PRE-WORK MEETING AGENDA

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

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

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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
			+ Panel Forming
			+ Reinforcing Steel Handling and Installation.
			+ Concrete Placement/Pumping
			+ Concrete Finishing
		* Are adequate caution tape/barricades in place at shear cuts/slab edges? What type? \_\_\_\_\_\_\_\_\_
		* How many Light towers will be used? \_\_\_\_\_\_\_\_\_ (Including at washout pit)
		* Has traffic flow been determined? \_\_\_\_\_\_\_\_\_\_ Is flagging or cones to be used? \_\_\_\_\_\_\_\_\_\_\_
		* Is the site adjacent to the upcoming panel pours capable of safely supporting a pump truck?
2. 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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Are MEP sleeves required in panels? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Edge panels required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Cold Weather Concrete / Hot Weather Concrete?
		* Is PT Nailer Required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ J bolt layout requirements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. MATERIAL SUBMITTALS
	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.
		* List material submittals that have been or need to be approved that relate to concrete tilt panels:
			+ Concrete Mix Design. \_\_\_\_Is a H/E panel/footing mix design submitted and approved? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Bond breaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Curing Compound \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Slab Savers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Adhesive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Rebar Chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Panel Formwork Shop Drawings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Lift and Brace Engineering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Rebar Shop Drawings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Form liner/Thin brick \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			+ Insulation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. 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.
		* Panel Rebar Shop Drawings – Construction Set (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Panel Formwork Shop Drawings – Construction Set Dated (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Lift and Brace Engineering – Construction Set Dated (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Structural Steel and Embed Shop Drawings – Construction Set (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. 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”.
		* Panel Rebar \_\_\_\_\_\_\_\_\_\_\_\_\_Are additional bars required due to lift and brace design? \_\_\_\_\_\_Have lift and brace insert bars and alignment dowels been ordered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Panel Formwork/Chamfer/Glue Down? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Reveal -Size(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Form Liner/Thin Brick\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Rebar Chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Slab Savers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Curing compound \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Bond Breaker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Evaporation retarder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Lift and Brace Inserts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Strongback Inserts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Has the rodbusters subcontract been executed, and have they been scheduled to mobilize? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. BEST WORK PRACTICES
	1. Discuss best work practices to meet and exceed project quality standards and/or contract specifications.
* Has field use panel book been checked to ensure all EOR’s comments in the review have been addressed?
* Has panel layout been verified by Full Tilt? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who is inspecting the panels prior to concrete placement? (City/County/3rd Party?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have the field use rebar shop drawings been checked to ensure that EOR’s comments in the review have all been addressed?
* Has the continuous deck angle elevation been verified? \_\_\_\_\_\_\_\_\_\_ Are there any elevation issues that need to be discussed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Has field use panel book been checked against current structural and architectural drawings?
* Have field use rebar shop drawings been compared to structural drawings, including panel elevations?
* Has the panel book been compared to the field use structural steel/embed drawings? \_\_\_\_\_\_\_\_
* Have the architectural drawings been checked to ensure proper reveal and opening locations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are panel to footing connections required? If so, what type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have louver dimensions been confirmed and reflected correctly in the panel book? \_\_\_\_\_\_\_\_\_
* Have locations of continuous footing elevation changes been verified and compared to panel elevations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have panel widths been added together and compared to full length of building wall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do the lift and brace inserts conflict with any embed plates, scuppers, openings, or other?
* Are all lift and brace insert locations at least 15” from all openings?
	+ - Review Site Logistics Plan and Pour Sequence; Sequence of work, access for concrete trucks and Pump set up.
		- Have all embedded items and door frames (provided by others) been delivered and inventoried? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Are Casting Beds Required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			* Discuss laser screed requirements \_\_\_\_\_\_\_ Check Civil plans if area will be sloped
		- Are Stacked Panels Required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- What are the panel thicknesses? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Are there any changes in strength/PSI in panels? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Use of Evaporation Retarder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Washout Location / Water availability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Traffic Control \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Concrete QC onsite during pour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Is the approved panel mix design pumpable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Pre-Pour Checklist to be completed prior to every placement.
		- Discuss procedures for securing embeds during placement
		- Has bracing been checked to ensure no “deadmen” or HGA are needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Batch Plant issues – How far is the backup plant? \_\_\_\_\_\_\_\_\_\_\_ Will EOR allow the use of 2 plants? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		* Site Access – Ensure site is acceptable for concrete trucks and pump truck.
2. LIST AND DISCUSS UNIQUE TILT PANEL

CONDITIONS THAT ARE SPECIFIC TO THIS

 PROJECT: