



Pre-start Meetings

This Flooring Technical Note considers what should be discussed in pre-start meetings to ensure the successful construction of a concrete industrial floor. It also highlights the importance of defining the responsibilities of the parties involved.

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Introduction

The successful construction of an industrial floor is the result of detailed construction planning. Pre-start meetings are an essential part of the planning process and should involve technical representatives from the principal contractor, specialist flooring contractor and suppliers, and where necessary the floor slab designer.

Commentary

During pre-start meetings the construction process should be thoroughly discussed. To assist those involved in the construction of a concrete floor slab, a list of topics for discussion is found below (please note that this list only provides an indication of the relevant topics):

- **Health and safety** - including risk assessments and methods of work detailing aspects including noise, lighting, ventilation and waste disposal
- **Storage and access** - including suitable storage onsite of materials such as fabric, steel fibres and dry shake
- **Concrete delivery checks** - including specified concrete properties, concrete truck batching, mixing and discharge procedures and the addition of any steel fibres and admixtures
- **Reinforcement** - including type, spacers and tolerances for fabric. Dosage and integration methods should also be discussed for steel fibre reinforcement
- **Sampling and testing procedures** - including cube tests, fibre count, dry shake application rate
- **Protection of adjacent walls, columns and concrete pours**
- **Level checking** - including QA checks on equipment and level of sub-base, formwork etc
- **Sub-base integrity and suitability of membrane**
- **Concrete curing regime and materials to be used.**

The responsibilities of parties involved in the construction process including building envelope, sub-base and piles (where appropriate) and floor slab should also be clearly defined during pre-start meetings. To facilitate this, a list of topics is covered below (please note that this list is indicative only):

- **Construction programme** - including building envelope, other trades and curing
- **Tolerances** for sub-base, pile heads (if appropriate) and finished floor slab
- **Method of work** - where necessary plant and labour
- **Joints** - including emergency joint detailing
- **Concrete** - including mix design, supply, access and washout
- **Aftercare** - including floor slab protection and cleaning
- **Loading regime**

Summary

Prior to construction it is also important that a visit is made to the intended concrete supply plant by all necessary parties involved in the construction of a concrete floor. This will enable all parties to assess concrete supply quality and confirm that any agreed rate for delivery is achievable.

Failure to conduct suitable pre-start meetings can lead to a poorly constructed floor that fails to meet the requirements of the building user.

Further Reading

The Concrete Society, *Concrete Industrial Ground Floors; A Guide to Design and Construction*, Technical Report 34 (4th Edition 2013), Chapter 12

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