

Topic: Audience and purpose**Subtopic: Define your purpose**

We continued revising here by creating likely headings for the three main parts of the memo:

- What we expect you to do
- What we will do
- What placed you in non-compliance

Then, we slid the first sentence down to paragraph three, where it will live more comfortably with language about what the contractor did (what placed them in non-compliance).

Finally, we moved the paragraph containing quotes from sources near the bottom because they're just references. We'll figure out a more efficient way to handle them soon. Now, let's fill in spaces left for "what we expect" and "what we will do."

Replay Step**Next Step**

Subject: Non-compliance with temperature specification on October 28

Re: SCR subsection 401.07 and table 4016

What we expect you to do**What we will do**

We will monitor the asphalt that was placed when the temperatures did not meet the requirements.

What placed you in non-compliance

The Contractor had been told repeatedly what the minimum temperatures were for air, surface, and asphalt concrete pavement as per SCR subsection 401.07. On October 28, the Contractor ordered additional asphalt concrete pavement even with the air temperature dropping. By the time the asphalt arrived on the project, the air temperature was -2° C and the surface temperature was 1.7° C. The asphalt concrete pavement was averaging between 104° and 127° C, which is below the minimum of 141° C.

It states, "Place hot asphalt concrete pavement on a dry, unfrozen surface when the air temperature in the shade is above 2° C and rising and the temperature of the road surface in the shade conforms to table 4016." This table states that the surface temperature is to be a minimum of 4° C in the shade for a compacted lift thickness of 50-75 mm and the asphalt concrete pavement temperature is to be a minimum of 141° C.

Should you have any questions regarding this matter, please contact me at BR-549.

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Presentation****Restart
Topic****Skip Step****Skip Example****Tutorials****Help****Quit**