

# **CONSTRUCTION PROCEDURES HANDBOOK**

SECTION VI	SUBSECTION A-9	DATE
CONSTRUCTION OPERATIONS	DRILLED SHAFT REVIEW MEETING	10-04-2022

After review of the related Special Provisions, working drawings, and prior to beginning construction of the drilled shafts, the RE shall hold a meeting to discuss the proposed installation plan. The following shall be invited to attend:

RE  
FM  
NJDOT Inspector  
NJDOT Geotechnical Engineering Unit  
Contractor  
Subcontractor (if applicable)  
Designer

The agenda shall include as a minimum the following:

Outstanding issues regarding the installation plan  
Contractor's procedures and tools  
Inspection procedures to be used  
Inspection and reporting forms for recording the necessary steps in the construction process (Coordination between the Contractor and the NJDOT Inspector is essential for comparing daily progress of shaft construction)  
Proposed construction date of demonstration shaft

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