

# concrete planner checklist

Producing Quality Concrete

## About the job:

### PRE-PLANNING

- Project Name: \_\_\_\_\_  
Concrete Mix ID#: \_\_\_\_\_  
*(Duplicate this checklist for each structural element requiring different concrete mix)*
- Place this mix in these structural elements: \_\_\_\_\_
- Place ready mix order \_\_\_\_\_ hours in advance.  
Only \_\_\_\_\_ or \_\_\_\_\_ can place orders.
- Reconfirm ready mix order \_\_\_\_\_ hours before the pour.
- \_\_\_\_\_ or \_\_\_\_\_ will plan and supervise concrete truck access and maintain open access for ready mix trucks during the pour.

## About the job:

### PRODUCTION CONTROL

- Can water be added at the site?  Yes  No  
if water can be added:  
The maximum amount of water that can be added is \_\_\_\_\_ gallons per cubic yard.
- The Water Cement w/c ratio cannot exceed  $\pm$  \_\_\_\_\_
- The maximum slump cannot exceed  $\pm$  \_\_\_\_\_ inches.
- Only \_\_\_\_\_ or \_\_\_\_\_ have the authority to add water to the trucks.
- Only \_\_\_\_\_ or \_\_\_\_\_ have the authority to send back ready mix trucks.
- Monitor continuous flow of ready mix. Space trucks \_\_\_\_\_ minutes apart.
- Free unloading time is \_\_\_\_\_ minutes per cubic yard. Additional time is charged at \$\_\_\_\_\_ per hour.

*(This sample form should be returned on your company letterhead and reproduced)*

## About the job:

### PLACING CONCRETE

- Maximize discharge points by moving ready mix trucks around job site.
- Starting in a corner, then working away from corner.
- Place into (instead of away from) fresh concrete.
- Place up hill instead of down hill.
- Use square-nose shovels, come-alongs, or concrete rakes, other tools cause segregation when moving concrete.
- Do not use unnecessary lengths of chutes.
- Ready mix truck wheels should stay (1) foot away from excavation for each (1) foot of depth.
- \_\_\_\_\_ will direct ready mix trucks to cross sidewalks, curbs, or any area that can be damaged by the truck's weight.
- Wear protective clothing, full-length shirts and trousers, rubber boots and gloves, eye protection. Fresh concrete can cause skin irritation and burns. Wash skin promptly after contact. (Refer to NRMCA Publication cement burn)

## About the job:

### QUALITY CONTROL

- If concrete has been in the truck for more than 1 1/2 hours or 300 revolutions then \_\_\_\_\_ or \_\_\_\_\_ must approve the concrete for use.
- If testing is required, notify \_\_\_\_\_ at the testing laboratory. Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ at least \_\_\_\_\_ hours in advance.
- The specifications for this mix requires:
  - A slump of \_\_\_\_\_ inches.
  - An air content of \_\_\_\_\_ %.
  - A unit weight of \_\_\_\_\_ PCF.
  - A concrete temperature range of \_\_\_\_\_ to \_\_\_\_\_ degree F.
- A 7-day compressive specified strength of \_\_\_\_\_ psi.
- A 28-day compressive specified strength of \_\_\_\_\_ psi.
- A \_\_\_\_\_-day compressive specified strength of \_\_\_\_\_ psi.