. level
  - Tape measure
  - **Screws**
  - **Sheetrock dolly**
  - **Trash buggy**
  - Tin snips
  - Utility knife
  - Studs
  - Carpenter's pencil
  - Fire extinguisher
  - GFCI
  - Extension cord
  - Ladder, scaffold, or lift
  - PPE: hard hat, safety glasses, face shield, hearing protection and gloves

Standards:

- Installed according to plans and specs at the direction of supervisor.
- Meets needs of subsequent contractor at the direction of supervisor.
- Stud spacing is maintained.
- Wood blocking is notched around plumbing or other obstructions.
- Walls are still straight and flat.
- Proper materials are used for area (fire treated lumber/proper gauge) at the direction of supervisor.
- Screws do not penetrate pipes.

DW-1-07 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Ladder Use
- MBS-SF Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms

☐ Perform inspection of abrasive saw (chop saw):
- No nicks in cord;
- Blade is in good condition;
- Vise is working properly, and blade guard moves freely. NEVER DISABLE THE GUARD.

☐ Inspect area for hazards, abate or secure area and report prior to work.

Inspection:
☐ All tools, materials, and equipment at hand.

Installation:

☐ Take measurements for stud layout and number blocking to ensure correct location in the wall.
☐ Identify appropriate area and equipment necessary for cutting materials (saw horses, stack of drywall). Utilize a speed square or miter saw to ensure ends are square.
☐ Establish proper elevation using shop drawings and at the direction of supervisor. Obtain approval before installing wood or metal blocking.
☐ Slot end of blocking to fit properly.
☐ Anticipate needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-08
Install Interior and Exterior Top Track
OJT Training – 40 Hours

Coaching Objective: Trainee will demonstrate knowledge and proficiency of tools, safety procedures, cutting, framing, and installation of interior and exterior top track utilizing laser tool.

Conditions:

- Trainee should complete the following training prior to performing this task:
  - MBS-LAT Laser Awareness Training
  - MBS CS Proper Use of Chop Saw
- Given layout guide, information on materials, gauge, size, lengths, and attachments.
- Given the following materials, tools, equipment:
  - Track
  - Anchors
  - Powder Actuated Tool shotgun)
  - Rotor hammer and bits
  - Abrasive saw (chop saw)
  - Extension cord
  - GFCI
  - Laser and signs
  - Tape measure
  - Clamps
  - Sheetrock dolly
  - Trash buggy
  - Chalk line
  - Carpenter's pencil
  - Tin snips
  - Utility knife
  - Screwdriver
  - 4 ft. level
  - Plumb bob
  - Fire extinguisher
  - Ladder, scaffold, or lift
  - PPE: hard hat, safety glasses, face shield/goggles, hearing protection, and gloves

Standards:

- Corners and intersections are correct.
- Track is on the correct side of the line.
- Anchors are secured properly.

If needed, clips are installed and located correctly.

DW-1-08 CONTINUED ON NEXT PAGE

Evaluation:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBD-LAD Proper Ladder Use
- MBS-SF Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification

☐ Personal Fall Protection when applicable. (i.e., perimeters, shaft wall, stairwell, atriums, floor openings)

Inspection:

☐ Perform inspection of abrasive saw (chop saw):
- No nicks in cord;
- Blade is in good condition;
- Vise is working properly, and blade guard moves freely. NEVER DISABLE THE GUARD.
- Discuss procedure for removing any defective equipment from service.

☐ All tools, materials, and equipment at hand.

Installation:

☐ Identify size and gauge of track for the job at the direction of supervisor.
☐ Set up and use laser for transferring lines from floor to deck.
☐ Attach track to substrate using correct fastening tools and fasteners keeping pins back from edge at least 2 ¾" for concrete; ¾" for steel.
☐ Trainee will demonstrate the ability to make proper cuts at corners and wall intersections.
☐ Anticipate the needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-09
Install Door Frames
Lab Activity – 24 Hours

Coaching Objective: Trainee will install the following door frames: hollow metal, wood, knock down, and Timely®, according to specifications and the information provided by supervisor. Frames will be installed plumb, level, and square with consistent reveal. Trainee will be exposed to door swing in lab activity.

Conditions:
Trainee should be given the following prior to performing this task:

- Given door schedule and information from contract documents.
- Given the following materials, tools, equipment:
  - Rotor hammer drill
  - Door frames
  - Anchors, pins, loads, tap cons
  - Door spreader (spreader jig)
  - 2 ft. and 4ft. level
  - Plumb bob
  - Shims
  - Chipping hammer
  - Tape measure
  - Tin snips
  - Utility knife
  - Carpenter's pencil
  - Angle drill or angle attachment
  - Laser and signs
  - Screw gun
  - Ladder, scaffold, or lift
  - PPE: hard hat, safety glasses, hearing protection, gloves, knee pads (recommended)

Standards:

- Correct location per drawings.
- Header is level, offset for rock.
- Swing in correct direction.
- No damage from installation.
- Frame is square in opening.
- Correct elevation.
- Correct anchors used.
- Re-check, plumb, level, square.
- Consistent reveal.
- Door should swing freely with no bows when closed.

In lab, the trainee should be given an overview of swinging a door.

DW-1-09 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Ladder Use
- MBS-SF Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- MBS-LAT Laser Awareness Training

Inspection:

☐ All tools, materials, and equipment at hand.

Installation:

☐ Locate door number and location on prints and door schedule.
☐ Discuss tagging system.
☐ Verify opening dimensions.
☐ Identify door swing, at minimum Left-hand/right-hand doors.
☐ Check spreader accuracy on welded frames. Trainee will remove spreaders on welded frames.
☐ Attach door frame and header using proper fasteners and shims to job specifications at the directions of supervisor. Frame is plumb, level, and square.
☐ Inspect for quality control after drywall installation.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-10
Install Under Grid Head Track
OJT Coaching – 80 Hours (40 on Top – 40 on Bottom)

Coaching Objective: Trainee will demonstrate knowledge and proficiency of tools, safety procedures, cutting, framing, and installation of under grid head track per drawings and specifications utilizing team work of installer and ground man for efficient and safe completion of task.

Conditions:

- Trainee should be given the following prior to performing this task:
- Given specifications from prints by his supervisor.
- Layout on grid will be given as job progresses.
- Given a clean work area.
- Given the following materials, tools, equipment:
    - Miter saw
    - Saw box
    - Slice plates and clips
    - Roll pins
    - Screws
    - Plastic spacers
    - Head track/sound gasket
    - Metal file
    - Large “C” clamp
    - Trash buggy
    - Sheetrock dolly
    - PPE: hard hat, safety glasses, face shield, hearing protection, gloves

Standards:

- Walls are square with grid.
- Clips are in place.
- Attached to ceiling with screws.
- Roll pins are used when applicable.
- Proper plastic spacers are used when applicable.
- Corners are 45°. 90's are mitered correctly.
- Correct color and type of head track.

DW-1-10 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Use of Ladders
- MBS-SF Proper Use of Scaffolds
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification
- SF-MET-4 Stilts Certification

Inspection:

☐ Broom swept floor prior to walking stilts.
☐ All tools, materials and equipment at hand.

Installation:

☐ Identify head track, pins, and clips for a variety of systems.
☐ Cut track resulting in smooth, clean cuts with proper angles.
☐ Install gaskets as required by job specifications at the direction of supervisor.
☐ Align ceiling grid and tile using spacers (donuts).
☐ Install clips and blackout cuts per system requirements at the direction of supervisor.
☐ Work as ground man, trainee will cut and organize material to stay ahead of installer.
☐ Work as installer, trainee will maintain square of ceiling and set the pace for the ground man.
☐ Anticipate needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-11
Frame Drywall Ceilings and Furdowns
OJT Coaching – 160 Hours

Coaching Objective: Trainee will demonstrate knowledge and proficiency of tools, safety procedures, cutting, framing of drywall ceilings and furdowns according to blueprints and specifications at the direction of supervisor. Trainee will use laser equipment, string lines, and jig table while accounting for elevation changes, intersections, and transitions.

Conditions:
Trainee should complete the following training prior to performing this task:

- MBS-LAT Laser Awareness Training
- MBS-CS Proper Use of Chop Saw

Trainee should complete the following training prior to performing this task:

- Given information from contract drawings by supervisor.
- Given information from other trades.
- Given Information on gauge, spacing, deflection, rough openings, bridging, access doors, control joint placement and kickers.
- Given the following materials, tools, equipment:
  - Framing materials
  - Powder Actuated Tool (shotgun)
  - Abrasive saw (chop saw)
  - 2 pt. laser and signs
  - Screw gun
  - Extension cord
  - GFCI
  - Rotor hammer drill
  - Tape measure
  - Sheetrock dolly
  - Trash buggy
  - Square
  - 4 ft. and 2 ft. levels
  - Utility knife
  - Carpenter's pencil
  - Screwdriver
  - Chalk line and box
  - Tape measure
  - Ladder, scaffold, or lift
  - PPE: hard hats, safety glasses and gloves
  - Broom

Standards

- Walls are plumb, level and square.
- Check alignment and elevation.
- Openings are framed correctly.

