

A.C.T. ASPHALT SPECIALTIES CO.
530 Shoreview Park Road, Shoreview, MN 55126
Phone: 651-484-1696

“Committed to Excellence since 1979”

GENERAL INSTRUCTIONS

Hello and Thank You!

Thank you for choosing & trusting A.C.T. Asphalt Specialties Company for your project needs.

Important Information

The construction process can be intrusive to your daily living. We plan to minimize the inconvenience with the information provided in these instructions. Please read through this **carefully and completely**, so your expectations are properly set.

Our Goal

Work with integrity and care to provide a satisfying experience along with a long lasting quality product.

Who to Call?

PLEASE CALL THE OFFICE FOR THE MOST EFFICIENT CHANNELING OF YOUR CALL. The Scheduling Department handles all information on when jobs are scheduled, and any changes or challenges with jobs in progress. The Bookkeeping Department handles all invoicing and payment related questions. We will reply to your inquiry by the next business day.

Calling your sales person can delay the above process, as they do not handle scheduling or invoicing.

Scheduling

Due to fuel costs, it is essential that we schedule jobs that are in close proximity to each other. Your cooperation, understanding & patience in

scheduling your project is greatly appreciated.

Job Notification

In most cases, we will call you 2 business days before starting each phase of work on your project. Occasionally, we may call just 1 day in advance. We require your approval to schedule each phase of the project, and will not start without it. If you receive a voice message, you must call back to verify. If you receive the voice message after hours, please call and verify your approval on our recorder.

Staying Home from Work?

We encourage you to be home while we are working. You must let us know if you are taking off from work, because delays due to weather, equipment, and unforeseen conditions are a common reality. As an option, we can call you at work before going to your job site, so you can meet us there. Some jobs only take a few hours for each phase, so taking off the whole day is not usually necessary.

Sprinkler Systems

If you have sprinkler heads close to the driveway, it is your responsibility to mark them. We will not be responsible for damage to unmarked sprinkler heads.

Delays

We work extremely hard to meet your scheduling needs. However, many variables impact the pace of our work that are out of our control, such as; rain, heat, cold, equipment breakdowns, soft ground, unforeseen conditions, material availability, and more rain. Our intent and reality sometimes do not mesh. We ask for your patience when these delays occur. We will contact you immediately on any change in the schedule after notification.

Crew Needs

1. Crew will need access to water and electricity.
2. In most cases, garage access with doors opened is needed.
3. Please direct your questions and concerns to the crew foreman.

4. Please confine your pets and young children for the safety of everyone.
5. Clear access to all work areas.

Payment

Please be aware of the terms of your agreement. “On completion” means paying the crew foreman when the job is complete. The Scheduling Department will confirm payment details in the notification call.

EXCAVATION AND BASING INSTRUCTION SHEET

Our Greatest Variable – Sub-grade Instability

Sub-grade stability affects the time frame between basing and pavement installation. Soil stability is crucial for a quality, long lasting product, yet waiting for stability is the foremost cause of frustration in the installation procedure.

When removing existing asphalt, concrete, or grass, moisture is trapped underneath and is not able to dry. When the top pavement is removed, the sub-grade soil has a very high moisture content, causing instability & softness. The sub-grade must be allowed to dry out, reducing moisture content to properly attain stability. The length of time to stability is dependent on initial moisture content, type of soil, (clay or peat retain more moisture versus sand) and amounts of rain in between.

After basing, the foreman will determine if the sub-grade is stable enough for installation. If the sub-grade is stable, we can go ahead & schedule the pavement installation, usually within 1-7 days after removal. If we classify it as soft, a cure time of 1 – 2 weeks is required. Very soft conditions can require up to 2–3 weeks. In rare cases, if the conditions are extremely soft, the wait time can require over 3 weeks and will also require regrading & touch up. We can not speed up the curing process. We must wait until the ground & base material are sufficiently cured before installation. Installing too early can result in a failed pavement.

We will continually be checking the stability of the base material to determine whether it is ready for installation or needs more cure time.

