

03 00 00 Checklist - Pre-Pour Conference - Concrete

Project:						Project #:		
Subcontractor:						Form Rev: 1	Phase:	
Desc/Area:						Checklist #: 030000-001		
Item	Quality Check	Yes	No	Check Date (if No)	Yes	Completion Date	QC Sign-off	Comments
General								
1	Have the project Information and schedule requirements been reviewed?							
2	Are all project participants present?							
3	Have the concrete construction sequence and processes been reviewed?							
4	Are the base and subgrade construction ready and accepted?							Checklist 31 23 00
Review								
5	Is there site Access for trucks and pump? (if required)							
6	Have power, lighting and water requirements been addressed?							
7	Has concrete Forming has been checked and approved?							Checklist 03 10 00
8	Has concrete reinforcing has been checked and approved?							Checklist 03 20 00
9	Has concrete placing has been verified and proper tools and manpower allocated?							Checklist 03 35 00
Pour Preparation								
10	Has Contractor jobsite safety has been addressed?							All PPE all the time
11	Have QAQC requirements been discussed and understood?							Placing, finishing, protection
12	Is the jobsite environmental management in place?							Environmental management plan
13	Have the specification requirements for concrete been met?							
14	Are the concrete materials and mixtures per engineered mix design?							Supplier designed
15	Have the ordering, scheduling and concrete delivery been done?							Appropriate notification
16	Are special materials for concrete mix approved and on hand? (if required)							Chemical or structural
17	Has the testing, specimen storage and pick-up of samples been ordered?							Tester procured and approved
18	Does the testing agency have the break schedule for the mix design being used?							

QC Checklist by _____

Name: _____

Initials: _____

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19	Have the pour date notification distribution been done?							
20	Has the testing reports and breaks distribution been setup?							Make sure testing company distributes breaks
21	Are hot and cold weather precautions being observed? (if required)							Check weather ahead of time
22	Has the consolidation method been decided and spare consolidation equipment present?							
23	Are the requirements for surface finishes being observed?							
24	Is the finishing method understood and are the correct tools at site?							
25	Is the jointing method understood and the correct tools at site?							
26	Has the curing and sealing method been determined and approved and are the required items at site in sufficient quantities?							
27	Are the materials needed for protection of concrete at site? (sufficient quantities and plan in place)							Enough poly and lumber on hand
28	Is the protocol for the acceptance or rejection of fresh and hardened concrete understood?							Fresh determined by mix in truck, slump etc. Hardened determined by finish and breaks
29	Is it understood that corrective actions will have to be taken should there be problems with the concrete?							As required by the Engineer
30	LEED considerations - Waste							

Company:

Title:

Name:
