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January 2002 (Draft-mjf)

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INTRODUCTION

Construction Specifications Canada's (CSC) TEK•AIDs are informative comprehensive documents covering technical aspects of a particular construction-related subject. Generally a TEK•AID consists of two parts: DIGEST and MASTER SPECIFICATION(s).

The DIGEST is a general discussion that may make recommendations but does not state requirements. The illustrations, tables, and charts found within the DIGEST and its appendices serve as a reference to develop project specifications and related drawing details in a form suitable for incorporation into a contract.

The MASTER SPECIFICATION may incorporate one or more specification sections, intended to assist the specifier when preparing a project specification. They may also serve as a basis for developing an office master specification.

A SUMMARY is prepared for each TEK•AID that offers a general overview of the TEK•AID content, highlighting important information. The primary purpose of the SUMMARY is to provide a condensed synopsis for the purpose of promoting a particular TEK•AID in publications and on CSC's web site.

Construction Specifications Canada does not accept liability for the information contained in a CSC TEK• AID. The reader is expected to make judicious use of the data as part of a quest for further technical knowledge. Any CSC TEK•AID is subject to revision at anytime.

PURPOSE OF THE PREPARATION GUIDE

The purpose of this Preparation Guide is to assist authors in preparing new TEK•AID documents. The guide suggests how to organize a committee and the process of researching, developing, and documenting the technical data for the TEK•AID. It also outlines the depth of information required and provides instruction for the organization and presentation format of a TEK•AID. A TEK•AID cannot be published until it conforms to the criteria of this Preparation Guide and is approved by the CSC Technical Studies Committee (TSC).

A completed TEK•AID should represent the common understanding of a particular subject by the designer, specifier, manufacturer, and constructor. To accomplish this, CSC may form a joint venture with other associations in developing a TEK•AID document, thus sharing information, resources, and cost of production. This joint effort will be reflected by representation on the TEK•AID Review Committee and will develop and enhance document integrity. Existing industry association documents that are technically suitable, may be considered and endorsed by CSC and incorporated into a TEK•AID.

TEK•AIDs incorporate current available information and may become industry standards. However, they are not produced for the purpose of defining trade jurisdictions.
A list of subjects is established by the TSC and available for assignment. The list is drawn from the section titles of *MasterFormat*™ and is intended to support TSC's objectives. A specific interest group can also approach the TSC for authorization to proceed with a specific subject.

A TEK•AID may be prepared by an individual but a committee is usually more desirable. A committee can be composed of individuals with similar interests, but diverse backgrounds. A broad base of knowledge will tend to reduce the risk of overlooking important areas of information. Due to the nature of TEK•AIDs, committed and knowledgeable industry members should be involved in their preparation.

Before undertaking the development of a TEK•AID, individuals should be aware that a substantial amount of research and effort is required.

When a new TEK•AID assignment is made, the TSC, in consultation with the TEK•AID committee, will establish submission dates for the drafts. Ninety days is a standard target for the completion of each draft.

Although an extension may be requested, adherence to the original due dates is important in order to avoid delays in production and dissemination of valuable information.

If the TSC determines that an assignment is not being actively pursued, the TEK•AID Committee (or individual) may be asked to relinquish the assignment so that it may be reassigned and completed.

Requests for additional assistance should be directed to the TSC.

TEK•AID COMMITTEE

Interested groups or individuals may request permission from the TSC to establish a TEK•AID committee. When authorization is received, the process of developing the committee and the document may proceed. The TSC will assign one if its members to the position of coordinator. Correspondence between the TEK•AID committee and TSC should be through this individual.

The TEK•AID committee should be structured so that the interest of many parties can be represented, including owners, designers, specifiers, contractors, installers, suppliers, and manufacturers. The committee should draw upon the expertise and input of these individual members to complete a successful TEK•AID document. A small committee comprised of approximately six individuals, is most effective. At least two of those individuals should be members of CSC, and one should be a Registered Specification Writer (RSW).