We cannot understate the necessity of sub-grade stability in providing a long lasting pavement. We appreciate your patience and understanding while this time frame exists. We know it can create an inconvenience, but

it is temporary & we are committed to installing a long lasting quality product that you'll enjoy for many years.

Usage

Please use your based surface as you normally would; it is ok to drive on it. You can place a 2x4 piece of lumber at the garage floor transition and street curb transition to minimize the bump while driving in and out.

Rain

After substantial rainfall, if water collects in any area of the based surface, please sweep the majority out the best that you're able, so it dries out as quickly as possible.

Edges

We will remove an additional 3-4" on each edge of where the new pavement is to be installed. This provides room for form boards to be used when installing concrete. It also allows us to create a hand-tamped beveled edge when installing asphalt.

Elevation

Please look at the height of the base compared to the height of your yard or landscape. Sometimes we cannot follow yard height, due to slope and drainage requirements. If you have concerns about the finished grade of pavement, please call before paving.

Changes in Shape or Size

If there are any changes to the shape or size of your project, it is best to notify us before starting the project. If for some reason, you need to make a change to the layout after the removal has occurred. please call us prior to installation day. The paving or concrete crew in most cases, can not add additional areas on the day they are doing the installation.

Bobcat in Yard

If your project requires travel over the yard to get to the work area, you would have signed an authorization for bobcat in the yard or agreed to higher pricing for wheelbarrow labor. The bobcat path across the yard in almost all cases will rut the yard and destroy the grass. Please anticipate the need for black dirt and seed or sod. This is your responsibility. Sprinkler line damage is also possible in this impacted area.

ASPHALT INSTRUCTION SHEET

Driving On

We recommend to not drive over the new asphalt for at least 2 days & do not park on the new asphalt for at least 5 days. During very hot weather, double those time frames. If it is absolutely necessary, the new pavement can immediately be driven on after being installed, but tire marks may occur & it is not recommended.

Initial Appearance

Asphalt concrete mix is made of A.C. cement oil, sand, and gravel. You will see rocks in the asphalt, especially in hand raked areas or on paver seams. The recent trend in high strength mix design is toward a higher percentage of large aggregate (a rockier mixture). Areas where the paver machine was used for installation, compared to hand raked areas and seams are very noticeable on new asphalt pavement. This initial appearance will blend out during the curing process & with continued use over time.

Surface Markings

Asphalt is considered a flexible pavement; therefore objects with a heavy pressure in a small area will mark or depress the surface. Most common are bicycle and motorcycles kick stands, trailer hitches, car jacks, lawn chairs, snow tires, and even high heels. The surface does get more rigid with time, with the **FIRST COUPLE OF YEARS** being the **MOST SUSCEPTIBLE**

Tire Marks

Tire marks or depressions are the single most common cause of surface markings. By observing the following suggestions, surface marks due to tires can be minimized.

A.) Turning the car wheels while standing on one spot, or turning sharply, will grind the tread into the pavement causing scuff marks. Hot tires, after driving, increase the effects of tire marks.

- B.) Try to avoid parking within 12 inches of an edge and 18 inches of an edge and 18 inches of the back edge of turn around.
- C.) Driving over or off an edge can depress the edge and eventually cause breakage.
- D.) Try not to park with your wheels turned.
- E.) Parking across the grain or slope of a driveway will increase tire pressure on the low side, increasing the chances of surface markings.
- F.) If you would like to park a heavy vehicle for a period of time within the **FIRST COUPLE OF YEARS**, distribute the load per area by parking on a sheet of plywood placed under each tire.
- G.) Minimize traffic on hot days.

Drainage

On **VERY FLAT AREAS**, small water puddles may occur. If the puddle dries up within 24 hours, there is not a concern of damage occurring over time.

Gas & Oil Spillage

Be very careful of **GASOLINE OR OIL SPILLAGE**. A concentrated amount can eat through the surface within hours. Oil will soften and deteriorate the surface over a long period of time. Try to minimize any petroleum product spillage on the asphalt pavement.

Cracks

Unfortunately, all pavements in our climate will develop cracks due to a variety of causes;

- 1.) Thermal cracks - This type of crack is caused by ground expansion due the freezing & thawing cycle. A surface crack forms to release the tension generated by the ground expansion. These cracks are relatively straight cracks usually across the pavement width (transverse), or can occasionally run the pavement length (longitudinal). Culverts, drainpipe & other utilities under the pavement induce high soil moisture content, guaranteeing higher risk of a thermal crack in this location.
- 2.) Root cracks - Growth of tree roots and other vegetation push up and will crack asphalt pavement.
- 3.) Reflective cracks - when asphalt is applied over previous asphalt or concrete (overlay), any working cracks will reflect through the overlaid layer.

4.) Fatigue or load stress cracks - These cracks are indicative of pavement breakdown or failure. They are characterized by a block or alligator pattern.

5.) Sealcoat cracks - These surface cracks are due to over application or aging of sealcoat, causing the sealer to shrink and crack.

These cracks will hold moisture, causing deterioration of the asphalt pavement, the exact opposite of what it is designed to do.

6.) Seam cracks - If an asphalt pavement is cut and patched, it is very likely a thermal crack will run in the cut line where new meets existing.

Crack Maintenance (Most Important)

Unfortunately, thermal and root cracks are unavoidable. Your most important maintenance is to seal these cracks annually with a crack fill product. Also the joint where the asphalt meets concrete at the garage, sidewalk, and street needs to be sealed also. Not allowing moisture to penetrate under the pavement is the single most important key to pavement longevity. Thermal cracks will open up each winter and require resealing annually.

Once again, this is your responsibility. The process is easy to do. If you cannot or wish not to do crack sealing, we are available to provide this service for you.

Heavy Loads

Avoid heavy loads over the surface in the spring of the year when the frost is coming out. The ground is the weakest during this time and lends very little structural support to the pavement surface. This is why you see road restrictions posted on the roads in the spring.

CONCRETE INSTRUCTION SHEET

Driving On

Do not walk on the concrete for 24 hours. Wait 7-10 days for car parking and truck traffic.

Pulling Forms

A 2" – 3" gap is left after the form boards are pulled between your yard or landscaping and the concrete. This is your responsibility to fill unless otherwise arranged. If you put new grass up to the concrete, keep it at least an inch lower.

Drainage

On very flat areas small water puddles may be unavoidable. Our rule of thumb for achievable accuracy of flatter areas is if the puddle dries up within 24hours of if the dip is less than 3/16" in a 4" span.

Initial Appearance

The surface color or appearance may not be totally uniform due to installation conditions.

If your job requires more than one truck load, the different loads can have slightly different shade of color.

Ground moisture, or sun and shade can affect the shade of white.

In cold or rainy weather, we must cover the concrete with plastic after the pour and finishing. The plastic can leave surface color distinctions where it rested against the concrete.

Pouring in very hot and/or windy conditions can cause surface crazing. Crazing is caused by rapid evaporation of moisture from the concrete, resulting in what appears to be fine hairline cracks under the top surface, which can be seen when the concrete is wet. These are not of structural concern as they do not affect the life expectancy or quality of the concrete surface.

Exposed Aggregate

If we are installing an exposed aggregate surface, cleaning the cement off to expose the aggregate can leave your yard a little messy with concrete powder.

Cleaning Tools

The crew has to wash their tools and forms. We confine this washing to one area of your yard. The grass may be white colored for a short time,

but is not affected in the long run. Please discuss any specific areas to limit washing with the concrete foreman.

Sawcut Joints

In some cases, control joints must be saw-cut into the concrete (typically garage floors). Be aware the saw-cutting process is extremely dusty.

Plastic Removal

If the crew has to leave plastic protection up, please remove the plastic and dispose of it the next day.

Asphalt Installation/After Concrete Installation

If we are installing asphalt up to your new concrete we need to wait 7 – 10 days for the concrete to cure enough to support the roller for asphalt. If we don't have to put the roller on the new concrete, as with an adjacent sidewalk.

Stains

Oil and rust will stain the concrete and are very difficult to remove completely. Tree sap and tree leaves can stain new concrete. Weathering over winter will remove these stains. New tires turned sharply can stain the surface.

