

pre-pour conference agenda

To Define and Allocate Responsibilities

■ **Project Name & Location:** _____

■ **Personnel to attend conference:**

Owner: _____

Architect: _____

Structural Engineer: _____

Contractor, Superintendent and/or Project Manager: _____

Concrete Producer: _____

Testing Lab Manager: _____

■ **Concrete Materials & Mix Designs:**

Have the mix designs been approved? _____

If yes, have approved mix designs been distributed to contractor and all project participants?

■ **Inspection Responsibilities:**

Plant Inspection Requirements:

Full-time: _____

Part-time: _____

Not required: _____

■ **Concrete Sampling &**

Testing Specification Requirements

Where are the tests to be conducted? _____

What is the sampling frequency? _____

Number of cylinders/set? _____

At what ages are cylinders to be tested? _____

Are reserve cylinders required? _____

If so, how may? _____

Will the jobsite laboratory technician be ACI certified?

Will the same person be there for each placement?

■ **Cylinders Storage & Transportation:**

How are the cylinders going to be stored for the first 24 hours after cylinders are made? _____

Who is responsible for maintaining temperature in storage between 60-80° F during the first 24 hours after test cylinders are made? _____

Describe how storage box and/or water tank temperature will be maintained: _____

When will test cylinders made on days proceeding non-work days be transported to the laboratory?

Describe arrangements for access to construction site on non-work days: _____

■ **Acceptance/Rejection Responsibility & Authority for Fresh Concrete:**

What contractor personnel have the authority to add water to concrete on site? _____

Who has the authority to reject a concrete delivery?

For what reasons may concrete deliveries be rejected and when? _____

Slump? _____

Air Content? _____

Too Hot? _____

Too Cold? _____

Time? _____

Other? _____

■ **Report Distribution:**

What is the planned test report distribution? (we suggest all participants) _____

■ **Testing of Hardened In-Place Concrete?**

In what situation will additional testing be required?

How do the project specifications handle additional testing? _____

If additional testing is required, who will be notified and when? _____

What investigative procedures will be used? _____

Who will do the work and who will select them? _____

How will the test results be evaluated? _____

Who will pay the costs of additional testing? _____

On-site protection of test cylinders _____

■ **Remarks:**

Pouring schedule? _____

Expected project duration? _____

Truck routing? _____

Wash out area? _____

Other: _____

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