

Chapter 5 – Technical Documents

5.2 PROJECT MANUAL

5.2.2 WRITING AND UPDATING D&C MASTER SPECIFICATIONS

INTRODUCTION

The term "master" is used to refer to specifications that are comprehensive enough to cover most of the materials and systems commonly used in D&C building construction and rehabilitation projects. Master specifications are used to help control the production of individual project specifications.

An important benefit of a good master specifications system is that it provides a means for reproducing repetitive material quickly. A good master specification also allows for adding material to the master text so that a greater number of situations are addressed. D&C master specifications cover 90 to 95 percent of the work produced by the Division of Design so that very little actual specifications writing is required for most project specifications. Individual project specifications can be produced, for the most part, by editing the master specifications by deleting parts that do not apply to the particular project. Additional requirements can be added to the project specification when necessary.

- Sometimes additions initiated by the requirements of a particular project are incorporated into the master specifications when appropriate.

D&C master specifications are updated as the need arises. Sometimes the updating entails relatively minor changes. At other times the updating involves completely re-writing an existing specification or writing an entirely new specification.

- The updating and modifying is monitored on the Specifications QIT.
- Every section and document listed on the table of contents is dated. This date corresponds with a date placed on each page of the corresponding master specification. When a section or document is revised, the date is changed.
- The D&C master specifications Table of Contents is updated regularly to reflect the changes made.

Master specifications also provide the opportunity to include **yellow highlighted** text as editor's notes within the text to provide editing notes and reminders of certain things as the specification is edited. Editor's notes include items such as coordination requirements, material choices for certain conditions, or modifications required for certain clients. In addition to editor's notes, detailed information and drawing coordination instructions are sometimes included at the end of the master specification so that important information, applicable to that section or document is readily available

The quality of the project specifications produced by D&C is dependent upon the quality of the master specifications. Therefore, master specifications need to be up-to-date and organized in a readily understood and consistent format.

Persons writing master sections and documents must be able to write clear, correct, and concise master specifications in a reasonable amount of time and in accordance with the standards established by D&C. All specifications editors should be on constant lookout for errors (both technical and format) in the master specifications.

- If errors are found the Specifications QIT should be notified.
- D&C master specifications numbers and titles are based upon CSI's MASTERFORMAT. When updating or writing master specifications MASTERFORMAT should be checked to verify the proper section or document number and title. If an old specification does not correspond to MASTERFORMAT, the number and/or title should be changed accordingly unless otherwise approved by the Specifications QIT.

The primary goal of a specifications section is to establish the quality of materials and the acceptable level of workmanship required for a basic unit of Work.

- The purpose of this Subchapter is to establish from section to section, and document to document, a uniform and orderly sequence of presenting technical material.
- The use of a definite repetitive procedure minimizes the chance for omission or duplication of items.
- A standard format facilitates the location of specific information by users of the Project Manual once they become familiar with the format.

REFERENCES

Reference information available when writing or updating master specifications include:

- AIA/Arcom Masterspec.
- Client agencies.
- CSI Manual of Practice binder (kept by Specifications QIT leader).
- Field staff.
- Guide master section.
- Manufacturer's representatives.
- Manufacturers' web sites and product data.
- NYS Library.
- Other Chapters in the Design Procedures Manual.
- Other designers.
- Reference Standards.
- Specifications QIT members.
- Sweets Catalogs.



THREE PART SECTION FORMAT

D&C master specifications are organized, for the most part, in accordance with the CSI Section Format.

- The latest edition of CSI Section Format is in the CSI Manual of Practice binder.
- D&C policy is to avoid using SUMMARY or SECTION INCLUDES headings which are allowed by CSI Section Format. This is in keeping with D&C’s longstanding premise that the scope of the work should be shown on the drawings and not be repeated in the specifications. The exceptions are those sections which contain work that is not shown on the drawings. The paragraph headings listed in CSI Section Format under "SUMMARY" are upgraded to articles (all uppercase letters) to be used only when applicable.
- The paragraph heading "Related Sections" has been changed to the Article heading "RELATED WORK SPECIFIED ELSEWHERE".
- Every updated and new specification in Divisions 02 through 48 should follow the format and language styles described in this and related Subchapters.
- If, while working on an updating assignment, you have any doubt about where a particular item of information belongs, please consult with a member of the Specifications QIT.

GUIDE MASTER SECTION

A guide master section has been developed to assist in updating and writing master specifications. The guide master section gives detailed instructions and examples of most article and paragraph titles used by D&C. Refer to the CSI Section Format in the CSI Manual of Practice binder for a comprehensive description of what the various articles should include. It is not intended that all of the article and paragraph titles in the guide master section, or in the CSI Section Format, be used for any one Section. Only those required for clear, correct, and concise specifications should be included.

SCHEDULE OF SUBMITTALS

The Master Schedule of Submittals (S.O.S.) applicable to the submittals article of the master specification must be written or updated to correspond to the submittals article when a master specification is written or updated.

Revision History:

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	11/21/07	Last revised date		
1	04/13/2015	Revised “hidden text” to “yellow highlighted text”	Parnett	Parnett