

## **CONSTRUCTION PROCEDURES HANDBOOK**

SECTION VI

SUBSECTION A-10

DATE

CONSTRUCTION OPERATIONS	PRE-ERECTION MEETING	11/01/2022
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### 1. PRE-ERECTION MEETING

- a. The RE shall schedule a pre-erection meeting at least 20 calendar days prior to the start of each different condition encountered and temporary bracing (i.e. different bridges, different type beams, over different type terrain, different equipment, method of temporarily bracing beams, etc.) The Contractor shall submit for each different type of condition, a written plan of operation (sketches, equipment specifications, narrative, etc.) for certification as specified in 105.05 1., at least 30 days prior to this meeting. The following shall attend the meeting:

RE

FM

NJDOT Inspection staff which will be inspecting the erection

Prime Contractor's foreman/superintendent who will be supervising the work

Subcontractor (if applicable)

Others as needed

- b. The pre-erection meeting shall include a thorough discussion of the Contractor's written plan of operation. This meeting should include as a minimum the following topics:

Schedule

Number and type of manpower and equipment

Shipping procedures

Lifting procedures

Temporary bracing

Erection sequence

Manufacturer's recommendations

Procedures for employee safety

Traffic control; and protection

Method of post tensioning and determining friction loss (for prestressed)

Anchorage details and design calculations, signed and sealed by a Professional Engineer (for prestressed)

Clearance for the equipment

Methods of protecting traffic under the bridge or in the immediate area of the Weather constraints - protocol for stopping work.

Storage of un-erected members on the jobsite if not erected immediately upon delivery.

- c. A memorandum of record shall be prepared by the RE pertaining to the meeting and distributed to all in attendance.