

concrete openings

THE OFFICIAL MAGAZINE OF 

JOB STORY FORM

CSDA Contractor:

General Contractor:

Job or Project Title:

Job Location:

Dates of Project: From to

Contact for Story:

Office Tel:

Email:

Fax:

Cell (Optional):

Be as descriptive as possible. Good writing skills are not necessary – we'll take care of that for you.

- **Overall Project Description:** Describe the job in a larger context from the general contractor's viewpoint.

- **Your Project Description:** Describe the part of the job you completed.

- **Reasons for Specifying Concrete Cutting, Polishing or Imaging:** Consider reasons such as reduced down-time, dimensional tolerances, maintenance of structural integrity, limited access, the need for reduced noise, dust and debris, the ability to cut heavily-reinforced concrete, non-destructive testing or the durability of concrete floors.

- **Alternative Methods:** What other methods could have been specified (jackhammers, wrecking balls, wood floors, carpets, invasive test methods, etc.) and why were diamond tools or GPR imaging chosen instead?

- **Step-by-Step Tasks to Complete the Job:** From start to finish, list the steps you needed to take to complete this job and the outcome of each step. Please give as much detail as possible.

- **Factors Complicating the Job:** What challenges did you encounter (inclement weather, water, limited access, etc.)? How did you overcome the obstacles?

- **Job Safety Analysis:** (1) Describe what special safety concerns you had before starting the job, (2) explain what safety issues you encountered on the job and how you addressed each situation, and (3) list any specialized PPE required.

- **Equipment Used:** What equipment did you use? Include manufacturer and model. If customized for the job, include by whom.

- **Job Statistics:** Summarize the job in terms of total lineal feet cut, number of holes drilled, amount of concrete removed, square footage of surface scanned or polished, days on job, etc.

- **Results:** Was the project on time or within budget? Were bonuses given for early completion? Were additional jobs awarded based on the results of this one?

- **Your Thoughts on the Project:** How satisfied were you with the outcome of the project? Why?

- **Why Do You Believe You Were Selected for this Project?** Company specialty, reputation, etc.

- **Brief Profile of Your Company:** Headquartered in; years in business, number of trucks, employees and branch locations, types of services offered, specialty services, company strengths; member of CSDA since.

PHOTO TIPS

1. **35mm cameras:** Get doubles made and submit a full set with the Job Story Form.
2. **Digital camera:** Must be high resolution; dots per inch (dpi) at least 300 or 4 megapixels. Save as high resolution jpeg files.
3. **Make sure subjects in photos are following all safety precautions** (see below).
4. Show equipment while it is in operation, not while it is idle.
5. Take before, during and after shots that show the work as it progresses.
6. Show operators when they are working, **not standing watching someone else work.**
7. Take close-up shots of employees and equipment as well as pictures of the work site from a distance.
8. Focus on your workers, not others.
9. Take non-job photos that help tell the story. For a job at a shopping center, take a photo of the entrance with center's name prominently displayed. For highway jobs, take a shot of the interstate sign. For a job at a location such as Fenway Park or Disney World, a photo of the main entrance would add interest to your story.
10. **Please do not submit photos unless they meet the safety requirements discussed below.**

SAFETY CONSIDERATIONS FOR PHOTOS – Review before sending to CSDA

1. **Make sure all persons are wearing appropriate clothing and safety equipment.**
 - a. Hard hats on correctly (*DO NOT send photos if hard hats are on backwards, even if the lining has been reversed.*)
 - b. Safety glasses, wrap-around or face shield
 - c. Ear protection – ear plugs, muffs or both (*on your ears, not around your head*)
 - d. Gloves where applicable
 - e. Boots – leather or rubber, steel-toed; no tennis shoes or sandals
 - f. Respirator where applicable
 - g. Long pants, coveralls and coat if cold weather; preferably not torn
 - h. Short or long-sleeved shirt but no tank tops; t-shirts okay if not torn
2. **When working on elevated areas or vertical surfaces, follow these safety precautions:**
 - a. Proper scaffolding with safety railings and tie-off supports
 - b. No ladder work over 8 feet high
 - c. Fall protection harnesses and lanyards when required; show employees working in the proper equipment, not putting it on
 - d. High lifts / Scissors lifts with proper cages and fall protection
 - e. Proper safety railing next to open holes or holes covered with proper cover
3. **For photos showing equipment in action, be sure to include:**
 - a. Blade guards of proper size on all saws, installed per manufacturer's specs
 - b. Wire saws with protective shields
 - c. Saw blades for slab saws or wall saws 30 inches in diameter and over:
 1. Show blade cut if running
 - d. Proper handling of equipment with oversized blades and bits
 1. Saws large enough to handle blade out of cut without lifting front end off the ground to clear the blade
 - e. Shoring or strapping of all live openings
 1. Show steel straps anchored into wall and opening to support section
 2. No wedges, blocks or temporary shoring not bolted into place
 3. Show channel iron or underneath shoring for slab openings unless being supported by crane or lift
 - f. Proper lifting of equipment, slabs or sections with equipment or cranes
 1. Make sure supports or strongbacks are in place
 2. Cables only; no chains or ropes
 3. No persons riding on equipment or sections being lifted or removed
 4. No lifting over operators or others

For assistance, contact Erin (Associate Editor):
Tel: 727-577-5004 / Fax: 727-577-5012
Email: erin@cstda.org

Send Job Story Form and Photos to:

CSDA / Concrete Openings
100 2nd Avenue South, Suite 402N
St Petersburg, FL 33701

I hereby grant to the concrete sawing and Drilling Association (CSDA) to use, reproduce and publish photographs of me, my employees, equipment and name for use in *Concrete Openings* magazine. I also, verify that the information provided is factual.

Signed _____

Date _____