

SUBJECT: Portland Cement Concrete: Pre-Placement Conference

**GENERAL:**

Coordination between all SHA entities, the Contractor, and the Concrete Producer is essential to produce satisfactory results meeting specifications.

**PURPOSE:**

To ensure that the Contractor is aware of all Specifications, Special Provisions and special project conditions relative to placement of concrete on the project.

**PROCEDURE:**

Prior to placing concrete on a project, the Project Engineer shall conduct a pre-placement conference as follows:

**Attendees:**

The Project Engineer shall notify the following representatives of the date, time and location of the Pre-Placement conference seven days in advance.

Regional Construction Engineer  
District Area Engineer  
CID Safety Officer  
CID Inspector assigned to concrete operation  
Regional Materials Engineer Representative  
Contractor's Foreman & Superintendent  
Contractor's Safety Officer  
Subcontractor (if applicable)  
Concrete Supplier

**Pre-Placement Conference Record:**

A record of the Pre-Placement conference shall be prepared by the Project Engineer. This record shall consist of a summary of items discussed and a list of those in attendance which shall be entered into the project records. In addition, minutes of the meeting shall be prepared, made a part of the project records, and distributed to the District Engineer, and all those in attendance at the conference.

**Topics for Discussion:**

Topics to be discussed shall include but not be limited to the following:

- a. Status of mix design approvals.

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**PROCEDURE:** (continued)

- b. Has plant been approved?
- c. Truck mixers approved?
- d. Temperature requirements.
- e. Ice-Who decides when needed?
- f. Who decides go/no-go situation?
- g. Condition of Contractor equipment and back-up equipment.
- h. Concrete Testing:
  - Is there a certified QA/QC technician assigned to the project?
  - Do project and Contractor personnel have copies of testing procedures? T-119, T-152, and T-23.
  - Who specifies desired slump and air?
- i. Who has the authority to reject concrete and for what reasons?
  1. Slump
  2. Air Content
  3. Time
  4. Temperature
  5. Water Cement Ratio
  6. Other
- j. What procedure should be followed for failing slump?
- k. What procedure should be followed for failing air?
- l. Brand type of admixture (source must be pre-approved)
- m. Have adequate provisions been made for curing?
  - For maximum beneficial effect, liquid membrane-forming compounds must be applied after finishing and as soon as the free water on the surface has disappeared and no water sheen is visible, but not so late that the liquid curing compound will be absorbed into the concrete. Bridge deck slabs must be cured in accordance with the Contract Documents.
  - Materials to be used?
  - Personnel to apply (Adequate? Conflict with other duties?)
  - Application rates, methods and equipment for liquid curing compound?
  - Cold weather protection to be used.
- n. Number of cylinders required? 7 days, 28 days
  - Frequency guide
  - Additional early break cylinders may be made at discretion of Contractor

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**PROCEDURE:** (continued)

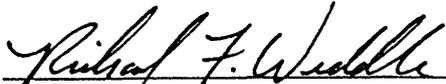
- o. Where and how are cylinders to be cured?
  - Initial
  - For adequacy of mix design
  - For form removal

(All early break cylinders should be cured in the same manner as the concrete represented. SHA staff should monitor the curing of all cylinders.)
- p. Does curing box or tank meet requirements of T-23?
  - Min/Max. Thermometer
  - Heated/Cooled?
  - How will cylinders be transported to Lab?
  - Approved box?
  - Sand?
- q. What to do if finishing problems occur?
- r. Status of approval of form plans and reinforcing steel plans.
- s. Method of placement
  - Bucket
  - Conveyor
  - Pump

**Deviations from Approved Procedures:**

On projects using a total of less than 50 cubic yards of concrete, a Pre-Placement conference may be eliminated upon agreement between the District Engineer, Project Engineer, and Regional Materials Engineer. The Project Engineer will document the reasons and concurrence of all parties for the project records.

During concrete operations, any deviation from the approved procedures discussed at the pre-placement conference shall be immediately brought to the attention of the Contractor and corrective action shall be taken to ensure compliance with the specifications.

  
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Chief Construction Inspection Division

**APPROVED:**

  
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Director, Office of Construction