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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA |
| *The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.* |
| Project Number: |  | Resident Engineer: |  |
| Project Code (SA): |  | Project Engineer: |  |
| Location: |  | Contractor: |  |
| Date: |  | Superintendent: |  |
| Time: |  | Foreman: |  |
| I. Attendance Roster |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
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| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| I. Attendance Roster (continued) |
| Name: |  | Office Number: |  |
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| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| II. Project Organization and Status |
| A. Colorado Department of Transportation Personnel: |
| 1. Personnel in Charge at Site: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 2. Assistant-in-Charge (when personnel identified in A.1 is not present): |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 3. Tester: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 4. Inspector/Duties: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 5. Inspector/Duties: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 6. Inspector/Duties: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 7. Other: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| Comments: |
| B. Contractor Personnel: |
| 1. Quality Control Supervisor: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 2. Other: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 3. Other: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 4. Other: |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| Comments: |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| III. Scheduling |
| A. Materials: |
| Materials will be available for sampling on: |
| B. Concrete Plant: |
| Concrete plant will be ready to be checked on: |
| C. Finishing Equipment: |
| Finishing equipment will be set up and ready for approval on: |
| D. Placement Schedule: |
| Placement is scheduled for: |
| E. Concrete Batching: |
| Concrete batching will start at: |
| F. Placement Location: |
| Concrete placement will start at: |
| G. Length of Pour: |
| Anticipated length of pour: |
| H. Other Scheduled Items: |
| Other scheduling items that will affect the start of the concrete pour include: |
| 1.  |
| 2.  |
| 3.  |
| 4.  |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| IV. Special Provision Requirements |
| *The following Special Provisions are reviewed and discussed below:* |
| A. Special Provision: |
| Comments: |
| B. Special Provision: |
| Comments: |
| C. Special Provision: |
| Comments: |
| D. Special Provision: |
| Comments: |
| E. Special Provision: |
| Comments: |
| F. Special Provision: |
| Comments: |
| G. Special Provision: |
| Comments: |
| H. Special Provision: |
| Comments: |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| V. Plan Notes and Unusual Requirements |
| *The following plan notes and unusual requirements, experimental features, research items, and other unusual requirements are reviewed and discussed below:* |
| A. Plan Note: |
| Comments: |
| B. Plan Note: |
| Comments: |
| C. Plan Note: |
| Comments: |
| D. Plan Note: |
| Comments: |
| E. Other Requirement: |
| Comments: |
| F. Other Requirement: |
| Comments: |
| G. Other Requirement: |
| Comments: |
| H. Other Requirement: |
| Comments: |
| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| VI. Pre-Pour Inspections |
| *The Contractor is hereby informed that no concrete shall be placed prior to review, inspection, and approval of the following items:* |
| A. Forms: |
| Are forms set on proper line and grade, adequately supported, free of grout leaks, clean and properly sized. Comments: |
| B. Falswork: |
| 1. Are falsework drawings required per subsection 601.11(b) of the *Standard Specifications*? |
| 2. If falsework drawings are required, the Contractor's professional engineer must certify in writing to the Project Engineer that falsework materials and construction are in conformance with the falsework drawings submitted to the Project Engineer prior to placement, in accordance with subsection 601.11(a) of the *Standard Specifications*. Comments: |
| 3. Placement of telltales. Comments: |
| C. Reinforcing Steel: |
| Reinforcing steel must be of the proper grade, and the bars must be of the correct number and size placed in the correct location. Bars must be properly tied and all areas where the epoxy coating has been damaged must be correctly repaired. Comments:  |
| D. Expansion Devices: |
| Expansion devices must be set on correct line and grade, formed and secured to allow concrete to flow around anchor devices with no resulting voids. Comments:  |
| E. Line and Grade: |
| Inspected for proper line and grade. Comments:  |
| F. Finishing Machine and Testing Bridge: |
| The finishing machine must be adjusted to finish on the proper line, grade, and skew, and the support rail or string line must be set properly and supported adequately. A test run must be completed and measurements taken to check uniformity. The testing bridge must be ready for use by CDOT forces. Comments:  |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| VII. Concrete Batching and Delivery (subsections 601.06 and 601.07) |
| **A. Plant and Truck Inspections:** | Yes | No |
| Are plant and truck inspections current? |  |  |
| Have CDOT Forms 46 – Concrete Truck Mixer Inspection Certification been submitted? |  |  |
| Do all trucks have counters and manufacturer's plates that list the various drum speeds? |  |  |
| Comments: |
| **B. Design Mix:** | Yes | No |
| Has the Concrete Mix Design Report been reviewed and approved by the Materials and Geotechnical Branch?  |  |  |
| Are copies of the CDOT Mix Design Review Sheet available for supplier and Inspector? |  |  |
