HVAC GUIDELINES
STUDENT INTERNSHIP SKILLS LIST

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship you have been assigned. When you have observed a procedure, record the date. There is a lot to see and learn. Be sure to ask your mentor to show you as much as he/she can.

Skills and Procedures	Date	Date	Date
Layout duct sizes and fittings			
Insulate heat runs			
Bend ductwork to 90% angle			
Run duct through snap lock machine			
Put ducts together			
Hang ductwork			