When the TEK•AID committee is established, the names, addresses, phone, fax number, email addresses and company affiliations of the chair, RSW representative, and committee members should be forwarded to the TSC. Minutes of every meeting should be sent to the TSC, as well as manuscript drafts as they are being developed. Use the Electronic Style Guide for naming and distribution of manuscripts.

PREPARING A TEK•AID

Emphasis is placed on the following elements when preparing a TEK•AID.

Language and Clarity:

- Use correct grammar, spelling, and punctuation;
- Use short sentences;
- Use subject/verb/object form of sentence structure;
- Use words and technical terms in their generally accepted meaning as recognized by professional and technical personnel in the construction industry. Avoid the use of colloquial language and terms; (See Manual of Practice Volume A - Language of the Project Manual.)
- Use metric units of measurement. Note: If the product or system is manufactured and promoted in imperial units, include metric conversion tables under the abbreviations heading of the document.

Technical Authority:

- Present documented material, not opinions;
- Avoid reproduction of material that may create copyright infringement;
- Manufacturers and their trade names are only to be used under the Resources heading.

Awareness of Reader:

- Assume some knowledge of the subject on the part of the reader;
- Do not attempt to set forth everything about the subject;
- If the topic is pertinent, cover it in brief and meaningful language;
- Make certain that statements are self-explanatory. Do not leave questions in the reader's mind.

Quality of Content:

- A TEK•AID should have substance;
- Each part of it should be essential and informative;
- Do not mistake length for substance;

Organization:

- Produce a well-organized manuscript;
- Avoid a rambling, piecemeal presentation;
- Do not make statements that conflict with facts presented in other parts of the TEK•AID.

Suggested Preparation Steps:

1. Gather the latest editions of technical resources including the CSC Manual of Practice, CSC/CSI MasterFormat, CSC/CSl *SectionFormat*, CSC/CSI *PageFormat*, applicable NMS (National Master Specifications) sections, and MANU-DATA sheets.

2. Using existing TEK•AID documents as a resource, obtain copies of all applicable standards, association and institute publications, and applicable books and periodicals. In some instances this information may be available only through a library.

3. Obtain the latest information from applicable manufacturers and other sources.

4. Correspond with other specifiers and appropriate industry members to obtain available information (e.g., office master specifications, coordination lists, preferred terminology lists, checklist and inspection suggestions).

5. Study the Manual of Practice for principles to be followed in the preparation of Master Specifications.

6. Review related TEK•AIDs and NMS sections to determine additional information that would be advantageous to the specifier. It is essential that related NMS and TEK•AID documents reflect a consistency of scope, terminology and coordination requirements. If NMS documents are found lacking, excessive in coverage, or in error, they should be marked and forwarded to the Chair of the Technical Studies Committee.

7. Develop an outline scope (SUMMARY) summarizing what the TEK•AID will cover. Submit this outline to TSC for approval. This summary should include a listing of the applicable TEK•AID headings and a point form summary for each heading.

8. Analyze the gathered resources and catalogue the information according to the TEK•AID headings.

9. Cut and paste the material under appropriate TEK•AID heading and titles.

10. Review the cut and paste draft; add, delete or move material until comprehensive, well coordinated, and uniform document hs been achieved.

11. Prepare the first draft using computer word-processing software (preferably using WordPerfect Version 6.1 or above). Hard copy drafts should be submitted with double line spacing (no columns) and a 50 mm right margin for comments by the reviewers. Electronic drafts should be titled according to the title conventions outlined in the Electronic Style Guide. Reviewers should use the redline and strike-out functions to provide comments electronically.

12. Revise the draft submitted to TSC for final review and approval. Submit the final draft electronically.

Suggestion: To assist the author in grasping the concept of beginning their first TEK•AID draft and to define the content, the following steps are recommended:

.1 Develop a rough outline of the master specification section in order to identify the subject scope required for the specification.
.2 Identify the potential article titles required.
.3 Determine the various material and installation options that need to be addressed.

One of the functions of the DIGEST is as a support document for the specifier. Its scope is determined by the options and alternatives required in the Master Specification. With the rough outline of the Master Specification in place, the Digest must first outline, then describe in detail the support information required by the specifier to make informed choices in the specification section.

