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II. Introduction

1. The purpose of this guide is to ensure consistency and coordination within the Project Manual.
2. RLGA Technical Services ("RLGA") recommends the use of MasterSpec® because of its coordination and ease of use. However, consultants are welcome to use their own internal guide specifications, or sections from other providers of master guide specifications, provided they comply with the requirements of this guide. RLGA has several sections for Divisions 2, 3, 4, 5, 13, 15, and 16 that can be made available to the consultant for use on this project. Contact RLGA for a list of sections.
3. RLGA may modify a consultant's specification section to comply with this guide.
 - a. Any changes made will affect only the format, the way the content is presented, or to correct spelling or grammatical errors.
 - b. Changes WILL NOT be made to technical requirements unless expressly approved by the consultant who authored the section.
 - c. Major format changes required on a specification section will be annotated and returned to the consultant for correction.
4. You must coordinate your sections with other consultants who might have an impact on your specifications. This will help identify possible duplication of effort. A common situation encountered involves Section 02300 "Earthwork." Either the civil or structural engineer can prepare this Section, but both have interest in its content.
5. When submitting your specification sections to RLGA, do not send printed copies. Email specification files in MS Word document (".doc") format, or rich text format (".rtf") for WordPerfect users, individually or in a compressed "zipped" file.
6. If you have any questions regarding the preparation of your specification sections, contact RLGA:
Ronald Geren, RA, CSI, CCS, CCCA
ron@specsandcodes.com

III. References

1. Project Manuals prepared by RLGA will conform to the following standards published by the Construction Specifications Institute (CSI):
 - a. MasterFormat™ 1995 Edition
 - b. SectionFormat™ 1997 Edition
 - c. PageFormat™ 1999 Edition
2. Specification writing and practice will conform to the *Project Resource Manual - CSI Manual of Practice*, or *MOP*, as referenced throughout this document.

3. Copies of these references can be purchased through the CSI website at <http://www.csinet.org>.

IV. Basic Guidelines

1. Do not mix the use of "Architect," "Landscape Architect" and "Engineer." Since the Architect will be the administrator of the Contract, all references to the design professional should state "Architect." The Architect will delegate responsibility to consultants as required based on the situation.
2. Do not use the following symbols (MOP 5.8.6):
 - a. % for percent
 - b. ° for degree (for temperatures, use "75 deg F" or "24 deg C")
 - c. + for plus
 - d. - for minus
 - e. ± for plus or minus
 - f. X (or x) for by, as in 2X4
 - g. / for per
 - h. @ for at
3. For dimensions, use the following (MOP 5.8.6):
 - a. Feet with no inches: 8 feet
 - b. Inches with no feet: 16 inches
 - c. Feet and inches: 5'-6"
 - d. Fractions of an inch: Do not use fraction characters (i.e. ¼, ½, etc.). Use individual characters (i.e. 1/4, 1/2, etc.) In dimensions, use the following:
 - (1) 8'-4-1/2"
 - (2) 3-1/2 inches
4. Address the Contractor only. Do not address individual subcontractors or trades (e.g. "Electrical subcontractor to provide wiring"); refer to the specific section that provides the requirement (e.g. "Provide wiring as specified in Section 16400"). (MOP 5.9.5.4)
5. Do not use "or equal" statements. For publicly bid projects, provide at least three acceptable manufacturers or products. If you'll accept substitutions, or it's required for publicly bid projects, provide the statement "or approved substitutions." This will require the Contractor to get approval before installation. (MOP 5.7.4.3.3 and 5.7.5)
6. Delete products and materials that will not be used, or permitted, on the project.
7. Do not use **bold text** except for text indicated in the specification template. (PageFormat)
8. Do not underline text. Emphasize text by CAPITALIZATION. (PageFormat)

V. Project Manual Divisions

1. There will only be 16 Divisions in a project manual. The use of "Division 17" is not recommended and will not be used. The following typical uses of "Division 17" will be located in the Divisions indicated:
 - a. Energy Management and Control System: Division 13, Special Construction.
 - b. Audio/Visual: Division 16, Electrical.
 - c. Building Commissioning (overall program): Division 1, General Requirements.
2. Contact RLGA about locations for any other uses not listed above.