DW-1-11 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Use of Ladders
- MBS-SF Proper Use of Scaffolds
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification

Inspection:

☐ Perform inspection of abrasive saw (chop saw):
- No nicks in cord, blade is in good condition;
- Vise is working properly, and blade guard moves freely. NEVER DISABLE THE GUARD.

☐ Broom swept floor prior to walking stilts.
☐ All tools, materials, and equipment at hand.

Installation:

☐ Identify size and gauge of grid metal according to prints/specifications at the direction of supervisor.
☐ Follow layout on floor and transfer blueprint dimensions and elevation changes to framing members.
☐ Set up and use laser equipment, string lines, and jig table.
☐ Identify and install framing conditions per layout and at the direction of supervisor: elevation changes and ceiling transitions.
☐ Measure, cut and install framing per prints/specifications at the direction of supervisor.
☐ Square and level grid attached to substrate using fasteners and tools according to prints/specifications at the direction of supervisor.
☐ Install bracing and struts per prints or “as required”.
☐ At supervisor direction, identify light/diffuser location on prints and layout before framing.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-12
Install Drywall Ceiling and Furdowns
OJT Coaching- 20 Hours

Coaching Objective: Trainee will demonstrate knowledge and proficiency of tools, safety procedures for the installation of drywall ceilings and furdowns according to blueprints and specifications at the direction of supervisor. Trainee will be able to discuss benchmarks, control and expansion joints (when and where they go). Trainee will have knowledge of bridging and work successfully in a three man team.

Conditions:

Trainee should be given the following prior to performing this task:

- Given information on gauge spacing, deflection, wire spacing, rough openings, and control joint.
- Given the following materials, tools, and equipment:
  - Drywall material
  - Screw gun
  - Extension Cord
  - GFCI
  - Zip router
  - Tape measure
  - Clamps
  - Plumb bob
  - Chalk line
  - T-square
  - Sheetrock dolly
  - Straight claw hammer
  - Carpenter's pencil
  - Tin snips
  - Square
  - Utility knife
  - Keyhole saw
  - Rasp
  - Ladder, scaffold, or lift
  - 4 ft. level
  - PPE: hard hats, safety glasses, gloves, and filtering facepiece (if needed)

Standards

- Joints are staggered and tight.
- Penetrations cut clean and tight.
- Proper spacing of screws: 8" on center on joint and 10" in the field.

DW-1-12 CONTINUED ON NEXT PAGE

Evaluation Items:
Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:

- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Use of Ladders
- MBS-SF Proper Use of Scaffolds
- SF-MET-1 Elevating Work Platform

Inspection:

☐ All tools, materials, and equipment at hand.

Knowledge:

☐ Identify the benchmark and A.F.F. (Above Finished Floor).
☐ Discuss wire and stud spans for ceilings.
☐ Identify control and expansion joints and their proper application.

Teamwork:

☐ Work as one of two top men, operate screw gun.
☐ Work as ground man, receiving measurements, cutting, and assisting top men.

Installation:
☐ Joints are staggered and tight.
☐ Penetrations cut clean and tight.
☐ Proper spacing of screws: 8" on center on joints and 10” in the field.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: **DW-1-13**
Install Corner Bead/ J & L Bead
OJT Coaching - 1 Hour

Coaching Objective: Trainee will demonstrate installation of bead including: measuring, cutting, and applying bead using proper techniques, safe work practices, and proper tool and equipment procedures.

Conditions:

Trainee should complete the following training prior to performing this task:

- MBS-LAT Laser Awareness Training
- SF-MET-4 Stilts Certification

Trainee should be given the following prior to performing this task:

- Given clean cuts at 45 degree angles.
- Given unobstructed corners.
- Identified high profile areas.
- Given a start and stop point.
- Given the control line.
- Given the correct bead for application.
- Given the following tools and equipment:
    - 1 1/4” crimper
    - Rubber mallet
    - Staple gun
    - 9/16” staples
    - Broom
    - Ladder, scaffold, or lift
    - PPE: safety glasses and gloves
    - Trash buggy

Standards:

- Bead is plumb, level, and square.
- Bead is straight.
- Secured every 8".
- All bead meets, no gaps.
- In high traffic areas, screwed at bottom and mid-height.