Arrangements for publishing of the approved TEK•AID will be coordinated and performed by the TSC.

OUTLINE

The CSC TEK•AID document combines typical elements of a design consultant's office library and reference system, which generally includes files for educational data, technical reference data, and master specifications. Project information may be accessed from Construction Specifications Canada MANU-DATA sheets, Sweet's Catalogue File, Buildcore Index and manufacturers' catalogues.

When developing a TEK•AID document, use loose leaf binders to consolidate the TEK•AID data, organized to the numerical system established by *MasterFormat*™.

TEK•AID Content

A TEK•AID has two distinct parts: the DIGEST and the MASTER SPECIFICATION.

DIGEST

The DIGEST is an educational document and introduces the technical subject. It is sufficient in technical depth to permit the reader to understand the subject and to make appropriate decisions related to the subject. It contains background information for the knowledgeable use of the MASTER SPECIFICATION section. A compendium of standardized details, tables and charts used for clarifying a project specification'sintent and for incorporation into a contract are also included as Appendices to the DIGEST and used as reference for the specifier.

MASTER SPECIFICATION

The MASTER SPECIFICATION is a technically comprehensive master specification section(s), drafted to CSC *PageFormat*™ and *SectionFormat*™ using the NMS (Canadian National Master Specification) as a base document. Where an NMS section already exists, the completed TEK•AID MASTER SPECIFICATION section may be utilized by others as a basis for updating the NMS section. If no NMS section exists, the completed MASTER SPECIFICATION section may be incorporated into the NMS as a new section.

Various articles within the MASTER SPECIFICATION section require the specifier to make choices. The DIGEST is intended to assist the Specifier in making these choices. The MASTER SPECIFICATION encourages the use of the DIGEST and provides assistance to trades in understanding specification intent.

DOCUMENT CONTENT

Table of Contents

Each document should contain a Table of Contents. The DIGEST and its appendices can be formatted to the layout indicated on Page ? of this guide. The MASTER SPECIFICATION standard introductory contents are listed on Page ? of this guide; outlines of potential article titles are listed in *SectionFormat*™.

Table of Content should list headings, paragraph and subparagraph titles if they are used. List illustrations, diagrams, drawings, charts, and tables under separate headings at the end of the Table of Contents.

The following listings include samples or typical headings that may be contained in the DIGEST and MASTER SPECIFICATION. Headings are listed in the order in which they appear in the document. Some headings may not be required or additional headings can be included as deemed appropriate to the specific TEK•AID subject:

DIGEST

- Introduction
- Generic Terminology
- Abbreviations
- Coordination with Related Sections
- Applicable Standards
- Codes and Regulations
- Product Approval Agencies
  - Authorities
  - Utility
- Resources
- Qualified Products List
- Warranty/Guaranty
- Products and Equipment
- Properties
  - Advantages and Disadvantages
  - Selection Factors
  - Restrictions
- Assemblies
  - Functional
  - Acoustic
  - Fire
  - Others
- Options
- Installation/Application/Erection
  - Selection Factors
  - Restrictions
- Relative Costs
  - Availability
  - Initial Cost
  - Operation and Maintenance
  - Life Cycle
  - Other Costs
- Specifying Options
- Check Lists
  - Drawings
  - Specifications
  - Estimating
  - Inspections
- Illustrations

Appendices

- Generic Terminology
- Abbreviations
- Coordination with Related Sections
- Applicable Standards
- Drawing Standards and Notations
- Standard Details
- Standard Tolerances

MASTER SPECIFICATION

- Part One - General
- Part Two - Products
- Part Three - Execution

ORGANIZING THE DIGEST

Whenever possible, use the CSC Manual of Practice and CSC technical subject documents to supplement the commentary of the DIGEST.

▸ Introduction

This is a general description of the DIGEST subject, and its relationship to the REFERENCE and MASTER SPECIFICATION. The introduction may also discuss some historical facts regarding the subject matter. In some instances, a single DIGEST may be applicable to a number of narrowscope master specification sections.

