

Pre-production Meeting Checklist

Establishing good communication upfront with a pre-construction or pre-production meeting is an important attribute of successful projects. This meeting helps to ensure that inspectors, agency personnel, and contractors make informed, well thought-out, proactive decisions. Because the use of hot in-place recycling (HIR) is not a routine application, it is especially important for everyone involved in the project to be on the same page prior to beginning full production.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- **Traffic Control Plan**
- **Utilities and Obstacles**
- **Sequence and Schedule of Operations**
- **Quality Control Plan**
- **Weather Limitations**
- **Other Specification Topics**

Traffic Control Plan

- Length of recycling operation will vary based upon the number of components required**
- Length of lane closures need to consider the necessary room required for the HIR operation**
 - Expected daily production
 - Traffic volumes

- Operational room
- Lane closures are typically short due to the speed of construction and the lack of edge drop-offs
- Specifications for opening recycled lanes to traffic are typically the same as for HMA
- Do not allow traffic to sit on a HIR mat until the temperature drops below 150 °F

Utilities and Obstacles

- Possible presence of flammable gasses must be addressed
- Utilities may be lowered below the planned recycling depth
- Utilities do not always need to be lowered
- Utilities will usually require raising with placement of the surface course
- Flammable substances adjacent to HIR operation may be scorched
- Deflectors can be used to reduce risk to overhanging vegetation
- Extremely dry conditions require special consideration
- Consider the distance necessary to avoid damaging roadside features

Sequence and Schedule of Operations

- Preparation of the pavement prior to recycling
- Recycling plan
 - At which part of the project will the operations start?
 - How will the contractor proceed from that point?

- What is the expected daily production rate?
- When will the recycled lane be reopened to traffic?

Placement of final riding surface

Quality Control Plan

- Assuring equipment is calibrated and meets specifications**
- Checking depth of cut**
- Assuring proper temperature of heated pavement**
- Controlling application rates and mix consistency**
- Visual inspection of HIR mixture for uniformity and homogeneity**
- Establishing the plan and process for adjusting mix proportioning based on field conditions**
- Assuring proper roller pattern**
- Checking compacted density**
- Evaluating grade, slope, and surface roughness of HIR layer after compaction**

Weather Limitations

- Weather conditions are typically equivalent to plant-mix asphalt paving**
- Variability in wind, temperature, and humidity may affect HIR operations**
- Ambient air temperature should typically be at least 45 °F and rising**
- HIR operations should not proceed in fog, when rain is expected, or when the pavement surface is wet**

Other Specification Topics

- Submittal requirements, such as certification types, material reports, and qualifications should be identified
- Test strip requirements, as needed
- Review mix design to ensure proper materials proportioning