DW-1-13 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Use of Ladders
- MBS-SF Proper Use of Scaffolds
- SF-MET-1 Elevating Work Platforms
- SF-MET-4 Stilts Certification

☐ Clean your area as you work and upon completion of work to prevent a slipping hazard.

Inspection:

☐ All tools and materials are at hand.

Knowledge:

☐ Discuss use of these different application methods.

Installation:

☐ Select proper bead for location and length. (Height and Width) as directed by supervisor.
☐ Establish control lines – Checking substrate for straight line and correct problems.
☐ Install bead using correct application method; spray glue, screws, staple, or crimper.
☐ Install bead flush to substrate, ensuring plumb, level, square, correcting any substrate deviations.
☐ Ensure any reveal is at the end of bead, not in the middle.
☐ Ensure termination of bead overlaps substrate.
☐ Anticipate needs of mechanic.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: DW-1-14
Install Shaft Wall Systems
OJT Coaching – 4 Hours

Coaching Objective: Trainee will identify correct materials for the job, identify equipment to anchor and or cut. Install shaft wall system to correct installation techniques and UL requirements. This task requires coordination with other trades and secures work area.

Conditions:
Trainee should complete the following prior to performing this task:

- MBS-LAT Laser Awareness Training
- MBS-SG Demonstrate Use of Screw Gun
- MBS-CS Proper Use of Chop Saw

Trainee should be given the following prior to performing this task:

- Given information from contract documents by supervisor.
- Given a Job Task Analysis (JTA) to ensure all safety issues have been addressed, coordination with other trades, and a secured area.
- Given the following materials, tools, equipment:
  - Framing materials
  - Shaft wall liner
  - Abrasive saw (chop saw)
  - Powder actuated tool (shotgun)
  - Laser and signs
  - Skill saw
  - Rotary hammer drill
  - Carpenter's pencil
  - Tape measure
  - Clamps
  - 4 ft. level
  - Fall Protection Equipment
  - Chalk line
  - Plumb bob
  - Tin snips
  - Square
  - Utility knife
  - Keyhole saw
  - Rasp
  - Screwdriver
  - Fire extinguisher
  - Scaffold, ladder, and lift
  - PPE: hard hat, safety glasses, face shield, gloves, knee pads (recommended), hearing protection

TASK DW-1-14 CONTINUED ON NEXT PAGE

Standards

- Walls are plumb, level, and square.
- According to UL specifications per supervisor.
- J-Track installed correctly and shaft wall studs installed with liner to the back.
- Joints are staggered in 3rds over 16ft.
- J-Track long side toward inside of shaft.
- Screw spacing 12 in. on center on J-Track.

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
- MBS-LAD Proper Use of Ladders
- MBS-SF Proper Use of Scaffolds
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification

☐ Explain procedure for working near shaft openings and Personal Fall Arrest equipment.
- Install methods to control others from working above or below you, warning signs indicating the work to be performed and/or red tape (notify other trades of work to be performed).
- Place red danger barricading tape around area of work to prevent unauthorized traffic.
- Work area should be clean and free of debris.
- Install fall protection equipment and tie off. Supervision by competent person is required.
- Remove guardrails.
- Guardrail barricades are to be installed when leaving the work area.

TASK DW-1-14 CONTINUED ON NEXT PAGE

Installation:

- ☐ Identify framing materials to coordinate with wall layout; size thickness of framing.
- ☐ Explain the differences between J-Runner and J-Strut.
- ☐ Explain the proper equipment to anchor and/or cut framing material.
- ☐ Install bottom and top J-Runner according to layout with long leg of track to the inside of shaft. Starter J-Runner installed plumb.
- ☐ Install liner, studs tight and anchor as part of progressive system.
- ☐ Construct corners to meet UL requirements.
- ☐ Complete shaft assembly around doors.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

Notes:

TASK: CE-1-02
Install Ceiling Wires
OJT Coaching – 4 Hours

Coaching Objective: The trainee will demonstrate the ability to safely install anchoring system, set up equipment and materials needed for the job, discuss splay limitations, and install ceiling wires according to layout.

Conditions:

Trainee should be given the following prior to performing this task:

- Given adequate lighting.
- Given the following tools, material, and equipment:
  - Wires
  - Utility knife
  - Clips
  - ¾" conduit
  - Rotor hammer drill and bits
  - Powder Actuated Fastening Tool (Pole Gun)
  - Tape measure
  - Extension cord
  - GFCI
  - Side cutters
  - Ladder, scaffold, or lift
  - PPE: hard hat, glasses, Gloves, and hearing protection

Standards:

- Wires must be 6" off wall and spaced 4' on center or per prints.
- Must be hanging in a straight line.
- Bridged properly.
- Length of wire should be correct per elevation.