The introduction should explain how narrower scoped MASTER SPECIFICATION sections relate to the DIGEST. The introduction should open with the following wording:

"This Digest describes the subject of.....".

▸ Generic Terminology

Provide definitions of basic technical terms needed for a clear understanding of the subject. List terms in alphabetical order followed by a colon and the definition.

Define terms that may not be readily understood by the reader, and those normally found in the specification section or on the drawings.

Obtain definitions from accepted standards or from authoritative publications. Do not attempt to compile a list of original definitions and do not define commonly used terms such as building elements. Where a term has several meanings, use only those that relate to the specific subject of the TEK•AID. Cross reference terms that have similar meanings.

Include the following statement at the beginning of Generic Terminology:

> "A listing of defined generic terms and abbreviations used in the industry and in this work are appended to this document. In the text we have italicized these words to alert the readers that they may carry a specific meaning."

A list of definitions longer than one page should be included as an appendix with reference to the specific appendix in the DIGEST text under this heading. Defined terms should be italized in the text of the DIGEST.

- Abbreviations

Refer to CSC Manual of Practice, Volume E - Acronyms and Abbreviation, as a reference. This portion of the TEK•AID is should be an alphabetical listing of abbreviations common to the TEK•AID subject. Use widely known and industry accepted abbreviations only.

Include the following performance statement at the beginning of Abbreviations:

> "The following abbreviations are appropriate for use in schedules, tables, on drawings and in some instances, in the specifications. It is recommended that abbreviations be used with restraint in the specifications. Common abbreviations may be found in the CSC MOP Volume E - Acronyms and Abbreviations."

A list of abbreviations longer than one page should be included as an Appendix with reference to the specific Appendix in the DIGEST text under this heading.

- Coordination with Related Sections

This is to identify subjects or other work that will be specified in other sections of the specifications but which has a direct bearing on this product or system. Section numbering must conform to the latest edition of *MasterFormat*™. Provide a brief description of the work in the related section and indicate how it can affect this particular TEK•AID subject. The discussions should be sufficiently thorough to permit the specifier to complete the "Related Sections" paragraphs in the MASTER SPECIFICATION section.

The coordination with the Related Sections article should begin with the following wording:

> "The following subjects identify work which is specified in other sections of the specifications but which has a direct bearing on.....".

An example listing of Related Sections can be referred is:

> "Section 15050 - Mechanical Bases, Curbs, Pits ,Trenches: This Section includes special requirements for mechanical equipment."

OR

> "Electrical - Section 16050: This Section includes special requirements for raceways, underfloor ducts, etc."

- Applicable Standards

This article should provide an alphabetical listing of applicable product or quality reference standards and provide an explanation of each standard's content. Hard copy and electronic (web-based) catalogues containing short form descriptions for most building construction standards are available from CGSB, CSA and ASTM. Include dates of standards in this article only; but nowhere else in the DIGEST or MASTER SPECIFICATION. List American standards only when no Canadian standard is available.

The Applicable Standards article should begin with the following statement:

> "The following alphabetical listing of standards writing authorities and reference treatises appear in many project specifications and the CSC Master Specifications associated with this TEK•AID. These standards apply to individual materials and components as well as to the regulatory requirements associated with work in Canada. Listed herein are the associations and a description of the types of reference documents available. A complete list of reference publications can be found in Appendix B."

An example listing of a Canadian General Standards Board (CGSB) standard is:

> "CAN/CGSB-69.2-M88, Power Operated Pedestrian Doors. This standard includes....."

OR

> "Manual of Concrete Inspection & ACI Series Documents including terminology for materials, mixes and Execution information."

Any list of reference standards longer than one page should be included as an appendix with reference to the specific appendix in the DIGEST text under this heading.

- Codes and Regulations

This article should identify the common and more obscure codes and regulations applicable to the products and materials identified in the DIGEST. The discussion must be national in perspective. However, each TEK•AID should caution the user to consider local jurisdictional requirements. Include the following statement at the beginning of Codes and Regulations:

> "The following codes and regulations must be considered when preparing a specification on the subject of.....".

