# the "Project Manual" and here we go again!

# WHAT IS THE PROJECT MANUAL?

The specifications describe the portions of the Work that cannot be described with Drawings. "Work" includes all that the Contractor has to do to build the Project.

The specifications include the written requirements for MATERIALS, EQUIPMENT, and CONSTRUCTION SYSTEMS. as well as the STANDARDS for products and testing methods and WORKMANSHIP, and the CONSTRUCTION SERVICES necessary to produce the work.

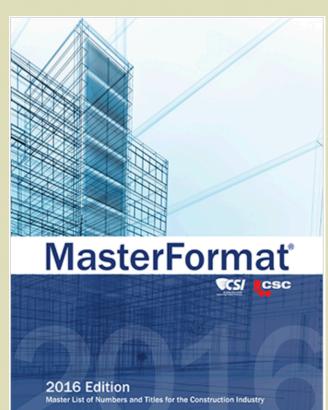
AIA Manual of Practice

The SPECIFICATIONS, along with the CONTRACT FORMS, the GENERAL CONDITIONS of the CONTRACT, and the DRAWINGS constitute the CONTRACT for CONSTRUCTION.

### **HOW ARE THEY ORGANIZED?**

The specifications are organized using a classification system for construction products and activities designed and published by the CSI (Construction Specifications Institute) called MasterFormat.

Free PDF: https://www.edmca.com/media/35207/ masterformat-2016.pdf



## THE DIVISIONS

MasterFormat has 50 Divisions, each grouping a type of activities or construction components, Of the 50 Divisions, in our projects we mostly use these:

- · Division 00 Procurement and Contracting Requirements
- · Division 01 General Requirements
- · Division 02 Existing Conditions
- · Division 03 Concrete
- · Division 04 Masonry
- · Division 05 Metals
- · Division 06 Wood, Plastic, and Composites
- · Division 07 Thermal and Moisture Protection
- Division 08 Openings
- · Division 09 Finishes
- · Division 10 Specialties
- · Division 11 Equipment
- · Division 12 Furnishings
- · Division 13 Special Construction
- · Division 14 Conveying Systems
- · Division 32 Exterior Improvements

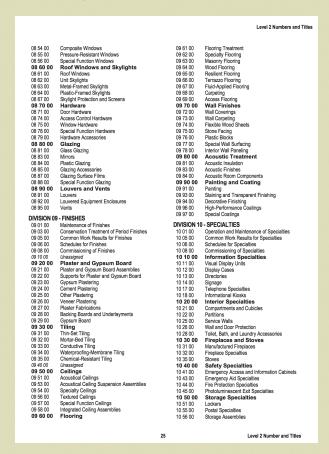
## THE SECTIONS

Each Division contains "SECTIONS' which are describe materials and activities; for example, Division 05 Metals, includes a section for decorative metals, another for structural steel, and so forth.

The divisions and sections also describe the portions of the work under the responsibility of each of the members of the Project team, for example:

- · The structural engineering consultants sections are in Divisions 03, 04, and 05.
- The civil engineers sections in Divisions 31 Earthwork, 32 -Exterior Improvements, and 33 - Utilities.

- The mechanical engineers sections Division 21 Fire Supression, 22 - Plumbing, 23 - HVAC.
- The elevator consultant will use the elevator section in Division 14, and so forth.



Each **SECTION** is identified by its title and a six digit number, for example:

#### Section 081216 - ALUMINUM FRAMES

The first two digits are the Division's (Division 08 - Openings), the next two digits are the group under that division for the family components (12 for Metal Frames) and the final two digits are for the specific component (16 for aluminum frames). Sections can be added as needed.



## THE INFORMATION IN THE SECTIONS

EACH section has three parts with the following information as applicable to the product or activity described in the section:

#### **PART 1 GENERAL**

- · The summary of the section contents,
- · The requirements for the pre-construction meetings, if any.
- The list of submittals required from the Contractor to make sure it is providing what it is asked from it.
- The quality assurance requirements (actions required before the components are installed to make sure they work)
- · Delivery, storage, and handling of the materials and products
- Field limitations, that is field conditions required for the installation of the products.
- · Coordination with among construction components.
- · Product warranties.

#### **PART 2 PRODUCTS**

- · Performance requirements of the products.
- Description of the product including BASIS OF DESIGN MANUFACTURER or PRODUCT and comparable products.
- Descriptions of the materials in the product, and accessories needed to install the product, fabrication requirements, and finishes.

#### **PART 3 EXECUTION**

- Examination of the field conditions before installation or application of the product.
- · Preparations to receive the product.
- · