

Concrete Floor Pre-Construction Meeting Checklist for General Contractors

Project Name & Location: _____

Constructor & Contact: _____

Owners Representative: _____

Concrete Floor Contractor: _____ CFCA Member ? :

Y	N
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Ready Mixed Concrete Producer: _____ RMCAO Member ? :

Y	N
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Testing Company: _____

Other Attendees: _____

Submittals:

	Y:	N:				
Mock-up sample specified ?			Completed ?		Approved ?	
Concrete Mix (<input type="checkbox"/> single source)			Completed ?		Approved ?	
CFCA Member Certificate			Completed ?		Approved ?	
Steel Fibre Test Reports			Completed ?		Approved ?	
Concrete Floor Materials list			Completed ?		Approved ?	
Floor Joint Shop Drawing			Completed ?		Approved ?	

Meeting Agenda:

1. Review of Health& Safety		
2. Review of project schedule		
3. Review of Specifications		
4. Review of Plans and Details		
5. Review of contracted scope		
6. Review of excluded work		
7. Review scope deviations		
8. Anticipated Site Conditions		
a) Minimum 10°C base & air		
b) wind/rain protection		
c) Adequate fume ventilation		
d) Benchmark elevations		
e) Lights, power & water		
f) Hoisting requirements		
9. Concrete mixes		
a) As per specification ?		
b) As per CSA A23.1-2014 (0.55)?		
c) CM type & %:		
d) Min 100mm slump ?		
e) Delivery rate:		
f) Delivery waiting overtime:		
g) Check mix notes		
10. Inspection & Testing		
a) Granular base elevation		
b) Interior air testing <3%		
c) Fibre washout test		
d) Slab thickness		
e) Surface tolerances (72h)		

Concrete Purchaser Items:

Concrete ordering: _____

Concrete acceptance: _____

Slump adjustment: _____

Traffic signaller: _____

Plastic protection by: _____

Performance considerations: _____

Other Major Considerations:

	OK	NA
Sawcut depth & spacing:		
Sawcut filler timing & detail:		
Moisture sentive finishes ?		
Drying time for applied finishes ?		
Floor vs Finish Tolerance Compatibility:		
Effects of drying shrinkage curling:		
Steel fibre performance design:		
Sustainability / waste management:		
Finished floor protection:		
Finished floor maintenance:		
Solicit any final concerns ?		

Completed by: _____		
Date: _____		