- Product Approval Agencies

This is an alphabetical listing of the authorities which provide approvals for the TEK•AID product or system, (eg: set of conditions; (eg: Department of Labour approval is required to obtain an Elevator Certificate).

Products may be listed or labelled; be sure to differentiate between the two; (ie: a labelled product has been fabricated to applicable requirements of a labelling authority and bears their identification label). A listed product has been fabricated to the specific requirements of a listing authority and classified into a published list; markings of the listing authority may or may not appear on the product.

- Resources

List a bibliography of the sources from which data contained in the specific TEK•AID originates. Sources of technical papers and research bodies should be listed. A detailed listing of references is important to the integrity of the TEK•AID and to encourage of further research into the subject matter. Additional reading sources may also be provided to further broaden knowledge of the subject matter.

Reference data bibliographies should be assembled in the following manner:

Association and Institute Publications

- Arrange the names of associations and institutes in alphabetical order; include a complete mailing address.
- For each listing, use the exact title and designation of publication.
- Arrange the publication listing by designation in alphabetical and numerical order; include date of publication.

Here is an example of referencing an association or Institute:

Construction Specifications Canada , Suite 200, 100 Lombard Street, Toronto, Ontario, M5C 1M3; TEK•AID, Section 08460 - Automatic Entrance Doors, 1991.

Related books, building codes, publications and articles:

- List books, building codes and publications in alphabetical order by author's last name, author's given name and initials, title of the book, publisher's name, city and year of publication.

Here is an example of referencing a book:

HUTCHEON, Neil B. and HANDEGORD, Gustav O.P.; Building Science for A Cold Climate, John Wiley & Sons, Toronto, 1983.

- List referenced articles in alphabetical order by author's last name, author's given name and initials, title of the article, name and date of the publication, followed by the page numbers of the referenced article.

Here is an example of referencing an article:

SUMI K.; "Fire Safety of Furnishings", National Research Council, Division of Building Research, CBD243, December 1985, Page 3.

Manufacturer's Product Literature

- Arrange the names of the manufacturers in alphabetical order; include a complete mailing address.

Here is an example of referencing a manufacturer's product literature:

ABC Bubblegum, 123 Anywhere Avenue, Any Town, Any Province, A1B 2C3.

- Qualified Products List

This is an alphabetical listing of certifying agencies which provide approvals for materials or products. (e.g.: DND, CGSB Qualified products List). Identify the agency first and then the products or related products listed by an agency.

Include the following statement at the beginning of the Qualified Products List:

"The following certifying agencies list products applicable to this subject."

- Warranty/Guaranty

Discuss any warranty or guaranty requirements which are particular to the product; (eg: 5 year warranty on hermetically sealed glazing units). Identify the role a manufacturer's warranty or a system guaranty should perform in product selection and the effect it could have on relative costs. Refer to CSC Manual of Practice (MOP) Volume B Chapter - Warranty/Guaranty.

- Products and Equipment

Products are defined in Canadian Construction Documents Committee (CCDC) standard forms of contract as "...material, machinery, equipment and fixtures forming the Work but does not include machinery and equipment used to prepare, fabricate, convey, or erect the Work, which are referred to as construction machinery and equipment."

Develop a detailed discussion about the nature of the product or systems involved. Advantages and disadvantages should be described and sufficient information given to enable the user to make informed decisions on the suitability of the product for the project. Sufficient discussion and information should be present to allow the user to decide whether to use the product, not to use the product, or under which conditions the product should be used.

Equipment that is required to assemble, install or apply the product should be described in some detail, including how to use the equipment. The conditions and installation techniques under which this product or material should be used and special installation techniques required should also be included.

- Assemblies

This article includes identification of fire ratings, acoustical, or functional requirements which must be considered in the product selection process. Detailed reference to assemblies and their component parts must be listed.

- Options

Various standards and codes often contain options which require a decision. The decision must be reflected in the specification being prepared. The specifier must know which part or option of the standard is applicable to the project to be constructed.

