

TAG!

general guidelines for all drawings

THE NO-NOs

- DO NOT describe the materials and products using long descriptions every time they are shown the drawings. Describe once, in the schedules preferably, and only to the extent where you are not repeating (or worse, conflicting) with the specifications. Coordinate!
- DO NOT use terminology or descriptions that you are not sure about. Check!
- DO NOT insert information that goes in the specs. Ask!

USE THE TERMS FOUND IN:

- OUR SPECS
- MASTERSPEC TOC
- MASTER FORMAT

IF you are not sure of what information goes where, coordinate with the specifier.



TAGGING VS DESCRIBING

The identification of products and materials in the drawings is best done by following the golden rule of documenting: SAY IT ONCE, SAY IT RIGHT.

The easiest and most efficient way of managing descriptions of products or materials, is by using a SCHEDULE in the drawing where they are first shown, OR in a keynote when showing materials in details.

- Plans - Finish Plan - Schedule of Finishes
- Elevations - Schedule of Building Envelope Materials
- Enlarged Plans and Enlarged Elevations - Keynote
- Sections and Details - Keynote

Once the materials are identified, give them a **numbered TAG** (even if you only have one material of that kind). For example:

CF1 (this tag is for CONCRETE FLOOR 1)
Underlayment: [Product Name] by ARDEX
Polish: Level 2: Low Sheen
Surface: Slip Resistant

Identify the material with the same TAG throughout the drawing set. This cleans the drawings and avoids repeated information in different ways and very often wrong in one or several places.

Describing materials everywhere they are shown leads to errors, mistakes, and drawings loaded with duplicated information. Avoid this; **be elegant, design your information.**

THE DOS

- Describe the materials only to the extent that is needed to identify them. Extensive descriptions belong in the specs (either in a book or in sheet specs). If you are not sure about how much or what to document, coordinate with the specifier or reference the QM E2 modules Schedules for Interior Finishes and Schedules for Exterior Finishes.
- If anything changes in the description between two similar materials (color, size, components, ANYTHING), make another tag. The same TAG is only used for **identical** materials.

For example, if you have the same wall covering in two colors, use two tags. If you have the same wood type in two types of layouts, use two tags. If you have the same glass type with film and without film, use two tags.

Use the correct terminology. When in doubt, ask the specifier or look at the MASTERSPEC TABLE OF CONTENTS or at MASTERFORMAT.

IN TERMINOLOGY, THE SPECS RULE.

- Keep it simple and clear. If you use a word, make sure you know its meaning!
- Keep it consistent. Call the products, materials, and installation methods the same way throughout your documents!