

QUALITY PREPARATORY PHASE ORIENTATION

Project Name:	<u>Project Name</u>	Work Category:	<u>Exterior Brick</u>
Project Number:	<u>Project Number</u>	Subcontractor:	<u>Subcontractor</u>
Owner:	<u>Project Owner</u>	Meeting Date & Time:	<u>Tue Apr 14, 2020</u>
A/E:	<u>Project Architect</u>	Meeting Location:	<u>Jobsite Trailer</u>

ATTENDEES:

Owner: _____

A/E: _____

Contractor: Name Checkbox next to each name

Subcontractor: Name Checkbox next to each name

There will be no changes made to the contract nor the specifications on the part of the Quality Management Team. The purpose of this meeting is to discuss the Subcontractor's Quality Plan and Readiness to coordinate what is needed and expected to perform the work required of this Work Category.

BY SIGNING THIS FORM, THE SUBCONTRACTOR ACKNOWLEDGES THAT:

1. Managing Quality, like Safety, is a Risk Factor that is everyone's responsibility.
2. The Subcontractor is responsible to furnish all materials new and the best of their respective kinds and subject to the A/E's approval.
3. All Subcontractor's work shall be performed in the best manner by skilled workmen.
4. The Subcontractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.
5. By holding the Quality Meetings during the duration of the project, CQM shall not thereby be deemed responsible for Subcontractor's continuous on-site inspections to check the quality of Work and review of its construction means, methods, techniques, sequences or procedures.
6. Subcontractor to introduce a Project Coordinator that has five years of experience coordinating work on projects of similar size and scope. Project Coordinator will coordinate construction activities to assure efficient and orderly installation of each part of the work. (Sec. 013113)
7. Subcontractor's Project Coordinator to attend Coordination Meetings to review Quality and Work Standards per Specification Section 013119 and all other applicable Specification Sections.
8. The condition of preceding work under other contracts is verified and accepted as per Section 01530 1.02E.
9. Subcontractor to Comply with all applicable Quality Standards and related requirements, compliance with federal, state, and local laws and ordinances.
10. Subcontractor will participate in Advanced Work Packaging AWP and Workface Planning WFP as required by the contract and generate Installation Work Packages IWP as work is being planned.
11. CQM Team's reviews do not relieve the Sub-contractor from compliance with the Contract Documents or necessary corrections for deficiencies thereof.

QUALITY ORIENTATION

1. Quality Control at Technical Level, Quality Assurance at Managerial Level to Verify Quality Control.
2. Proactive Prevention using coordination meetings and active monitoring and reporting.
3. Quality Management is a combined effort of Contractor and Owner in a cooperative culture environment.
4. The purpose is to avoid mistakes and rework due to errors for increased profit and satisfaction.
5. Review Owner and CQM's Quality Manuals, participate in AWP and coordination Meetings

DISCUSSION TOPICS

- **Pre-installation Conference**
- **General & Specific Requirements**
- **Safety Concerns**
- **Specifications Review**
- **Submittals & RFIs Review**
- **Material Check & Storage**
- **Schedule Issues & Milestone**
- **Required Testing**

MEETING NOTES

1. _____
2. _____
3. _____
4. _____
5. _____

The undersigned acknowledges that information contained herein is correct.

Subcontractor's Project Coordinator

Date

Superintendent

Date

CQM Manager

Date

Owner Representative (Optional)

Date

QUALITY PREPARATORY AGENDA & MEETING MINUTES

Project Name:	Project Name	Work Category:	Exterior Brick
Project Number:	Project Number	Subcontractor:	Subcontractor
Owner:	Project Owner	Meeting Date & Time:	Tue Apr 14, 2020
A/E:	Project Architect	Meeting Location:	Jobsite Trailer

1. Pre-Installation Conference

- Review methods and procedures
 - Masonry inspection procedures.
 - Grout and grouting procedures.
 - Mortar and grout testing procedures.
 - Vertical and horizontal steel reinforcing shop drawings, splice lengths, and bar positioners.
 - Movement joint locations and details.
 - Flashing details.
 - Hot/cold weather procedures.
 - Approved Masonry Material Cleaning Plan.
 - Coordination issues with other trades.
 - Protection of and scheduling of non-masonry construction that will interfere with masonry work.
 - Job-Site storage and staging areas.
- Review mock-ups for workmanship and materials
- Review and finalize construction schedule and verify availability of materials, equipment, etc.
- Review weather and forecasted weather conditions and procedures

Substantial Disagreements on Significant Matters (How and when will it be resolved)

2. IWP Review: Safety Concerns, Specifications Review, Submittals & RFIs Review

Industry Standards:

Comply with Brick Industry Association (BIA), National Concrete Masonry Association (NCMA), American Concrete Institute (ACI), and American Society of Civil Engineers (ASCE) as applicable.

- Unit Masonry Standard: Comply with TMS 402/602 (exceptions & modifications are okay)
- Single-Source Responsibility for Masonry Units and Mortar Materials

Specification Title / Description

- 042001 Masonry Veneer
- 072500 Weather Barriers (Flexible Flashing)
- 072110 Board Insulation for Walls
- 079200 Joint Sealants

Submittals

- All Product Data Submittals approved
- All Samples (full size samples of each different exposed brick masonry unit, all colored masonry mortar, and all accessories) Submittals approved
- All Material Certificates, Fire-Rate Masonry, and Mix Designs for Mortar and Grout approved
- Masonry Material Cleaning Plan Submitted and Approved
- Weather Procedures Certification Submitted and Approved
- Foreman Certification for grouting reinforced masonry Submitted (from Masonry Institute of Michigan (MIM) or International Masonry Institute (IMI) training program)
- Field-Constructed Mock-Ups & Grout Demonstration Panel Reviewed and Approved

Execution

- Delivery, Storage, and Protection procedures discussed and approved (Off Ground, Under Cover, Dry Location, Avoid Contaminate, Prevent Corrosion & Stain, Moisture & Temperature Control)
- Cover Top of Walls, Projections & Sills with waterproof sheeting at end of each day
- Comply with Cold Weather Construction Standard and Requirements
 1. Do not use frozen materials or materials mixed or coated with ice or frost.
 2. Do not build on frozen subgrade or setting beds.
 3. Do not lay masonry units that are wet or frozen.
 4. Remove and replace masonry damaged by freezing conditions.
- Coordinate work with Frames Supplier, Electrician, Precast and Steel Erector

Request for Information

- RFI#20: Clarification of Masonry Detail at Screen Wall per Bulletin #1

3. Schedule Issues & Milestone

- Scaffolding Removal
- Brick Cleaning

4. Required Third-Party Testing

- Perform inspections as to satisfy Section 1.6 of the 2005 MSJC Code, Level 3 Quality Assurance.
- Allow inspectors access to scaffolding and work areas, as needed to perform inspections.
- Testing Frequency: One set of tests for each 5000 sq. ft. of wall area
- Mortar Test (Property Specification): For each mix provided, per ASTM C780.
- Grout Test (Compressive Strength): For each mix provided, per ASTM C1019.
- Self-Consolidating Grout: As delivered to site per ASTM C1611.

Notes:
