

ADVANTAGES OF USING STANDARDIZED FORMATTING:

- Provides a standard for locating information within a section.
- Reduces the chance for omissions or duplications in a section.
- Facilitates coordination of project documentation within a project manual.

DEFINITIONS:

Project Manual: The written construction documents prepared for bidding or negotiating a construction contract and for constructing a project. The project manual typically contains bidding requirements, contract forms, conditions of the contract, and specifications.

Division: A standard category of construction specifications. There are 48 Divisions defined by CSI Format. Divisions form the framework of a project specification.

Section: A portion of the specifications covering one or more segments of the total project. Sections are included in a project manual as needed to meet project requirements. A section is a portion of a Division.

PART: One of the three groups of related information that make up a section (“GENERAL,” “PRODUCTS,” AND “EXECUTION”).

Article: A major subject within a PART of a section consisting of one or more related paragraphs.

Paragraph: One or more statements, addressing a particular subject.

Subparagraph: One or more statements, related to a paragraph. Groups of paragraphs and subparagraphs relate similar information under an appropriately titled article.

Quality Assurance: Procedures for guarding against defects and deficiencies before and during the execution of the work.

Quality Control: Procedures for evaluating completed activities and elements of the work for conformance with contract requirements.

SECTION FORMAT STRUCTURE

Section, Number and Name

- Part 1 GENERAL
- Part 2 PRODUCTS
- Part 3 EXECUTION

The content of each part is defined as follows:

- **PART 1 GENERAL:** Describes administrative, procedural and temporary requirements unique to the section. Part 1 is an extension of subjects covered in Division 1 and amplifies information unique to the section.

- **PART 2 PRODUCTS:** Describes materials, products, equipment, fabrications, mixes systems and assemblies that are required for incorporation into the project. Materials and products are included with the quality level required.
- **PART 3 EXECUTION:** Describes installation or application, including preparatory actions and post-installation cleaning and protection. Site-built assemblies and site-manufactured products and systems are included.

If a section does not require the use of one or two of the three PARTS, then the PART number and title are stated and the words “Not Used” placed under the PART title to clarify that its non-use is intentional.

The information within a section is organized into the following hierarchy:

- Three PARTS
- Each PART with one or more articles
- Each article with one or more paragraphs
- Each paragraph with subparagraphs as needed

The extent of the subdivision of information depends on the complexity of the section, the nature of the subject being described and the preferences of the specifier.

ARTICLE TITLES

Text within each of the three PARTS of any section is divided into articles and subordinate paragraphs and subparagraphs. The SectionFormat outline is a listing of suggested article titles for each PART from which the specifier can select the title most appropriate for describing the test that follows.

All SectionFormat articles are optional and should be selected for inclusion in a section only as required to categorize the information being presented. Just as the size and complexity of a project will determine the number and scope of sections used, the size and complexity of a section will determine the article titles needed.

The article titles are in several levels of detail. These article levels are not intended to create a structure of tiers or layers within a PART, but simply offer a checklist of possible article titles for consideration. If desired, subordinate titles, such as “Shop Drawings” and “Samples” in the example below, may be used as paragraph opening statements.

For example:

1.6 SUBMITTALS

- A. Shop Drawings: Large-scale details of members and their relation to adjacent construction.
- B. Samples: 12” long samples of each extrusion profile.

Subordinate titles offer a choice to the specifier for selecting the most appropriate article title. All article titles selected, whether the title is subordinate to another title or not, are of equal status when used within a section.

For example:

1.6 SHOP DRAWINGS

A. Large-scale details of members and their relation to adjacent construction

1.7 SAMPLES

A. Aluminum Extrusions: 12" long samples of each extrusion profile

Paragraphs identify and describe requirements relevant to each article title. Paragraphs can be shortened by using a word or phrase not requiring a verb.

For example:

A. Water: Potable

COORDINATION

Specification sections cannot stand alone. They function with other portions of the bidding and contract documents and must relate to them.

For example, PART 1 GENERAL describes administrative and procedural requirements specific to the subject being covered. The requirements described in PART 1 should not duplicate statements that are contained in sections of Division 1. Each article and paragraph should supplement and be coordinated with the applicable sections of Division 1 to avoid repetition or conflicting requirements.

Articles and paragraphs within PART 2 PRODUCTS and PART 3 EXECUTION should also be carefully coordinated to ensure that they do not overlap with requirements stated in other sections. Selecting article titles and paragraphs requires careful consideration.

Note the words END OF SECTION (NUMBER) should be the last entry of each section.

RELATIONSHIP TO PAGEFORMAT

Page format should follow the preceding guidelines. The use of standardized page format provides an orderly uniform arrangement of text for each page. Each section should begin with Section Name and Number

There should be no page headers.

Page footers should include section number and name, page number and Northwest project number.

PART 1 GENERAL

SUMMARY

- Section Includes
- Products Supplied But Not Installed Under This Section
- Products Installed But Not Supplied Under This Section
- Related Sections
- Allowances
- Unit Prices
- Measurement Procedures
- Payment Procedures
- Alternates

REFERENCES

DEFINITIONS

SYSTEM DESCRIPTION

- Design Requirements
- Performance Requirements

SUBMITTALS

- Product Data
- Shop Drawings
- Samples
- Quality Assurance/Control Submittals
 - Design Data, Test Reports
 - Certificates
 - Manufacturers' Instructions
 - Manufacturers' Field Reports
 - Qualification Statements
- Closeout Submittals

QUALITY ASSURANCE

- Qualifications
- Regulatory Requirements
- Certifications
- Field Samples
- Mock-ups
- Pre-Installation Meetings

DELIVERY STORAGE

- AND HANDLING**
- Packing, Shipping, Handling and Unloading
- Acceptance at Site
- Storage and Protection
- Waste Management and Disposal

PROJECT/SITE CONDITIONS

- Project/Site Environmental Requirements
- Existing Conditions

SEQUENCING

SCHEDULING

WARRANTY

- Special Warranty

SYSTEM STARTUP

OWNER'S INSTRUCTIONS

COMMISSIONING

MAINTENANCE

- Extra Materials
- Maintenance Service

PART 2 PRODUCTS

MANUFACTURERS

EXISTING PRODUCTS

MATERIALS

MANUFACTURED UNITS

EQUIPMENT

COMPONENTS

ACCESSORIES

MIXES

FABRICATION

- Shop Assembly
- Fabrication Tolerances

FINISHES

- Shop Printing
- Shop Finishing

SOURCE QUALITY CONTROL

- Tests, Inspection
- Verification of Performance

PART 3 EXECUTION

INSTALLERS

EXAMINATION

- Site Verification of Conditions

PREPARATION

- Protection
- Surface Preparation

ERECTION

INSTALLATION

APPLICATION

CONSTRUCTION

- Special Techniques
- Interface with Other Work
- Sequences of Operation
- Site Tolerances

REPAIRS/RESTORATION

RE-INSTALLATION

FIELD QUALITY CONTROL

- Site Tests, Inspection
- Manufacturers' Field Services

ADJUSTING

CLEANING

DEMONSTRATION

PROTECTION

SCHEDULES