A. Safety

1. Personal protective equipment required. Site safety person: _________________________________
   - First aid supplies
   - Providing and maintaining Material Safety Data Sheets (MSDS) at the jobsite
   - Safety Inspections
   - Safety meetings

B. Project Information

1. Project name: _________________________________
2. Location: _________________________________
3. Project start date: _________________________________
4. Project completion date: _________________________________
5. Project participants
   - Owner ____________________________________________ _____________________________
   - Architect _________________________________ _____________________________
   - Civil/Geotechnical engineer _________________________________ _____________________________
   - Construction manager or General Contractor _________________________________ _____________________________
   - Concrete contractor _________________________________ _____________________________
   - Concrete producer _________________________________ _____________________________
   - Admixture supplier _________________________________ _____________________________
   - Concrete pumping contractor _________________________________ _____________________________
   - Testing laboratory _________________________________ _____________________________
     - ACI Concrete Laboratory Testing Technician Grade I or II _________________________________ _____________________________
     - Equivalent _________________________________ _____________________________

C. Concrete Materials and Required Mixture Proportioning (Mix Design)

1. Concrete Mixtures (Mixes)

<table>
<thead>
<tr>
<th>Mix Designations</th>
<th>Mix Codes</th>
<th>Location/Function</th>
<th>Approximate Volumes</th>
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</table>
2. Mix Acceptance
   i. Have mixes been approved o Yes o No
   ii. Copies of the approved mixes to:
       • Owners Representative o Yes o No
       • Architect o Yes o No
       • Engineers o Yes o No
       • General Contractor o Yes o No
       • Concrete Contractor o Yes o No
       • Concrete Pumping Contractor o Yes o No
       • Concrete Finisher o Yes o No
       • Testing Laboratory o Yes o No
       • Inspection Agency o Yes o No
3. Pumped Concrete o Yes o No
4. Target Strength (PSI) o Yes o No Strength required _____ psi at age_______
5. Water to Cement Ratio o Yes o No W/C Target__________
6. Concrete Batch Plant
   a. Primary Plant: __________________________ Backup Plant: __________________________
   b. NRMCA Plant Certification Required o Yes o No
   c. Inspection Requirements
      □ Full Time
      □ Part Time
      □ Not Required
7. Other mix ingredients:
   • Mid range water reducing admixture o Yes o No
   • High range water reducing admixture o Yes o No
   • Non-chloride accelerator o Yes o No
   • Corrosion inhibitors o Yes o No
   • Fly Ash ASTM Class C o Yes o No
   • Fly Ash ASTM Class F o Yes o No
   • GGBF Slag o Yes o No
   • Silica fume o Yes o No
   • Shrinkage reduction admixture o Yes o No
   • Accelerator/Retarder o Yes o No
   • Fibers o Yes o No
   • Color o Yes o No
   • Air Entrainment o Yes o No Conventional _____% +/-_____
      Pumped _____% +/-_____%

Note: Batching all ingredient materials at the plant ensures best quality control of concrete. Jobsite modifications to mixture must be communicated to the concrete producer and recorded.
D. **Construction Process**

1. Responsible for construction/acceptance of base/subgrade, compaction, elevation including buried utilities: _____________________________

2. Placing Concrete: Equipment, procedures and sub contactors. List all that apply:
   a. Placement _____________________________
   b. Method _____________________________

3. Placement and Finishing

<table>
<thead>
<tr>
<th>Area</th>
<th>Finish Sequence</th>
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   Variances reference: Refer to the ASCC Guide for Surface Finish of Formed Concrete

4. Joint Layout
   a. Review/verification of control/contraction, isolation, and construction joint layout plans
      1. NRMCA Jointing Plan Required _____________
   b. Type of joints
      - contraction
      - isolation
      - construction
      1. Formed joints _____________________________
      1. Tooled joints _____________________________
      1. Saw Cut _____________________________
      1. Depth of Cut (in relation to thickness) _____________________________
      1. Joint spacing _____________________________

5. Reinforcement required
   - Yes
   - No
   1. Position of reinforcement in slab _____________________________
   1. Method of supporting reinforcement at specified elevation _____________________________
   1. Termination at joints _____________________________
   1. Load transfer devices if required by design (e.g. dowel bars) _____________________________
   1. Type, size, and location _____________________________
   1. Check for specified alignment _____________________________

6. Curing and Sealing
   - Methods _____________________________
   - Curing periods _____________________________
   - Temperature Control
     - Yes
     - No
   - Excessive evaporation control method _____________________________
   - Other _____________________________
NRMCA/ASCC Parking Lot Pre-Construction Checklist

- Responsibility for removing curing compounds for striping/sealer
- Sealers
  - Types
  - Locations

7. Materials permitted to adjust the slump
   - Water
   - Mid-range water reducer
   - High-range water reducer
   a. Procedure to be followed and limitations that apply to jobsite slump adjustment (maximum amount, subsequent mixing, sampling of the load)