CE-1-02 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wears required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
  - MBS-LAD Demonstrate Proper Ladder Use
  - MBS-SF Demonstrate Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification
- SF-MET-4 Stilts Certification

Inspection:

☐ Inspect area for hazards, abate or secure area and report.
☐ All tools and materials are at hand.

Knowledge:

☐ Discuss splay limitations.
☐ Determine where bridges are needed.

Installation:

☐ Demonstrate ability to anchor system: twist, shot, or screw (i.e. concrete, lag eye screws, or bar joist.
☐ Set up materials and equipment, i.e., conduit, powder actuated tool, and screw pole.
☐ Install wire per layout, starting first wire 6” from wall and 4 foot on center thereafter.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: CE-1-05
Install Wall Angle/Mold
OJT Coaching – 2 Hours

Coaching Objective: The trainee will demonstrate the ability to safely install anchors, set up equipment and materials needed, miter corners and discuss the term AFF (Above Floor Finish).

Conditions:

Trainee should complete the following training prior to performing this task:

- MBS-LAT Laser Awareness Training

Trainee should be given the following training prior to performing this task:

- Given a clean work area.
- Given adequate lighting.
- Given finished walls to prime coat.
- Given tools, materials, and equipment:
  - Mold
  - Cordless drill
  - Laser and signs
  - Tin snips
  - Pouches and leather belt
  - Measuring tape
  - Stilts, lift, ladder, or scaffold
  - Broom
  - Claw hammer
  - 2 – 6” Clamps
  - Chalk box
  - Utility knife
  - Keyhole saw
  - 25ft. Tape measure
  - PPE: hardhat, glasses, and gloves

Standards:

- Corners are cut tight.
- Spacing between anchors correct per specs.
- Wall angle should be installed at correct elevation per room finish schedule.
- No gaps or off sets at butt joints.

CE-1-05 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wears required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
  - MBS-LAD Demonstrate Proper Ladder Use
  - MBS-SF Demonstrate Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification
- SF-MET-4 Stilts Certification

Inspection:

☐ Inspect area for hazards, abate or secure area and report.
☐ All tools and materials are at hand.

Knowledge:

☐ Discuss the meaning of AFF (Above Finish Floor).
☐ Discuss why we never use red chalk.

Installation:

☐ Set up laser: wall mount or tripod to establish benchmark.
☐ Install anchors with correct spacing per specs and at the direction of supervisor.
☐ Miter corners including shadow mold.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: CE-1-04
Install Ceiling Grid
OJT Coaching – 16 Hours

Coaching Objective: The trainee will demonstrate the ability to safely set up equipment and materials, layout a room using RCP (Reflected Ceiling Plan), run a string line, square grid using formula, install grid and level, and use hole punch to accommodate fixtures.

Conditions:

Trainee should complete the following training prior to performing this task:

- MBS-LAT Laser Awareness Training

Trainee should be given the following prior to performing this task:

- Given a clean work area.
- Given adequate lighting.
- Given MEP (mechanical, electrical, plumbing) substantially complete.
- Given tools, materials and equipment:
  - Grid material
  - Pop rivet gun
  - Hole punch
  - String line
  - Cordless drill
  - Laser, signs
  - Broom
  - Powder actuated tool sign
  - Measuring tape
  - Claw hammer
  - Utility knife
  - Leather belt and pouches
  - Tin snips
  - Ladder, scaffold, lift, or stilts
  - PPE: hardhat, glasses and gloves
  - Sheetrock dolly
  - Trash buggy

Standards:

- Grid is straight, level, and square.
- Secured to wires.

CE-1- 04CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
  - MBS-LAD Demonstrate Proper Ladder Use
  - MBS-SF Demonstrate Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- SF-MET-3 Powder Actuated Tool Certification
- SF-MET-4 Stilts Certification

Inspection:

☐ Inspect area for hazards, abate or secure area and report..
☐ All tools and materials are at hand.

Knowledge:

☐ Discuss square grid formula:
- 2X4 grid= 52-5/16” diagonal for 15/16th grid*
- 2X2 grid=32-1/2” diagonal for 15/16th grid*
- Add ½ inch for 9/16th grid

Installation:

☐ Layout a room per RCP (Reflective Ceiling Plan).
☐ Run a string line.
☐ Cut grid to string line.
☐ Square grid with equal borders on all four sides.
☐ Set up a laser at correct elevation per RCP plan.
☐ Be able to level ceiling after grid installation putting three twists within three inches from top of main T’s.
☐ Demonstrate ability to use hole punch for off center fixtures (i.e., lights, grills, etc.).