VI. Division 1 - General Requirements

1. Each consultant that prepares specification sections for a project will be given the applicable sections from Division 1 for review and reference.
2. Do not duplicate requirements in Division 1 sections within individual sections that you prepare (MOP 5.6.3.1).
 - a. The most common of these include:
 - (1) Submittal procedures.
 - (2) Record Documents.
 - (3) Operation and Maintenance Manuals.
 - b. If you do not agree with a requirement in a Division 1 section, contact RLGA.

VII. Section Numbers and Titles

1. Comply with MasterFormat™ for section numbers and titles. Numbers and titles for the first 4 digits (levels 1 through 3) in a section number are identified in MasterFormat™. The fifth digit (level 4) is open, and the specifier may use any digit (1-9) and any title that's in line with the broader scope, Level 3 title. For example:

Level 1 - Division 15, Mechanical
Level 2 - 15100 Building Services Piping
Level 3 - 15160 Storm Drainage Piping
Level 4 - 15162 Cast Iron Roof Drains.....Title and last digit determined by specifier

} Established by MasterFormat™

2. The 1995 Edition of MasterFormat™ made significant changes to the contents of certain Divisions; especially in Divisions 2, 13, 15, and 16. Some guide specifications used by consultants are still based on the 1988 or older editions. Make sure section numbers and titles match the 1995 Edition, as this will make it easier when cross referencing by other consultants.

VIII. Specification Format

1. A Microsoft Word template file will be issued along with this guide that will have the required format for each specification section. This template is based on CSI's SectionFormat™ and PageFormat™.
2. The basic format for each section will consist of three PARTS. Each specification section will provide all three PARTS. If a PART is not used, then state below the PART title "Not Used." The three PARTS are:
 - a. PART 1 GENERAL
 - b. PART 2 PRODUCTS
 - c. PART 3 EXECUTION
3. The following page setup instructions are based on MS Word:
 - a. For MS Word 97:
 - (1) Headers and Footers (in "Layout" tab): Check the box for "Different odd and even"
 - (2) Mirror Margins (in "Margins" tab): Check the box
 - (3) Margins:
 - (a) Top: 0.5 inch
 - (b) Bottom: 1 inch
 - (c) Inside: 0.8 inch
 - (d) Outside: 0.5 inch
 - (e) Header: 0 inches
 - (f) Footer: 0.5 inch
 - b. For later MS Word versions:
 - (1) Headers and Footers (in "Layout" tab):
 - (a) Check box for "Different odd and even"
 - (b) Header: 0 inches
 - (c) Footer: 0.5 inch
 - (2) Multiple Pages (in "Margins" tab): Select "Mirror margins" from drop-down list
 - (3) Margins:
 - (a) Top: 0.5 inch
 - (b) Bottom: 1 inch
 - (c) Inside: 0.8 inch
 - (d) Outside: 0.5 inch
4. Font: Arial; 10 point.
5. Headers and Footers:
 - a. No headers will be used.
 - b. Use the footers exactly as provided in the specification template. Do not add, delete, or change any information except for the Section number and title. If using the specification template provided, you can change the Section number and title by doing the following in MS Word:
 - (1) On the menu bar, select "File" then "Properties"
 - (2) A dialog box will appear. Select the "Summary" tab.

- (3) For the Title, enter the Section number.
 - (4) For the Subject, enter the Section title in title case (not all caps).
 - (5) Click "OK" to return to the document.
 - (6) Press the "F9" key on your keyboard and the Section title and numbers will be updated in the section title and in the footers.
- c. There are separate footers for odd and even pages.
6. For MasterSpec® users using MS Word 97, the process of reformatting is very simple:
 - a. Save the specification template file in your MS Office templates folder.
 - b. Open the specification Section document you want to reformat.
 - c. On the menu bar, select "Format" then "Style Gallery." A dialog box with all the templates should be listed.
 - d. Find the specification template file and select it.
 - e. Click "OK." The styles in your document will be automatically updated to those in the specification template.
 7. For MasterSpec® users using later versions of MS Word, the process of reformatting is also very simple, but slightly different:
 - a. Save the specification template file in your MS Office templates folder.
 - b. Open the specification Section document you want to reformat.
 - c. On the menu bar, select "Format" then "Theme." On the dialog box that appears, select the "Style Gallery..." button at the bottom.
 - d. A dialog box appear with all the available templates listed at the left.
 - e. Find the specification template file and select it.
 - f. Click "OK." The styles in your document will be automatically updated to those in the specification template.
 8. For non-MasterSpec® users using MS Word, the styles from the specification template can still be used, but must be manually applied:
 - a. Follow the instructions listed above for MasterSpec® users; or,
 - b. Open a new document based on the specification template, then copy and paste your text into the new document.
 - c. Apply the following styles to the indicated text:

Style	Text
SCT	Section title SECTION 00000 COMPLETE SECTION TITLE
PRT	PART titles PART 1 GENERAL
ART	Article titles 1.01 SUMMARY
PR1	Level 1 paragraphs A. Xxxxxxxx.....
PR2	Level 2 paragraphs 1. Xxxxxxxx.....
PR3	Level 3 paragraphs a. Xxxxxxxx.....
PR4	Level 4 paragraphs 1) Xxxxxxxx.....
PR5	Level 5 paragraphs a) Xxxxxxxx.....
EOS	End of Section END OF SECTION

9. If you have any questions about the format, please contact RLGA.

IX. Specific Coordination Items

1. Typically, consultants will reference Sections prepared by the architect or other consultants. The list below provides the basic list for the consultant to start with. RLGA will provide consultants with a project-specific list. Those in bold will almost always be included in the project manual.

2. Excavation and Backfilling: Typically reference Section 02300 "Earthwork," but it could have its own Section 02315 "Excavation and Fill." Coordinate with the civil or structural engineer (depending on who will prepare the Section). Do not duplicate requirements.
3. Concrete: For miscellaneous concrete uses (i.e. equipment pads, etc.) reference **Section 03300 "Cast-in-Place Concrete."** Coordinate specific requirements with structural engineer.
 - a. Concrete Pavement (not sidewalks): Section 02750 "Rigid Pavement," or one of the level 3 titles.
 - b. Sidewalks: Section 02775 "Sidewalks."
 - c. Curbs and Gutters: Section 02770 "Curbs and Gutters."
4. Blocking/Backing: Coordinate with RLGA as to which Section below will be used:
 - a. Wood Blocking (in metal or wood studs): Section 06105 "Miscellaneous Carpentry."
 - b. Metal Plates (in metal studs): Section 09260 "Gypsum Board Assemblies."
5. Miscellaneous Supports: For typical slotted channel (i.e. Unistrut), metal angle, etc. that is used to support other work, reference **Section 05500 "Metal Fabrications."** Specialty hangers for piping and conduit should remain in Divisions 15 and 16, respectively.
6. Firestopping: For all penetrations through fire-rated assemblies (walls, floors and ceilings), reference Section 07841 "Through-Penetration and Firestop Systems." Do not reference if there are no fire-rated assemblies.
7. Flashing: For any flashing required to prevent moisture penetration (does not apply to flashing installed integrally to equipment), reference Section 07620 "Sheet Metal Flashing and Trim." Coordinate special requirements with RLGA.
8. Equipment Curbs: For manufactured roof equipment curbs, reference Section 07720 "Roof Accessories." Coordinate requirements with RLGA. For site-built equipment curbs, reference Section 06105 "Miscellaneous Carpentry" for wood curb framing, and Section 07620 "Sheet Metal Flashing and Trim" for all flashing.
9. Sealants: For all sealants applied as a part of installation (not sealants used in the fabrication of equipment), reference **Section 07920 "Sealants."** Coordinate requirements with RLGA.
10. Access Doors and Panels: For access to mechanical equipment, valves, etc., reference Section 08311 "Access Doors and Frames." Coordinate requirements with RLGA.
11. Painting: For painting of mechanical and electrical equipment, and exposed piping, conduit, and ductwork (including inside of ductwork visible through grilles or registers), reference **Section 09910 "Paints."** Coordinate special requirements with RLGA.