

# Technical Bulletin

## Preconstruction Meetings



The Concrete Floor Contractors Association of Ontario was founded in 1971 to represent the concrete finishing industry.

Technical Bulletins are designed to provide state of the art information to owners, specifiers and contractors to both improve quality and reduce problems.

We hope that this information will assist you in this goal.

If you have any questions, or comments, please feel free to contact us at 905-582-9825 or by e-mail at [info@concretefloors.ca](mailto:info@concretefloors.ca)

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### Background

There are many items which need to be understood and coordinated prior to commencing concrete floor work on a project. With sufficient planning time, higher quality results are commonly produced.

### Recommendations:

No less than 1 month prior to the commencement of concrete placing operations, a special pre-construction meeting shall be held on site with the participation of the owners representative, the prime contractor, the concrete trade contractor, the concrete producer, the granular base contractor, the inspection company and any other major materials suppliers or interest groups.

The purpose of the meeting is to review the entire concrete floor works to ensure that the specification requirements are understood and that the owners expectations can be met.

The following are a list of common headings for discussion:

- Ambient and building envelope conditions.
- Divisions of responsibilities in contracted scopes of work are identified and coordinated.
- Materials to be used are selected in accordance with the specifications.
- Methods of construction are defined to perform the work as specified.
- All floor details and joint layouts are reviewed.
- Work will be performed to CSA A23.1 and any other specified standards.
- Inspection procedures are defined including a communication protocol.
- Potential and foreseen concerns are identified for correction.

All discussions shall be documented and circulated to team members immediately following the meeting including any action items or requests for additional information.

### Further References:

- CSA A23.1 Concrete materials and Methods of Concrete Construction
- [CFCA Pre-construction Checklist](#)
- [CFCA Work Safe Bulletins](#)
- [CFCA Position Statements](#)
- [CFCA Technical Library & Bulletins](#)