

IV. SpecificationsA. Purpose of Specifications:

Specifications are used as a basis for tendering, as a contract document and for direction in construction. They should not be used to define the amount of work required since this can usually be better shown on the drawings. Reference to the drawings is necessary in order to make them part of the legal Contract Documents. Specifications should not attempt to define the extent of the work to be performed by a subcontractor since it is the contractor's prerogative to assign work.

B. Fundamentals of Specification Writing:

1. Use clear, precise definitions stated in sufficient detail to permit only one interpretation.
2. Consider each word, phrase, sentence and punctuation mark since the specification may come under the scrutiny of a court.
3. Avoid repetition but do not confuse requirements by using similar wording just to avoid repetition. Choose the word which exactly conveys the desired meaning and use it as many times as necessary.
4. Write in the directive style in the imperative mood. This eliminates many words and increases the ease of interpretation. This style can be achieved by simply deleting such phrases as "shall be" and stating the requirement in the imperative mood.
5. Use the CSI (Construction Specification Institute) Master Format 1995.
6. Write the specification stating only requirements which can be enforced. Do not include requirements which cannot or will not be enforced. Requirements which depend on qualifications based on assessment by the individual rather than qualification against stated facts or standards are useless and only confuse those who use the specifications.
7. Use only designations contained in the Articles of Agreement or general Conditions. For example, use Consultant, contractor, subcontractor, Owner, NOT vendor, purchaser, supplier, tenderer, bidder, etc.

8. General and Supplementary Conditions are pre-printed forms supplied by the City intended to precede the Specification in the Contract Document package. Check the specifications against the General Conditions to insure that no conflict in instructions or information exists. The City uses the 1990 edition of the EJCDC General Conditions of the Construction Contract.
9. Courts have generally held that in the event of conflict between drawings and the specifications, the specifications, as a written document, govern. Therefore, they must be written clearly and not be conflicting.
10. Staff training on installed equipment must be included. The training requirements shall be coordinated with the facility user and the maintenance branches.

C. Division Format

1. The Division Format shall be the "Master Format" (1995) which has been recommended for use by the Construction Specifications Institute. When the construction industry has accepted the Master Format (2004), the City will update accordingly.
2. The Specifications Format comprises the following Divisions:

Division 0	Bidding and Contract Requirements (provided by City)
Division 1	General Requirements
Division 2	Site Work
Division 3	Concrete
Division 4	Masonry
Division 5	Metals (Architectural & Structural)
Division 6	Woodwork
Division 7	Thermal & Moisture Protection
Division 8	Doors, & Windows
Division 9	Finishes
Division 10	Specialties
Division 11	Equipment
Division 12	Furnishings
Division 13	Special Construction
Division 14	Conveying Systems
Division 15	Mechanical
Division 16	Electrical
3. In the Specifications Format, two words become very important. These words are "Division" and "Section". The word "Section" as

used in the Format denotes the "technical section". The word "Division" is used to denote a group of "sections".

4. The "Divisions" are the permanent unchanging framework of the Specifications Format. They are fixed in number and name; as titles they appear only in the Index.
5. The numbering system of the Master Format is very simple. As stated above, the "Division" number and title is fixed. The "Section" is identified by a complete numerical identification system (e.g. Section 03300, Section 07500, Section 09400, etc.)

D. Constructability Review General Guidance

Building construction estimated to have a cost of more than \$3,000,000 shall have a constructability review (Use 3-D Modeling Review). This will be done by the Architect and by the Project Manager in accordance with the review guidance (Appendix A).

NOTE: The following specification format should include items noted but by no means is all-inclusive.