

Project ID _____ Length _____
Termini _____
Hwy _____ County _____
Pavement Type _____
Meeting Date _____ At _____
Attendees: _____

List for Discussion and Agreement (this is not a form)

A. These items are to be checked before the pre-pave meeting, provide available information at the meeting. Not all items below will be applicable.

1. Personnel (Names, Phone)

- DOT/consultant
- Quality assurance team
- Survey/staking crew chief
- Scale inspector
- Paving inspector
- Density checker
- Engineer
- Contractor
- Quality control team
- Plant operator
- Scale person
- Paving crew foreman
- Superintendent
- Staking crew chief
- Profiler Operator and Supervisor

2. Equipment (check against specification)

- Trucks
 - Overall condition?
 - End dump truck or bottom dump?
- Paver
 - Loading device or intermediate transfer equipment?
 - Tampers and/or vibratory system
 - Screed
 - Screed extensions tamper/vibratory system
 - Heater
 - Automatic controls
 - Auger
 - Overall condition
- Profiler

3. Traffic Control (number, hours of operation).

- Vehicles; use of flashing lights
- Radios
- Signs, message boards, arrow boards, barricades
- Public information sources

4. Materials (grades, gradations, storage, stockpiling, sampling-daytime and off hour, testing).

- Virgin aggregate
- Asphalt
- Salvaged surface
- Admixtures
- Fillers
- Tack
- Job mix formula
 - Leveling/wedging/widening
 - Lower layer
 - Upper layer
 - Salvage percentage

B. These items are suggested for discussion at the pre-pave meeting. (Not all will apply to your contract.)

1. Paving Operations

- What are the anticipated dates of paving?
- What are the anticipated hours of paving?
- Are there work restrictions in the contract?
- What is the approximate timeframe for acceptance profiling?
- What are the traffic control plan provisions that will apply during working and non-working hours? (These should apply to all vehicles and trucks.)
- Who will be in responsible charge of paving and traffic control during working and nonworking hours?
- Is the paving being coordinated with other construction operations under this contract or in the area?
- Has the base or foundation been adequately prepared as required by contract specifications and special provisions?
- What are the initial proposed mix temperatures (1) at the plant and (2) at the delivery point?
- Discuss the procedure for filling out, transferring, accepting, and recording tickets for delivered mix.
- What will be the staking needs? Who will perform them?
- What will be the minimum/maximum thickness of each layer or course?
- Are there special requirements when placing wedging, leveling, widening, or curbs?
- How many trucks will be needed? What is the haul distance, haul route, and dumping pattern? Has the haul road been initially inspected? Who will inspect it during paving and how often?
- Discuss the acceptable procedure for constructing traverse joints. Discuss procedures for hand raking longitudinal joints and areas the paver can't operate.
- Will density be tested by nuclear meter or by cut samples? How many tests will be made and when? Will tester require contractor help and protection from traffic?
- Will estimated tonnage or the specified pavement depth govern?

2. Contingency Plans

- Are there contingency plans for:
 - (1) Cold weather
 - (2) Rain
 - (3) Plant pollution correction
 - (4) Major plant corrections and stoppages
 - (5) Minor plant adjustments for changing mix percentages, temperature, etc. and
 - (6) Accidents at the plant or on the grade?
- Is backup equipment available in case of breakdown of trucks, paver, or rollers?
- What is the timing of the shouldering operations? Have traffic control needs been considered?
- Will shouldering be done in more than one operation?