PRE-WORK MEETING AGENDA

|  |
| --- |
| **Project:** |
| **Address:** |
| **Date:** |

**DEFINABLE WORK PHASE (DWP): Dock Pits**

|  |  |  |
| --- | --- | --- |
| **Attendance Sign In** | | |
| Martin Director of Safety | Kristin McKenzie | Yes  No |
| Martin Director of Field Operations | Scott Jordan | Yes  No |
| Martin Director of Project Management | Steven Thomas | Yes  No |
| Martin Safety Coordinator |  | Yes  No |
| Martin Field Operations Manager |  | Yes  No |
| Martin Senior Project Manager |  | Yes  No |
| Martin Superintendent |  | Yes  No |
| Martin Project Manager |  | Yes  No |
| GC Project Manager |  | Yes  No |
| GC Superintendent |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |

1. SAFETY AND JSA

## Review safety plan, and review and discuss job hazard analyses to ensure that requisite safety measures are understood and available or installed, and that appropriate Safety Data Sheets are on-site.

## Potential Safety Hazards

## Rebar installation: Pinch points, struck by, trips/slips/falls, cuts, forklift and hoisting operations.

## Concrete placement: Pinch points, struck by, trips/slips/falls, concrete chemical burns, concrete trucks.

## Control Measures:

## PPE, tag lines, tyvek suits, concrete boots, face shields.

1. PLAN REVIEW

## Review and discuss plan; ensure field personnel, subcontractors and vendors have received current drawings and specifications. Ensure all personnel, subcontractors and suppliers adhere to current contract drawings.

## Current Drawing Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Layout for Turndowns, Thickened Slab, Drains, Depressions Complete \_\_\_\_\_\_\_\_\_\_

## Reinforcing Steel and Details

* + Size and Spacing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Construction Joints/Diamond Dowels
  + Size and Spacing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. SPEC REVIEW

Review and discuss specifications and ensure adherence to specification requirements; ie. submittals, quality assurance, storage, materials, processes, and environmental conditions. Ensure all personnel, subcontractors and suppliers adhere to specification requirements.

## Pit thickness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Wall thickness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Mix Design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Reinforcing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Cold/Hot Weather Procedures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. MATERIAL SUBMITTAL

## Verify that all materials submitted to be used on the project are in accordance with the MCC Pour Sequence Plan and are confirmed as acceptable to meet the contract requirements and job specifications.

## All Submittals approved? List approvals that need to be approved that relate to structural slabs (concrete).

## Concrete Mix Design Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Reinforcing Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Dock Leveler Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# V. SHOP DRAWINGS

Review and discuss shop drawings to ensure compliance with contract documents to meet or exceed the owner’s requirements. Ensure current Field Use Drawings are distributed to field personnel.

## Rebar Field Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Concrete Mix Design Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Reinforcing Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Dock Pits

## Approval from Architect/Engineer; Field Use Drawings that incorporate any comments

# VI. VERIFICATION AND ACCEPTANCE OF \_\_\_\_\_\_PRECEDING WORK

## Inspect work area to verify that all preceding work has been completed and accepted.

## Subgrade elevation

VII. MATERIAL DELIVERY STATUS

## Verify materials delivered are in compliance with approved submittals and that sufficient quantities are available.

## Reinforcing Delivery Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Are angles on site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Concrete additives \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIII. BEST WORK PRACTICES

## Discuss best work practices to meet and exceed project quality standards and/or contract specifications.

## Execution – sequence of work

## Access

## Pit protection

IX. POTENTIAL ISSUES

## Identify and discuss potential issues and implementation of preventative measures.

## Weather (freezing, wet)

## Utilities

## Access

## Pumping operations