PRE-WORK MEETING AGENDA

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

**DEFINABLE WORK PHASE (DWP): SIDE WALKS**

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| **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
	1. 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
			+ Concrete Placement/Pumping
			+ Concrete Finishing

* + - Will light towers will be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Including at washout pit)
		- Has traffic flow been determined? \_\_\_\_\_\_\_\_\_\_ Is flagging or cones to be used? \_\_\_\_\_\_\_\_\_\_
1. PLAN REVIEW
	1. 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 Drawings
			+ Arch – Construction Set (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Structural – Construction Set (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Specifications – Construction Set (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Civil-Construction Set (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - Mechanical, Electrical, and plumbing drawing review.
1. SPEC REVIEW
	1. Review and discuss specifications and ensure adherence to specification requirements, i.e.. submittals, quality assurance, storage, materials, processes, and environmental conditions. Ensure all personnel, subcontractors and suppliers adhere to specification requirements.
		* Mix Design # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Type of Finish? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Reinforcing?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Cold Weather Concrete / Hot Weather Concrete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. MATERIAL SUBMITTAL
	1. 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 concrete tilt panels:
			+ Concrete Mix Design.
			+ Rebar
			+ Evaporation Retarder
			+ Curing Compound
			+ Truncated Domes
3. MATERIAL DELIVERY STATUS
	1. Verify materials delivered are in compliance with approved submittals and that sufficient quantities are available. Provide delivery dates if available. If not applicable, insert “N/A”.
		* Formwork\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Truncated Domes\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Reinforcing\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Curing compound \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Evaporation retarder \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. BEST WORK PRACTICES
	1. Discuss best work practices to meet and exceed project quality standards and/or contract specifications.
* Has finish been discussed? Broom Finish? Picture Frame? etc
* Have Civil drawings been reviewed? \_\_\_\_\_\_\_\_\_\_
* Has the fall been discussed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Has the lap on reinforcing been reviewed ? \_\_\_\_\_\_\_\_\_\_\_
	+ - Use of Evaporation Retarder
		- Washout Location / Water availability
		- Traffic Control
		- Concrete QC onsite during pour
		- Pre-Pour Checklist to be completed prior to every placement.
		- Has control joint pattern and detail been verified? \_\_\_\_\_ Is tooled radius required or saw cut?
1. POTENTIAL ISSUES
	1. Identify and discuss potential issues and implementation of preventative measures.
		* Weather (Rain/Cold) – What is the procedure if weather moves in unexpectedly? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Site Access – Ensure site is acceptable for concrete trucks and pump truck.