

Guidelines for a Concrete Pre-Placement Meeting

ARM recommends that minutes of the pre-placement meeting be taken and distributed to all parties who attend the meeting.

1. PROJECT PARTICIPANTS

Contact Name

Contact Number

1.1	Owner		
1.2	Engineer		
1.3	General Contractor		
1.4	Concrete Contractor		
1.5	Concrete Producer		
1.6	Testing Firm		

2. GRADING AND BASE

2.1	Base material type and source		
2.2	Compaction method to be used		
2.3	Are separate procedures for backfilling trenches in the grade specified?		
2.4	Party responsible for approving final grade and elevation.		
	Contact Name	Contact Number	
	Amount of advance notice needed to schedule inspection		
2.5	Plan to protect finished grade from weather and vehicle traffic		
2.6	Approximate completion date of base preparation		

3. PROPOSED CONCRETE POUR SCHEDULE

3.1	Number of pours and pour size
3.2	Approximate dates for pours
3.3	Is there a noise variance? What time can work start in the morning?
3.4	Has the concrete contractor notified the concrete producer and discussed the pour schedule?

4. CONCRETE MIX AND CONCRETE PRODUCTION

4.1	Have concrete mix designs been submitted and approved?				
4.2	Will high early mixes be needed? Have they been submitted and approved?				
4.3	Mix Name	Use	Spec'd Air	Spec'd Slump	Spec'd Strength
4.4	Are there exterior concrete mixes approved for the project?				
	a. Are the water-to-cementitious ratios 0.45 or below?				
	b. Are the mixes air entrained?				
4.5	Do the specifications allow the addition of water and/or admixtures to concrete on site?				
4.6	Primary concrete batch plant location				
4.7	Producer batch plant/quality control contact information				
	Contact Name	Contact Number			
4.8	Travel time to job site				
4.9	Back up batch plant location and contact information				
4.10	Will batch tickets be printed for loads of concrete delivered to job site?				
4.11	Who is responsible for saving batch tickets for the project records?				

5. CONCRETE TESTING

5.1	Party responsible for testing	
	Contact Name	Contact Number
5.2	Advance notice needed to schedule on-site testing	
5.3	Frequency of testing	
	a. Plastic concrete	
	b. Hardened concrete	
5.4	Cylinder storage and handling	
	a. What is the procedure for protecting cylinders on site?	
	b. Who is responsible for providing the concrete test cylinder curing environment?	
5.5.	Has the concrete producer been added to the distribution list for test results?	
5.6.	What criterion will be used to address concrete that doesn't meet plastic concrete specifications? Who is responsible for acceptance of the concrete?	
	Contact Name	Contact Number

6. CONCRETE PLACEMENT

6.1	Proposed placement sequence	
	a. Equipment to be used for each placement	
	b. Are there any special pours or unusual conditions on site?	
6.2	Joints	
	a. What is the saw cutting window?	
	b. What is the joint layout / spacing?	
	c. Are there special considerations for joints around embedded objects?	
	d. Are the joints to be sealed? <ul style="list-style-type: none"> i. Proposed joint sealant product ii. Proposed joint sealant procedure 	
6.3	Inclement weather	
	a. Will supplies be on site in case of unexpected rain?	
	b. Hot weather plan <ul style="list-style-type: none"> i. What is the hot weather plan? ii. When will the hot weather plan be used? 	
	c. Cold weather plan <ul style="list-style-type: none"> i. What is the cold weather plan? ii. When will the cold weather plan be used? 	
6.4	Curing plan	
	a. Proposed curing product – is it MNDOT approved?	
	b. Time frame to apply curing compound	
	c. Application rate	
	d. Proposed curing equipment	