- Installation/Application/Erection

Present methods of installation, application, and erection of the product. For example, a DIGEST on Wall Coverings, should discuss in detail the methods of applying paper wall coverings versus vinyl wall coverings, identifying critical attributes and techniques.

- Relative Costs

Initial cost, life cycle cost, operation and maintenance considerations, and availability affecting cost must all be considered under this article.

- Specifying Options

Specifying a particular product, material, or system may appear to be a straight forward task. However, the subject, or the nature or type of a product may require incorprating different specifying methods within the specification section. (e.g.: a system comprised of many products such as a curtain wall assembly, may be better specified by using performance criteria with stated results. However, the sealant materials which form part of the assembly, may be more appropriately specified by reference to standards or by some form of prescriptive specifying.)

Discuss available options to permit selection by the specifier and how each option may more readily achieve the desired results. Refer to the current Construction Specification Handbook and CSC MOP Volume A - Specifying Methods for guidance when describing specifying options.

- Check Lists

Check lists are guides which will assist the specifier, draftsperson, inspector, or estimator in gathering information and identify items which should be examined during design, drawing, specifying, application or installation of the product. Refer to Appendix F for examples of check lists.

- Illustrations

The author is encouraged to present diagrams, tables and drawings which clarify or amplify discussion in the DIGEST. Include them as near as practical to the topic being discussed, complete with number and title. Refer to Appendix G for an example. Include listing of diagrams, tables, and drawings in the Table of Contents.

Graphical representation and charts which amplify the MASTER SPECIFICATION are to be included in an Appendix to the DIGEST.

ORGANIZING THE APPENDICES TO THE DIGEST

- Generic Terminology

Include here list of definitions longer than one page.

-

- Abbreviations

Include here list of abbreviations longer than one page.

- Coordination with Related Sections

Include here a list of Related Sections longer than one page.

- Applicable Standards

Include here list of applicable reference standards longer than one page.

- Drawing Standards and Notations

Drawing standards and notations offer information which may be peculiar and specific to the product being discussed.

- Standard Details

This topic will introduce industry accepted standard details. The details are to be prepared in strict accordance with the sample provided in Appendix E and must be appropriately referenced in the MASTER SPECIFICATIONS discussed below under the heading "Organizing the Master Specification". Do not locate graphic details in the REFERENCE intended to clarify or amplify text in the DIGEST.

- Standard Tolerances

This will list industry accepted tolerances for manufacture or installation of the product or system. Tolerances should be presented in a table format and carry a prefix detail number, similar to the standard detail sheet, Appendix E.

ORGANIZING THE MASTER SPECIFICATION SECTION

Write the MASTER SPECIFICATION section using the latest editions of the CSC/CSI *SectionFormat*™ and *PageFormat*™. Refer to CSC Manual of Practice (MOP), Volume E.

Use CSC/CSI *MasterFormat*™ to identify the numbers and titles of the specification section(s). Use *SectionFormat*™ and *PageFormat*™ for organizing and displaying the text of the section in the written form.

Use the applicable NMS section specification sources for the development of the TEK•AID MASTER SPECIFICATION. Legal documents and administrative procedures should incorporate references to the CSC TEK•AID Series 0 - Introductory Information, Bidding and Contracting Requirements and Division 1 - General Requirements sections.

The complexity of certain TEK•AID subjects may require the development of several MASTER SPECIFICATION sections, to ensure that each of the specifications is referenced to the TEK•AID DIGEST documents

Introductory paragraphs under the main heading MASTER SPECIFICATION GUIDELINES should be included for all TEK•AID MASTER SPECIFICATIONS. Refer to Appendix D.

Organizational Formats

MASTER SPECIFICATION sections are a comprehensive master document(s), written using CSC *PageFormat*™, CSC/CSI *SectionFormat*™ and categorized to CSC/CSI *MasterFormat*™.

For certain subjects, more than one section may be developed. Some subjects may also require separation of subject matter into sections for the purpose of providing a proprietary and generic section and a performance section.

