

Checklist for Ordering and Scheduling Ready Mixed Concrete[©]

Introduction

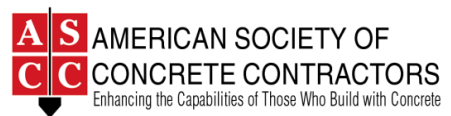
A Task Group of the National Ready Mixed Concrete Association (NRMCA) and the American Society of Concrete Contractors (ASCC) has developed this checklist for Ordering and Scheduling Ready Mixed Concrete. The intent is to simplify the ordering process through a logical approach while establishing the necessary information from the supplier's and the purchaser's perspective, especially on smaller projects. The presumption is that on larger projects the concrete construction team has been through a pre-construction conference and has addressed the pertinent items in the **NRMCA/ASCC Checklist for Concrete Pre-Construction Conference** and those items are excluded from this document. The ordering requirements of ASTM C 94 *The Specification for Ready Mixed Concrete* generally govern unless over-ridden by the purchaser.

Besides items covered in this checklist other items that need to be defined and clarified between the supplier and purchaser include:

- **Advance notice for concrete orders**
- **Add-on orders**
- **Change orders**
- **Will call orders and advance confirmation**
- **After hours placements and charges,**
- **Week end/holiday orders and charges**
- **Cancellation of orders**
- **Clean-up load estimates and advance notice**
- **Additional charges for items like returned concrete, short loads, etc.**
- **Requirements for personnel and plant certification**

This checklist will facilitate the **person taking the order** to assist the **person placing the order** by walking him through these items and documenting the order.

The section on type of construction is to facilitate tracking changes in concrete market segments for promotion activities.



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CHECKLIST FOR ORDERING AND SCHEDULING READY MIXED CONCRETE

Project: _____

Location: _____

	Name	Phone	Mobile	Email
Order taken by				
Ordered by				
Purchased by				

Time/Date Called		Quantity, yd ³	
Date Required		Truck Spacing/Duration	
Start time		Placement Rate, cy/hr.	

Location	Mix Code	Strength, psi	Min. cement content			Slump, in.		Air Content		
			No	Yes		±		No	Yes	%

Concrete Temperature Limits No Yes _____

Admixtures or other ingredients	No	Plant-added	Jobsite added	Admixtures or other ingredients	No	Plant added	Jobsite-added
Synthetic fibers				High range water reducer			
Steel fibers				Accelerator	Chloride		
High early strength					Non-chloride		
Mid-range water reducer				Other			

Directions to the jobsite _____

Site access _____

Transportation units access _____

Safety info to drivers _____

Wash-out areas _____ **Other** _____

Placement Method Pumping Conveyor Bucket Other _____

Emergency Contacts for schedule changes, equipment breakdown, plant/truck breakdown, mixture adjustments

	Contact	Phone	Mobile	Email
Producer				
Contractor				
General Contractor				

Type of Project

- | | | |
|--|---|---|
| <input type="checkbox"/> Highway | <input type="checkbox"/> Streets and local roads | <input type="checkbox"/> Recreational paving |
| <input type="checkbox"/> Airports | <input type="checkbox"/> Parking garages | <input type="checkbox"/> Tilt-up construction |
| <input type="checkbox"/> Bridges | <input type="checkbox"/> Transit | <input type="checkbox"/> Buildings |
| <input type="checkbox"/> Water resource structures | <input type="checkbox"/> Waste management structures | <input type="checkbox"/> Flowable fill |
| <input type="checkbox"/> Parking areas | <input type="checkbox"/> Driveways/residential flatwork | <input type="checkbox"/> Basement walls |
| <input type="checkbox"/> Residential walls (ICFs) | <input type="checkbox"/> Other _____ | |

The National Ready Mixed Concrete Association is a trade association representing producers of ready mixed concrete and those companies that provide materials and support to the industry. The primary goal of NRMCA is to increase the professionalism of the industry. NRMCA provides its members with education, training, product promotion assistance, information on research and technology and representation before Congress and regulatory bodies.

The American Society of Concrete Contractors is a non-profit organization dedicated to enhancing the capabilities of those who build with concrete. Members of ASCC are concrete contractors, material suppliers, equipment manufacturers, and others involved in concrete and decorative concrete construction. ASCC provides a unified voice in the concrete construction industry, and offers many services including: an extensive safety program, problem solving assistance, networking opportunities, and educational materials.



National Ready Mixed Concrete Association
66 Canal Center Plaza, Suite 250
Alexandria, VA 22314, USA
(703) 706-4800
www.nrmca.org



American Society of Concrete Contractors
2024 S. Brentwood Blvd., Suite 105
St. Louis, MO 63144
Ph: 314-962-0210
www.asconline.org