8. Project specification requirements for temperature
   a. Required temperature of concrete as delivered: Max ______°F Min ______°F
   b. Responsible person for requiring and approving special measures to meet concrete temperatures such as hot water, heated aggregate, cold water, ice, liquid nitrogen

9. Project specification requirements for concrete delivery time
   - ASTM C 94
   - Other

E. Ordering and Scheduling Concrete

1. Person(s) responsible for ordering concrete (Concrete must be ordered by mixture (mix) code)

2. Minimum time notice required for go/no placements

3. Define large and specialty orders

4. Minimum notice required for large and specialty placements

5. Procedure for handling will call orders

6. Procedure for handling revised orders

7. Name(s) and phone number(s) of concrete producer, concrete contractor, and general contractor for last-minute cancellations

8. Person on jobsite responsible for reviewing delivery ticket prior to placement

9. Regular workday hours M_F are between _______ A.M. and ______ P.M. Other
   a. Location of placement on site
   b. Anticipated placement sizes_______cubic yards
   c. Minimum load size _______cubic yards
   d. What are anticipated placement rates _______ cubic yards/hour
   e. Approximate placements dates _______ _______ _______
f. Inclement weather plant capability

10. Concrete delivery
   a. Directions to site
   b. Any traffic restrictions at or near the jobsite
      Comments
   c. Any restrictions on entrance to or exits from jobsite
      Comments
   d. Other Items
      Comments

11. Trucks:
   a. Number of trucks
   b. Type of trucks
   c. Interval Schedule (Turn around time)

F. Environmental Aspects
   1. Environmentally sensitive areas around the project
      Comments:
   2. Responsibility for providing a concrete wash out area at the jobsite
   3. Responsibility for clean up of the wash out areas
   4. Are spill response kits available on site?
      Comments
   5. On site emergency contact person
   6. Responsibility for disposal of curing compounds
   7. Other Items

G. Quality Control/Assurance
   1. Accreditation requirements for laboratory
   2. Certification requirements for testing personnel
      Field personnel
      Lab personnel
   3. Advanced notice for scheduling testing personnel
   4. Procedures for verification of specified requirements
      Batch Records
      Strength Tests
      Other
H.1 Concrete Sampling and Testing Requirements

1. Sampling frequency

2. Sampling location
   - Point of discharge as per ASTM C94
   - Point of placement, if specified

3. Tests performed on each sample (Check each test required)
   - Slump
   - Temperature
   - Density (unit weight)
   - Air content
   - Compressive strength
   - Flexural strength
   - Other

4. Cylinder size for compressive strength test
   - 4x8 inch
   - 6x12 inch

5. Beam size for flexural strength test
   - 6x6 inch
   - Other

6. Number of cylinders per sample

(hardened cylinder weight must be recorded on concrete strength reports)

7. Number of beams per sample

8. Number of cylinders to be cured

9. At what ages are cylinders to be tested?

10. Are reserve cylinders required? 
    - Yes
    - No

11. Frequency of yield tests and compliance checks (three-load average of unit weight)

12. Distribution of reports

H.2 Test Cylinder Storage and Transportation:

1. Initial curing (up to _______ hours)
   - Immersed in water-controlled temperature
   - Storage box-controlled temperature
   - Exposed to environment spaces - record daily minimum and maximum temperature

2. Responsibility for providing cylinder storage box

   [Note: Refer to ACI 301]

3. Responsibility for maintaining temperature in storage box after molding

4. Responsibility for final curing as per ASTM C 31

   [Note: Cylinders made and field-cured can be used to determine the time the structure is put in service.]
H.3 Acceptance/Rejection of Fresh Concrete:
1. Who has the authority to reject a concrete delivery? __________________________

   **Note:** A second person may be designated as having the authority for FINAL rejection of a concrete delivery

2. What criteria will be used to reject concrete
   - Slump __________________________
   - Air content __________________________
   - Unit weight __________________________
   - Temperature __________________________
   - Time limit __________________________
   - Other __________________________

3. Are re-tests allowed before rejection?  
   - Yes  
   - No  
   Procedure________________________________________

H.4 Acceptance Criteria for Hardened Concrete
1. Review Acceptance Criteria
   - ACI 330
   - Project Specifications
   - Other __________________________

I. Cracks
1. Define unacceptable cracks (see surface defects in tolerances) __________________________
2. Method of repair of unacceptable cracks __________________________
3. Responsibility for repair of unacceptable cracks __________________________
4. Sealing (Filling) Joints  
   - Yes  
   - No
   - Epoxy joint filler  
     - Yes  
     - No
   - Elastomeric sealant  
     - Yes  
     - No
   - Timing (review product directions and ACI Guidelines) __________________________
   - Depth of filling __________________________
   - Procedure-As per sealant manufacture instruction.

J. Responsibility for protection of concrete slab before transferring to owner: __________________________