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Place Retaining Wall Footing Concrete (Horizontal) Checklist

Place retaining wall footing concrete (horizontal) with an interactive checklist that is commentable and export as PDF/Excel, verifying sequence, vibration, finish, and curing.

Project:
Date:
Filled by:

Pre-Pour Readiness (Excluding Rebar)	
1	Verify formwork alignment and dimensions with tape and laser level; acceptance: line within ±10 mm and level within ±6 mm; capture photos of corners/benchmarks and obtain supervisor sign-off.
2	Clean forms and blinding; remove standing water and debris using wet vacuum and air blower; acceptance: surface SSD with no dust; attach timestamped pre-pour photos.
3	Prepare construction joints/keys per drawings; pressure wash and wire-brush to SSD; acceptance: no laitance or loose particles; record location-tagged photos.
4	Confirm non-reinforcement embeds/sleeves/inserts fixed and braced; survey to control points; acceptance: location ±10 mm, orientation ±5°; upload marked photos and survey log.
5	Set pump, hose reducers, and access routes; verify unobstructed delivery path and reach; acceptance: documented continuous pour plan; add setup photos and traffic plan.

Concrete Delivery and Fresh Properties	
6	Validate delivery ticket (mix ID, batch time, quantity, plant); acceptance: time-from-batch within approved limits; photograph ticket and record arrival/start/end times.
7	Measure slump at point of placement using slump cone and ruler; acceptance: within approved mix tolerance; save test sheet and photo of slump measurement.
8	Record concrete temperature with calibrated thermometer; acceptance: within specified limits; store reading photo and entry in temperature log.
9	Determine air content if specified using pressure meter; acceptance: within project tolerance; upload signed test report and meter reading photo.
10	Record any site admixture dosing (no unauthorized water); acceptance: written authorization and quantity traceability; attach dosing log, product batch labels, and approver signature.

Placement and Sequence	
11	Brief crew on pour sequence from farthest point to exit; acceptance: issued sequence sketch and attendance record; upload signed toolbox talk sheet.
12	Place concrete in 300–450 mm lifts using pump hose/reducer; acceptance: uniform layers without segregation; capture mid-pour photos with measuring rod for scale.
13	Limit free fall to <1.5 m by using elephant trunk/chute; acceptance: no visible segregation; document setup and placement photos.
14	Maintain continuous placement; manage interfaces to avoid interruptions beyond initial set window per approved specifications; acceptance: logged times with no unplanned stoppages; save pour log.

Consolidation and Vibration	
15	Consolidate each lift with 25–50 mm internal vibrator at ~150–200 Hz; insert on ~300 mm grid, penetrate 50–75 mm into previous layer, dwell 5–15 s; acceptance: paste rise, bubble cessation; upload photos and operator initials.
16	Keep vibrator off form faces and embedded items; acceptance: no form movement or blowouts, no honeycombing; attach supervisor inspection record and photos.
17	Re-vibrate potential cold-joint areas within workable window; acceptance: monolithic knit across interfaces; attach close-up photos taken during set.

Finishing and Surface Quality	
18	Strike off to design elevation using straightedge/laser screed; acceptance: level within ±6 mm; record laser screenshots and level shots at benchmarks.
19	Bull float early to close surface; avoid finishing bleed water; acceptance: uniform, closed surface without tears; upload finish photos with timestamps.
20	Form edges/chamfers or keyways as specified (excluding reinforcement); acceptance: continuous, true line and dimension; attach close-up photos with ruler.
21	Roughen top surface if later bonding is specified; broom or surface retarder and scrape at green stage; acceptance: 5–6 mm amplitude texture; include scale photo.

Curing and Protection	
22	Start curing immediately after finishing; apply curing compound at specified rate or wet burlap plus polyethylene; acceptance: 100% coverage; upload application photos and material lot numbers.
23	Maintain curing duration per approved specifications; monitor temperature and moisture with thermocouples/maturity sensors and hygrometer; acceptance: parameters within limits; attach daily logs and charts.
24	Protect footing from rain, sun, wind, traffic, and vibration; install barriers and coverings; acceptance: no surface damage or dusting; upload protection photos.
25	Strip side forms only after required strength achieved; verify via field-cured cylinders or maturity; acceptance: minimum strength per approved specifications; attach test reports and release approval.
26	Do not load the footing until curing/strength criteria met; implement hold-point release; acceptance: written authorization; upload signed permit to load.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Place retaining wall footing concrete (horizontal) demands disciplined control of sequence, consolidation, finishing, and curing to deliver a stable, durable base. This field-ready guide focuses on the footing pour as a horizontal concrete placement, covering practical steps that prevent cold joints, segregation, honeycombing, curling, and premature cracking. It deliberately excludes reinforcement checks, keeping scope tight around formwork readiness, delivery verification, controlled placement, internal vibration, surface finishing, and curing protection for the retaining wall base. You will find clear acceptance cues, tools, and evidence requirements that help crews act decisively while documenting compliance per approved project specifications and authority requirements. Use it to plan the pour path, set lift thickness, standardize vibrator technique, validate finish elevation, and lock in moisture retention early. Go interactive on-site: tick items in sequence, add comments with photos and readings, and export your record as PDF/Excel with a secure QR link for traceable approvals.	1. Preparation: Gather tools (slump cone, thermometer, pressure meter, laser level, internal vibrator, straightedge, curing materials), verify access and pump setup, brief crew on pour sequence and acceptance limits, and confirm all hold points per approved project specifications and authority requirements. 2. Using the Interactive Checklist: Start interactive mode on your device, follow the sequence in the field, tick items as completed, add comments with photos/readings, and capture signatures. Use item tags for locations and export progress snapshots for stakeholders. 3. Sign-Off: After curing setup and protection are in place, attach test reports and logs, obtain digital approvals from superintendent/inspector, then export the complete, commentable record as PDF/Excel. Archive the QR-authenticated package for traceability.