Virginia Ready-Mixed Concrete Association
Advisory Council

Pre-Concrete Placement Meeting Guidelines

By
Robert L. Nablo
Field Consultant

Table of Contents

eeting-bookVirginia Ready-Mix Concrete Association
630 Country Green Lane
Charlottesville, VA 22901

Phone: 434-977-3716
Fax: 434-979-2439
easter@easterassociates.com

Pre-Concrete Placement Meeting Guidelines

Introduction

The key to any successful concrete project is starting with a **Pre-Concrete Placement Meeting**. The purpose of the meeting is for all members of the concrete construction TEAM to understand the scope of the project and to discuss their roles in the project.

The meeting consists of a general outline for every aspect of the concrete construction. It is of the utmost importance to achieve general agreement on the items discussed to assure a successful project. Meetings of this type will produce a coordinated workflow, help to minimize problems, and when problems occur, make it easier to deal the issues.

All the members of a construction team should understand the importance of a Pre-Concrete Placement Meeting, and what types of issues should be addressed during the meeting. This manual was developed to give Project Members a consistent set of forms so that pre-concrete planning is thorough.

It should be mandatory that every participant in the concrete project attend and participate. No concrete project should begin placements without first having a pre-placement meeting. The manual is a guideline and each member of the team may have concerns that are not covered in this booklet.

Since the ready mix supplier is ultimately responsible for the performance of the concrete, the Advisory Council suggests that the supplier insist on a meeting prior to the first delivery.

Required Attendees

The following team members shall attend the Pre-Concrete Placement Meeting. It is essential to the success of the Project that representatives from each of the following companies attend:

- ❑ Owner or owner's representative
- ❑ Structural Engineer
- ❑ Site Work Engineer
- ❑ Specification Writer
- ❑ Construction Manager
- ❑ General Contractor
- ❑ Concrete Contractor
- ❑ Ready Mix Supplier
- ❑ Placing and Finishing Contractor
- ❑ Concrete Pumping Company
- ❑ Testing Laboratory
- ❑ Admixture Supplier
- ❑ Other Specialty Product Suppliers (as appropriate for the Project)
    - o Slag, Fly Ash, Coloring, Floor Hardeners, Fibers

Notes:

General Discussion: Scheduling and Ordering

When will the job start? _____

When is the job scheduled for completion? _____

When is the first pour scheduled? _____

Will there be a test pour? _____

A designated washout area on the jobsite? _____

Describe the truck access to the jobsite. _____
_____
_____
_____

Any night, weekend, or holiday pours? _____

How much notice will be given to the following when scheduling a pour?

- Concrete Producer _____
- Finishing Contractor _____
- Placement Contractor _____
- Testing Agency _____
- Other _____

Responsible/authorized party to order concrete? _____

Notice required by producer to accept order? _____

The policy for canceling/postponing order? _____

Will the following be compensated for pours cancelled at the last hour?

- Testing lab _____
- Pumping contractor _____
- R/M producer _____
- Finishing contractor _____

Concrete Responsibility Matrix

Task	Engineer Architect	Testing Lab	Concrete Placement Contractor	Concrete Supplier	Material Supplier	General Contractor
Specification Generation	X					
Specification Compliance	X	X				X
Mix Design and Approval	X	X		X		
Material *Per Material Spec *Dispensing *Equipment *Product Delivery *Product Education *Followup					X X X X X X	
Plant Control of Mix		X		X		
Field Control of Mix		X	X	X		
Concrete on Site *Placement *Finishing *Curing *Conformance per Spec		 X	 X X X X	 X		 X X
Concrete Testing – Field *Slump *Air Content *Strength *Handling *AASHTO T-227		 X X X X X				

Notes:

Mix Designs

Have the mix designs been approved? ☐ Yes ☐ No

Do the mix designs meet the specifications? ☐ Yes ☐ No

Does everyone understand specifications? ☐ Yes ☐ No

Who should have copies of the mix designs? ☐ Yes ☐ No
Have they received copies? ☐ Yes ☐ No

Are there approved mix designs for all of the different concrete applications that may be used on the project? ☐ Yes ☐ No

- Air ☐ Yes ☐ No
- Non-Air ☐ Yes ☐ No
- Super ☐ Yes ☐ No
- Fibers ☐ Yes ☐ No
- Flowable Fill ☐ Yes ☐ No
- Footings ☐ Yes ☐ No
- Paving ☐ Yes ☐ No
- Slabs ☐ Yes ☐ No
- High Early Strength ☐ Yes ☐ No

Have mix designs been approved for placing concrete during extreme climatic conditions? ☐ Yes ☐ No

- Will ice be required? ☐ Yes ☐ No
- Will hot water be required? ☐ Yes ☐ No
- Will the delivery time be affected? ☐ Yes ☐ No

Will the job benefit from the uses of the following:

- Retarders? ☐ Yes ☐ No
- Superplasticizers? ☐ Yes ☐ No
- Accelerators? ☐ Yes ☐ No

Will the job be using any high performance concrete? ☐ Yes ☐ No

Placing and Finishing

Remember, "All Concrete Cracks!" The goal of proper placing, finishing, jointing, and curing operations is to minimize unplanned cracking.

How will concrete be placed?

- ☐ Concrete Pump
  - Type of pump _____
    - ☐ Boom pump
    - ☐ Trailer pump
    - How many pumps used _____
- ☐ Crane and Bucket
  - What size bucket _____
- ☐ Truck Chute _____
- ☐ Georgia Buggies ☐ Wheelbarrows
  - How many _____

Size of pours? _____

Precaution to not place fresh concrete against aged concrete? ☐ Yes ☐ No

Type of finish required? _____

Finishing procedure? _____

Acceptance criteria for the finish? _____

Vibratory screed used? ☐ Yes ☐ No

Subgrade type? _____

Placed on polyethylene? ☐ Yes ☐ No

Is WWF being used? ☐ Yes ☐ No

Plan of action to prevent surface evaporation in wind, low humidity, high temperatures? _____

Protection used?

- ☐ Wind break
- ☐ Evaporation retardants
- ☐ Fog misting
- ☐ Other _____

Has a joint pattern been established? ☐ Yes ☐ No

Joint spacing? _____

Specified joint depth? _____
When will joints be cut? _____
By what means are joints cut? _____

Have procedures been outlined and agreed upon for placing and finishing during extreme climatic conditions? ☐ Yes ☐ No

Are there any other special finishing considerations? ☐ Yes ☐ No

High performance concrete? ☐ Yes ☐ No

Floor hardeners? ☐ Yes ☐ No

Coloring? ☐ Yes ☐ No

Other? _____

All standard ACI recommendations should be followed!

To achieve good quality concrete it is best to always under-finish and over-cure!

Testing (General Guidelines)

What is the sampling frequency? _____

What tests are performed on each sample?

Air	☐ Yes ☐ No
Slump	☐ Yes ☐ No
Concrete temperature	☐ Yes ☐ No
Unit weight	☐ Yes ☐ No
Compressive strength cylinders	☐ Yes ☐ No
Flexural strength beams	☐ Yes ☐ No
Other	_____

Is measurement and unit weight of cylinders required prior to breaks? ☐ Yes ☐ No

How many technicians required to staff? _____

Technician duties? _____

If pumped, the location for sampling? _____

Number of cylinders per set? _____

Size of cylinders to be used? _____

How are the cylinders to be cured? _____

Are reserve cylinders required? ☐ Yes ☐ No How Many? _____

Are AASHTO T227 (Coulomb) tests required? ☐ Yes ☐ No Max rating? _____

Who will perform the rapid chloride permeability test? _____

How will cylinders be protected during the first 16 to 24 hours? _____

Who will provide the cylinder storage Box? (Re: ACI 301) _____

Who is responsible for maintaining temperature (60-80° F) in the curing box during first 16-24 (Note: ASTM C31 9.2.1)

hours after cylinders cast? _____

How will the temperature in the curing box be maintained? _____

When will test cylinders mad on days preceding non-work days be transported to the lab? _____

Method of transporting cylinders to lab:

Rack?	☐ Yes ☐ No
Sand bed?	☐ Yes ☐ No
Other?	☐ Yes ☐ No

Will there be access to job site on non-work days? ☐ Yes ☐ No

Who has authority to reject a concrete delivery? _____

For what reasons may a concrete delivery be rejected, and when?

Air?	☐ Yes ☐ No
Slump?	☐ Yes ☐ No
Unit weight?	☐ Yes ☐ No
Temperature?	☐ Yes ☐ No
Time?	☐ Yes ☐ No
Other?	☐ Yes ☐ No

Can water or super be added at jobsite? ☐ Yes ☐ No What point? _____

Who has authority to made additions to concrete? _____

Concrete test report distribution required? **We recommend that ALL project participants receive copies of the test data.**

Is statistical tracking of test data required? ☐ Yes ☐ No

Who is responsible for tracing statistics? _____

Test Report Distribution

To: _____ **Date:** _____
From: _____ **Job:** _____

I, _____, request that the above mentioned testing agency distribute copies of the concrete test reports to the following companies:

Company	**Attention**	**Address**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use reverse for additional space.)

The test reports shall be mailed within two working days from the time of the breaks. Questionable or failing breaks shall be reported to all of the above parties within 24 hours.

It is essential to the success of the project that all members of the concrete construction team have this information immediately. Thanks for your cooperation.

Name: _____ **Title:** _____
Company: _____ **Phone:** _____

_____
(Signature required)

Testing of Hardened Concrete

In what situations will additional testing be required _____

How do the project specifications handle additional testing? _____
_____

If additional testing is required, what is the procedure for notifying all parties involved?
_____

What investigative procedures will be used and in what order? _____
_____
_____
_____

Who will do the work and select them? _____

How will the test results be evaluated? _____
Who will be responsible for fees associated with additional testing? _____

Notes:

Curing and Protection Procedures

"All Concrete Requires Curing!"

What method of curing is acceptable? _____

How many days of curing are required? _____

What type of protection is required? _____

Who is responsible for curing and protection? _____

Wet curing, either with burlap, burlene, or soaker hoses is the most widely recommended and acceptable method of curing

To maximize concrete performance, and to help minimize drying shrinkage cracks; follow up the active wet curing with an application of curing compound.

If wet burlap is specified, the concrete must be protected against moisture loss up until the time of burlap placement. The burlap should then be placed as soon as the concrete can withstand the weight of the burlap without damaging the surface. It must be prewetted and maintained wet for the specified curing period.

All concrete must be protected against exposure to rapid changes in temperature or thermal cracking may occur. Recommendations as outlined in ACI 305, "Hot Weather Concreting and ACI 306," and "Cold Weather Concreting" should be followed. All other applicable ACI recommendations also apply.

The use of burlap and poly can cause discoloration of the concrete.

Always begin curing as soon as the finishing operations have been completed.

Planning Notes and Action Items

Project Name _____

Meeting Date _____

Follow-up Meeting Date _____

Notes and Action Items: