

## 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