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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 02, 03, 04, 05, 22, 23, 26, 28, 31, 32 and 33 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 31 20 00 "Earth Moving." 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, AIA, CSI, CCS, CCCA, SCIP
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III. References

1. Project Manuals prepared by RLGA will conform to the following standards published by the Construction Specifications Institute (CSI):
 - a. MasterFormat™ 2004 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 *PRM*, 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 (*PRM* 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 (*PRM* 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 26 05 19"). (*PRM* 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. (*PRM* 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. The Divisions listed as "Reserved for Future Expansion" in MasterFormat 2004 Applications Guide will not be used.

VI. Division 01 - General Requirements

1. Each consultant that prepares specification sections for a project will be given the applicable sections from Division 01 for review and reference.
2. Do not duplicate requirements in Division 01 sections within individual sections that you prepare (*PRM* 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 01 section, contact RLGA.

VII. Section Numbers and Titles

1. Comply with MasterFormat™ for section numbers and titles. Numbers and titles for the first 6 digits (levels 1 through 3) in a section number are identified in MasterFormat™ as well as some sections having 2 additional digits for a level 4 number. Numbers and titles should be used as listed in MasterFormat™; however, numbers and titles for work results not listed may be generated and interpolated with numbers that are provided. Consult RLGA for section numbers and titles not provided in MasterFormat™.

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 00 00 00 COMPLETE SECTION TITLE
PRT	PART tiles 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 following paragraphs below provide 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 31 20 00 "Earth Moving," but it could have its own Section 31 23 00 "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 03 30 00 "Cast-in-Place Concrete."** Coordinate specific requirements with structural engineer.
 - a. Concrete Pavement: Section 32 13 00 "Rigid Paving," or one of the level 3 titles.
 - b. Curbs and Gutters: Section 32 16 00 "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 06 10 53 "Miscellaneous Rough Carpentry."
 - b. Metal Plates (in metal studs): Section 09 22 16 "Non-Structural Metal Framing."
5. Miscellaneous Supports: For typical slotted channel (i.e. Unistrut), metal angle, etc. that is used to support other work, reference **Section 05 50 00 "Metal Fabrications."** Specialty hangers for piping and conduit should remain in their respective Divisions of the Facilities Services Subgroup.
6. Firestopping: For all penetrations through fire-rated assemblies (walls, floors and ceilings), reference Section 07 84 13 "Penetration Firestopping." 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 07 62 00 "Sheet Metal Flashing and Trim." Coordinate special requirements with RLGA.
8. Equipment Curbs: For manufactured roof equipment curbs, reference Section 07 72 00 "Roof Accessories." Coordinate requirements with RLGA. For site-built equipment curbs, reference Section 06 10 53 "Miscellaneous Rough Carpentry" for wood curb framing, and Section 07 62 00 "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 07 92 00 "Joint Sealants."** Coordinate requirements with RLGA.
10. Access Doors and Panels: For access to mechanical equipment, valves, etc., reference Section 08 31 13 "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 09 91 23 "Interior Painting."** Coordinate special requirements with RLGA.