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

TASK: CE-1-03
Install Ceiling Tile
OJT Coaching – 8 Hours

Coaching Objective: The Trainee will be able to identify directional and non-directional tile, take measurements of tile, cut reveals with clean edge, cut tight penetrations, and seat tile properly in grid.

Conditions:

Trainee should be given the following prior to performing this task:

- Given clean work area.
- Given MEP (Mechanic, Electrical, and Plumbing) completed and inspected.
- Given the following tools, materials and equipment:
  - Ceiling tile
  - Ladder, scaffold, lift, or stilts
  - Utility knife
  - Measuring tape
  - Circle cutter
  - Keyhole saw/hole saw
  - Broom and trash buggy

Standards:

- Borders are neat, with no damaged tile.
- Tile is properly seated.
- Directional tile is installed accordingly.
- Smooth, clean cuts on tegular tile.
- Penetrations cut with no gaps.
- No broken, nicked, or soiled tiles.

CE-1-03 CONTINUED ON NEXT PAGE

Evaluation Items:

Safety:

☐ Wear required PPE.
☐ Verify completion of training with Safety Department:
- SF-BSO Basic Safety Orientation
  - MBS-LAD Demonstrate Proper Ladder Use
  - MBS-SF Demonstrate Proper Scaffold Use
- SF-MET-1 Elevating Work Platforms
- SF-MET-4 Stilts Certification

Inspection:

☐ Inspect area for hazards, abate or secure area and report..
☐ All tools and materials at hand.

Knowledge:

☐ Verify correct tile for location.
☐ Identity directional and non-directional tile.

Installation:

☐ Get measurements for tile.
☐ Cut reveal and square edge tile using a sharp knife for clean cuts.
☐ Cut penetrations (i.e., sprinkler heads, can lights, etc.).
☐ Install tile without damaging, nicking, or soiling tile.
☐ Seat tile in grid properly.

When Trainee has all evaluation items on a task checked off, please indicate completion of the task on the check off sheet in the back of this manual.

MAREK
WORKFORCE DEVELOPMENT

OJT Drywall – Ceiling Helper
Check Off Sheet

Employee:		Emp #:		

Instructions: The trainee must have all evaluation items checked before the task is considered complete.

Task #	Description of Required Task/Evaluation Items	Date of Completion	Employee Initials	Personal Coach/Supervisor I Signature
^SF-BSO	Basic Safety Orientation			
MBS-SF	Demonstrate Proper Use of Scaffolds			
MBS-LAD	Demonstrate Proper Use of Ladders			
*SF-MET-1	Elevating Work Platform			
*SF-MET-3	Powder Actuated Tool Certification			
*SF-DM	Respirator Training			
*SF-MET-4	Stilt Certification			
MBS-TM	Demonstrate Knowledge of Tape Measure			
DW-1-01	Drywall Material Handling			
DW-1-02	Knowledge of Drywall Materials			
CE-1-01	Knowledge of Ceiling Materials and Material Handling			
MBS-PTW	Power Tool Workshop			
MBS-LAT	Laser Awareness Training			
MBS-SG	Demonstrates Proper Use of Screw Gun			
DW-1-03	Install Drywall and Sheathing			
DW-1-04	Caulking			

MBS-CS	Demonstrates Proper Use of Chop Saw			
Task #	**Description of Required Task/Evaluation Items**	**Date of Completion**	**Employee Signature**	**Personal Coach/Supervisor Signature**
DW-1-05	Install Interior and Exterior Bottom Track and Studs			
DW-1-06	Install Bridging (Drywall Framing)			
DW-1-07	Install Wood Blocking and Metal Backing			
DW-1-08	Install Interior and Exterior Top Track			
DW-1-09	Install Door Frames			
DW-1-10	Install Under Grid Head Track			
DW-1-11	Frame Drywall Ceilings and Fur downs			
DW-1-12	Install Drywall Ceilings and Fur downs			
DW-1-13	Install Corner Bead/ J & L Bead			
DW-1-14	Install Shaft Wall Systems			
CE-1-02	Install Ceiling Wires			
CE-1-05	Install Wall/Angle Mold			
CE-1-04	Install Ceiling Grid			
CE-1-03	Install Ceiling Tile			