Pre-production Meeting Checklist

Establishing good communication up front with a pre-construction or pre-production meeting is an important attribute of successful projects. It is important for both the agency and the contractor to understand and know the parameters of the specifications.

Because the use of FDR may not be a routine application for an agency, it is especially important to have these discussions up front before starting full production.

Below is a checklist to help you prepare for a pre-production meeting.

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
- Maintenance of FDR Prior to Placement of Surfacing
- Weather Limitations
- Other Specification Topics

**Traffic Control Plan**

- Length of recycling operation
- Length of lane closure and expected daily production
- Do not open to traffic until graded, compacted, and cured
Deciding when to open recycled lanes to traffic depends upon stabilizing agent (e.g., cure time requirements)

Addressing impromptu failures (e.g., raveling, potholing)

Utilities and Obstacles

Utilities within area to be recycled such as manholes, vaults, or other items must be addressed

Lowering and/or raising of the utility will usually be required

Distance necessary to avoid damaging other obstacles such as roadside aesthetic features

Sequence and Schedule of Operations

Recycling plan (i.e., “the plan of attack”)

Daily production rate

Need for curing membrane

Curing

Opening to traffic

Placement of riding surface

Quality Control Plan

Controlling gradation, application rates, and mix consistency

Adjustments to mix proportioning

Assuring equipment is calibrated and meets specifications

Assuring FDR material is properly compacted

Assuring FDR material is cured and finished to proper width, grade, and slope

Maintenance of FDR Prior to Placement of Surfacing

Brooming loose material
- Placement of curing membrane
- Discuss expectations and conditions that warrant restoration of damaged areas
- Daily moisture conditioning

### Weather Limitations

- Depending on the stabilizing agent being used, weather limitations may exist
- Discuss ambient air temperature requirements
- Discuss how variability in wind, temperature, and humidity may affect curing times

### Other Specification Topics

- Submittal requirements
- Test strip
  - When, where, and how
- Mix design approval or other method for determining material proportioning