**Date:**

**Project:**

**Attendees:**

**The Sandbox Meeting Minutes should be documented within this agenda, and upon completion emailed to all Attendees.**

**Start date for Concrete/Schedule:**

* **Start Date:**
* **Any long lead times on special items (form liner, dowel baskets, etc.)**
* **Does duration of critical path activities line up with Martin’s thought process/estimate?**
* **Liquidated damages?**
* **Anticipated Contract Date?**

**Job Conditions:**

* **Any Noise Ordinances or Restricted Work Hours?**
* **Project and Building Pad Access/Staging**
* **Soil cement or stone base?**
* **Pad Acceptance – Who is responsible for proof rolling. 3rd party Geotech to perform additional proof rolls in the event that an area that was previously been accepted and is damaged by other trades or has been impacted by rain or weather events that would require further evaluation.**
* **Is this a batch plant job? Who is responsible for power, water, stoning the area?**
* **Who is responsible for dust control?**
* **Building corners provided by GC and intermediate bench marks for Martin to layout from.**
* **Spoils to be placed adjacent to pad for site contractor pick-up?**
* **Dewatering (We include pumping and dewatering of rainwater in the footings only.**
* **Wash out pit location and expectations?**
* **Subgrade to be +/- .10’ to balance.**
* **Will any concrete pumping be required other than tilt panels?**
* **Crane mobilizations – how many are expected/needed?**
* **What crane will be required, any casting beds, bracing from outside, etc. (if applicable)?**
* **Crane access around building? 1% slope or less if lifting from outside.**
* **Tilt Bracing - 28 days or other?**
* **Who provides backfill material and will it be #57 stone or other?**

**Exclusions and Clarifications:**

* **Hot/Cold weather provisions, high early concrete. If required, discuss protocol of hot/cold weather provisions.**
* **Stoned construction entrance and temporary water provided by GC.**
* **Equipment pads, housekeeping pads, etc.**
* **Forming of footings.**
* **GC to provide dumpsters for removal of materials during clean-up of Martin’s work.**
* **Weather or other delays? How does the client want us to handle them?**
* **Retainage %?**
* **Confirm sales tax amount.**

**Unique/Project Specific Items:**

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**Note Page**