MasterFormat™

The CSC/CSI *MasterFormat* is used as the foundation for organizing and cross referencing. *MasterFormat* is used to number, identify, and title the specification section. The specifier should refer to *MasterFormat* to establish titles and numbers when referencing other sections. Specifiers are cautioned against changing the assigned section numbers because cross references may be included in other TEK•AID section texts.

SectionFormat™

The CSC/CSI *SectionFormat* for construction specifications is the basis for content and arrangement of the section, which includes:

- Part 1 - General
- Part 2 - Products
- Part 3 - Execution

Appropriate articles under each Part identifies the text.

PageFormat™

CSC *PageFormat* presents the page layout, article, and paragraph numbering system.

Relationship to Front End Documents

Under the principles of the CSC MOP Volume A - Construction Documents and the Project Manual, the specification section is part of the Contract Documents which constitute part of the Project Manual.

Referencing Division 1 Sections

CSC TEK•AID Division 1 sections specify temporary facilities, administrative and procedural matters, which expand on provisions broadly stated in the General Conditions. Following the principle of stating the requirement only once, this section incorporates the Division 1 section provisions by cross reference and includes detail statements appropriate to the particular need of this section.

Specifying Methods and Options

The text of TEK•AID MASTER SPECIFICATION sections should provide wording for permitting optional specifying methods:

- By referencing standards
- By descriptive methods
- By proprietary methods, or
- By performance specifying methods.

The text of a section should be edited to use only one of these methods. When more than one method is used in a section, the possibility of conflict exists. The CSC MOP Volume A - Specifying Methods and the current Construction Specifications Handbook provide more detail and explanations on methods of specifying.

Alternatively, developing several sections, each addressing a differing specifying method may be appropriate. (e.g: the CSC TEK-AID on Air Barriers is an example of this suggestion, with both a prescriptive and a performance section).

Spec Notes

CSC MASTER SPECIFICATION sections contain SPEC NOTE(s) to bring certain options to the attention of the specifier, to assist the specifier with supplementary information, and to point out coordination and cross reference requirements. Notes affecting individual paragraphs precede the affected paragraph.

Alternative Choices

Option brackets within the text are identified by enclosure in square brackets [option 1] [option 2]. The specifier must delete the inappropriate option, or may delete all of those listed and insert an appropriate word or phrase. Blank spaces enclosed by brackets [___] permit information to be inserted by the specifier, as appropriate. Complete paragraph statements must be deleted if they are unapplicable to the specific project.

Section Includes

SectionFormat identifies "Section Includes" as a reader information article since it has no impact on the integrity of the specification section. Section Includes should be a very short summary of the section content, similar to a table of contents. It is not intended to "scope" the section, nor describe or imply a trade responsibility.

Related Sections

Related Section is a cross reference listing of items directly affecting the work of this section.

References

This CSC MASTER SPECIFICATION section refers to consensus standards, which establish product, installation, and quality standards of CGSB, CSA, ULC, CAN, and other industry recognized associations and institutes. A specifier must exercise caution in utilizing these standards and understand the level of quality required by each identified standard.

Manufacturers

This article, located at the beginning of Part 2 - Products, permits MASTER SPECIFICATION sections to be edited or specified by proprietary product names. This article provides for insertion of one or more manufacturer's names and appropriate model numbers.

Schedules

This article, located at the end of Part 3 - Execution, is commonly used to list details of items that are sometimes too cumbersome to deal with on drawings or in specifications.

Development of an Office Master Specifications

The steps to be followed in creating project specifications by automated or manual methods are outlined in CSC MOP Volume A - Preparation of an Office Master Specifications. The TEK•AID MASTER SPECIFICATION section, combined with the NMS offers an excellent working base for development of an office master specification.

** Although the CSC Manual of Practice (MOP) is presently not available for purchase from the Association office, its content is considered to have historical value and as such is frequently referred to in this document and sometimes in the text of existing TEK•AIDs. Some of the material referred to can also be found in the CSC Specifier's Handbook. Any reference to the MOP should be made judiciously and a note should always be included indicating the consideration of its content as historical data and for reference purposes only.