| Are there any unusual features in the concrete mixes? |  |  |
| Comments: |
| **C. Mix Deviation:** | Yes | No |
| Does Contractor or supplier intend to deviate from proposed proportions for any reason (e.g., admixtures)? |  |  |
| If yes, prior approval to make the revision must be received. Comments: |
| **D. Aggregate Stockpiles:** | Yes | No |
| Have the fine and coarse aggregate stockpiles been tested for compliance with specifications? |  |  |
| Are they adequate for the proposed placement? |  |  |
| Will supplier sample aggregate stockpiles for moisture content within 24‑hours prior to placement?These test results should be made available to the Inspector. |  |  |
| Comments: |
| E. Method of Communication: |
| What method of communication will be used between the batch plant and the job site?  |
| **F. Plant Breakdowns:** | Yes | No |
| In the event of a plant breakdown, will an alternate plant be used? |  |  |
| Has a mix design been approved for this alternate plant? |  |  |
| Comments: |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| VII. Concrete Batching and Delivery (continued) |
| G. Emergency Bulkheads: |
| If it is necessary to place an emergency bulkhead, at what locations can this emergency bulkhead be placed? |
| **H. Bridge Design and Management Branch:** | Yes | No |
| Has the Bridge Design and Management Branch been contacted for advice? |  |  |
| Comments: |
| I. Concrete Tests: |
| The Contractor is reminded that the concrete will be tested at the job site. The results of these tests will be used to accept, price reduce, or reject the concrete. The Project Engineer, or his delegated representative, will be responsible for informing the Contractor of the test results and the acceptability of the concrete. Comments: |
| J. Concrete Rejection: |
| The Contractor is reminded that concrete can be rejected for any of the following reasons:1. mix exceeds the water‑cement ratio criteria,2. mixing/hauling exceed specified time limit,3. work is not meeting specified concrete mix temperatures, or4. a batch ticket is not filled out completely.Comments: |
| K. Batch Tickets: |
| The concrete supplier is to furnish a batch ticket with each load of concrete delivered to the project. These tickets must contain all the information specified in subsection 601.06 of the *Standard Specifications*. The Contractor shall collect and complete the batch ticket at the placement site and deliver all batch tickets to the Project Engineer on a daily basis as per subsection 601.06 of the *Standard Specifications*. Comments: |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| VIII. Concrete Placement (subsection 601.12 and 601.15) |
| **A. Weather (see subsection 601.12 (b) and (c) for temperature limitations):** | Yes | No |
| Does the Contractor have a contingency plan for inclement weather? |  |  |
| What is the weather forecast for the proposed placement date? Comments: |
| B. Placement Method: |
| What is the Contractor's method of placement, and what other method will be used in the event of breakdowns? |
| C. Form and Reinforcement Prewetting: |
| What method will be used to prewet forms and reinforcing steel? |
| **D. Placement Sequence:** | Yes | No |
| Is the placement sequence approved? |  |  |
| Comments: |
| **E. Special Controls:** | Yes | No |
| Is special control required to prevent detrimental camber deflections or girder rotation? |  |  |
| Comments: |
| F. Construction Joints: |
| If construction joints are needed, where will they be placed? |
| **G. Vibrators:** | Yes | No |
| Have frequency checks been performed on the vibrators? |  |  |
| Will backups be available? |  |  |
| How many vibrators and generators will be used? |  |
| The Contractor is reminded that the vibrators shall not be used to move the concrete. Comments: |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| IX. Concrete Finishing (subsections 601.12(k), 601.14, and 601.15) |
| A. Finishing Equipment: |
| What is the Contractor's plan in the event of a mechanical breakdown of the finishing machine? |
| **B. Straightedge:** | Yes | No |
| Is a 10-foot straightedge available for checking the tolerances of the finished concrete? |  |  |
| Comments: |
| C. Thickness and Cover Checks: |
| The Contractor is reminded that slab thickness and reinforcing steel cover checks will be made continuously and that the Contractor may be required to adjust the screed periodically or refinish a portion of the slab to within tolerance. Comments: |
| D. Addition of Water: |
| The Contractor is cautioned that applying water to in-place concrete by any method other than those permitted by the Contract will result in the rejection of placed concrete. Comments: |
| **E. Waterproofing Membrane:** | Yes | No |
| Will the deck be covered with a waterproofing membrane? OR |  |  |
| Will the final surface be concrete? |  |  |
| Comments: |

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| STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued) |
| X. Concrete Curing (subsections 601.13 and 601.16) |
| A. Curing Method: |
| What method of curing will the Contractor use? |
| B. Timing of Curing: |
| When will the curing method begin and how long will it last? |
| **C. Protection of Concrete:** | Yes | No |
| Does Contractor have equipment and materials at the site to provide insulation/heating of the concrete? |  |  |
| Comments: |
| XI. Safety Requirements |
|  | Yes | No |
| Has the Contractor provided for work site safety in accordance with the Occupational Safety and Health Administration requirements (e.g., hardhats, handrails, safety belts, nets)? |  |  |
| Comments: |
| XII. Traffic Control |
|  | Yes | No |
| Will the concrete placement require traffic control? |  |  |
| Has the Method of Handling Traffic been submitted and approved prior to placement? |  |  |
| Comments: |