MATERIALS HELPFUL HINTS 2016

**CONTACT LIST**

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| **NAME** | **OFFICE PHONE** | **CELL PHONE** |
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| TODD PESCHKE (PAVEMENT DESIGN) | 262-548-5696 |  |
| JIM BOGGS (HMA Scheduling)  | 262-548-8758 |  |

**PRE-CON MATERIALS LIST:**

1. Establish Department materials person (WDMP) and Contractor materials person (CDMP). Verify both coordinators are on HTCP certified list.
2. WDMP provide materials guide to contractor, both WDMP and CDMP should review guide prior to construction.
3. Should receive Base Aggregate QMP plan.
4. Emphasize that payment will not be released until all materials are submitted, reviewed and approved. Must be submitted in timely manner.

**DURING CONSTRUCTION**

1. Make sure materials documentation is received and **APPROVED** prior to material being incorporated into work (Section 106.1 of Standard Spec). Compare material documentation to contract requirements. WDMP initial and date once approved.
2. Keep materials files organized and up to date. Print approved product list for applicable items to include in the materials binder.
3. Utilize region QMP material spreadsheets in pantry software.
4. Notify Materials unit of change orders to assist with additional documentation.
5. Review all QMP plans, see checks list in materials region specific pantry software.
6. Call Sheryl Sorby for beam guard testing.
7. Hold pre-pour and pre-pave meetings. Be sure to invite the following from TSS:
	1. Pre-Pave: Justin Kutschenreuter and Jim Boggs.
	2. Pre-Pour: Justin Kutschenreuter
	3. Pre-Pour/Pave agendas can be found in pantry software, statewide forms.
	4. Notify IA prior to all pours, paves, base course placement, and QMP subgrade.
8. Verify contractor follows QMP plan (i.e. make sure contractor is taking proper number of tests, verify QC field testers have proper certifications, verify proper mix).
9. QV testing: Verify QV sample frequency. Deliver samples to labs in timely manner. Call Signe Reichelt (Behnke Materials), 608-449-8427 to pick up concrete cylinders, verify cylinder picked in allotted time.
10. Monitor QC data that it meets specifications. Ensure data is being supplied in timely manner.
11. Notify Justin Kutschenreuter of all non-conformance/non-performance issues.

**POST CONSTRUCTION**

* + - 1. See Materials Finals Check list in Pantry Software in SE regions specific folder.