Salt

Do not use salt on your new concrete. Ammonium Nitrate or Ammonium Sulfate Salt can react chemically with the concrete and cause surface scaling. Salt usage will void our guarantee.

Sealing

Upon installation we apply a curing sealant which is good for the first year. We recommend sealing your concrete to protect for surface defects. Colored or stamped concrete and exposed aggregate installations have special sealers which bring out the colors and texture.

Pouring a New Stoop

The form reinforcements for the stoop extend out from the stoop and may prevent a bobcat from being able to dump concrete in the forms. In that case, we need to back the concrete truck on the yard so the chute reaches the form area.

Cracks

Concrete is a rigid pavement and is guaranteed to crack with ground movement or material shrinkage during curing. Joints are either tooled or saw cut into concrete at pre-specified intervals so in theory, the cracking occurs in the bottom of the weakened joint areas, rather than randomly across the surface. Even with perfect joint layout, random cracking sometimes occurs. All cracks should be sealed annually to prevent water penetration below the slab.

Your Satisfaction

Please call if there is anything you are not satisfied with. We will return your call by the next business day.

THANK YOU

ASPHALT GUARANTEE AND MAINTENANCE GUIDE

Working with integrity and caring allows us to confidently provide you our long-term guarantee. Our 10 year guarantee is insurance for a complete return on your investment. Our one-of-a-kind guarantee provides security and peace of mind in your investment choice. This guarantee applies to work performed at said location; your guarantee is based on 10 years from date of completion and is transferable to other home owners of said property for up 10 years.

10 years against breakup, settlement, edge break-off, or weed growth. What does this mean?

- Breakup is observed as a pattern of cracks in a block or alligator pattern characteristic of pavement breakdown.
- Settlement is observed as a difference in height to surrounding structures, or areas of water pooling where water did not collect before. Edges are weakest due to encroachment of weeds and vegetation and other erosive forces.

If any of these conditions occur over the course of the guarantee period, we will repair the affected area to a structurally sound condition at no charge to you.

Please understand that reworking will leave the area slightly darker in color, but will blend out over a short time.

What are your responsibilities?

Reading and understanding the instruction sheet and taking proper care of your asphalt pavement.

- Sealing any thermal and root cracks annually.
- Calling in promptly when a warranty situation appears.

What we can't cover

Negligence or abuse contrary to the instruction sheet. Asphalt is not indestructible.

- Thermal cracks, root cracks, and sealcoat cracks.
- Abnormal ground movement as in clay-peat moss - see Instruction for definitions.

What about surface markings and tire marks?

Asphalt is a flexible pavement, and even with the best of care, can mark the first couple years. We understand this inherent pavement characteristic, and will repair minor surface markings as part of the warranty.

Long-term Satisfaction - A Partnership

By combining our warranty with proper care, your long-term satisfaction is assured.

CONCRETE **GUARANTEE AND MAINTENANCE GUIDE**

Working with integrity and caring allows us to confidently provide you our long-term guarantee. Our 10 year guarantee is insurance for a complete

return on your investment. Our one-of-a-kind guarantee provides security and peace of mind in your investment choice.

10 years against breakup or settlement. What does this mean?

- Breakup is observed as a pattern of cracks in a block or alligator pattern characteristic of pavement breakdown.
- Settlement is observed as a difference in height to surrounding structure or areas of water pooling where water did not collect before.
- If any of these conditions occur over the course of the guarantee period, we will repair the affected area to a structurally sound condition at no charge to you.
- Please understand that it is impossible to match concrete color exactly with different loads at different times. Repaired sections will stand out for a period of time, but it weathers to blend.

What are your responsibilities?

- Reading and understanding the instruction sheet and taking proper care of your concrete pavement.
- Periodic sealing of your concrete dependent on the life expectancy of the sealer used.
- Sealing joints annually with silicon to prevent water penetration under the concrete.
- Calling office promptly when a warranty situation appears.

What we can't cover

Negligence or abuse contrary to the instruction sheet. Concrete is not indestructible.

Hairline random cracking due to frost or root expansion or due to concrete shrinkage during curing.

Long-term Satisfaction - A Partnership

By combining our warranty with proper care, your long-term satisfaction is assured.