PRE-WORK MEETING AGENDA

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

**DEFINABLE WORK PHASE (DWP): FOOTINGS**

|  |  |  |
| --- | --- | --- |
| **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.

* + - Work Activities Subject to Exposure
      * Excavations
        + Will excavations be barricaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
        + Will excavations require sloping/benching? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
        + Will shear cut be required along continuous footing? \_\_\_. If yes, how many feet from inside face of panel does shear cut need to be? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Reinforcing Steel
        + Is spreader beam required for transport/placement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
        + Will additional rigging be required? \_\_\_\_ . If yes, rigging inspections to be completed daily.
        + Rebar Caps
      * Concrete Placement
        + Face shields required when using vibrators
        + Utilization of spotters
        + If pumping is required, identify specific safety controls
    - What are the means of egress to access the pour areas? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ladders are required to be placed at a minimum every 25’

1. PLAN REVIEW
   * + Current Drawings
       - Arch – Construction Set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Structural – Construction Set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Civil – Construction set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Specifications – Construction Set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + Mechanical, Electrical, and plumbing drawing review.
       - Are pipe penetrations required?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Does piping cross under or near any footings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Does any piping require concrete backfill? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + Review Pour/Steel Sequence
     + How will footing steps been identified? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Does structural step location match Architectural bottom of panel?
     + How will top of footing elevations been identified? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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.

* + - Mix Design Strength Requirements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Type of Finish? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Is weldable reinforcement required?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Review concrete cover requirements
    - Review cold/hot weather requirements
    - Have concrete elevation tolerances been discussed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Anchor bolt tolerances
      * Discuss Location tolerances
      * Discuss projection/elevation tolerances
    - Embed tolerances

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 are approved. List approvals that need to be approved that relate to slab on grade
      * Concrete Mix Design
      * Structural mats and/or rebar

1. SHOP DRAWINGS
   1. 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 Shop Drawings – Construction Set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Anchor Bolt Shop Drawings – Construction Set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Embed Shop Drawings – Construction Set (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. VERIFICATION AND ACCEPTANCE OF PRECEEDING WORK

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

* Will footing bottom be tested for compaction by inspector? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are any Mechanical, Electrical, Plumbing Sleeves been installed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How will layout been verified? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How will anchor bolt orientation be verified?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. MATERIAL DELIVERY STATUS
   1. Verify materials delivered are in compliance with approved submittals and that sufficient quantities are available. Provide delivery dates if available.
      * Structural Mats and/or Reinforcement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Chairs/Bolsters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Column Sleeves \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Anchor Bolts/Embeds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. BEST WORK PRACTICES
   1. Discuss best work practices to meet and exceed project quality standards and/or contract specifications.
      * Review Site Logistics Plan and Pour Sequence
      * Will pump be required?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * MEP Stub-ups
      * Discuss anchor bolt protection practice
      * Washout Location / Water availability\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Pre Pour Checklist
      * Discuss As built procedure
3. POTENTIAL ISSUES

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

* + - Weather (Rain/Cold) – What is the procedure for opening excavations with weather in the forecast? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - MEP stub-ups\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Batter boards hit by equipment need to be reported\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Misaligned Anchor Bolts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_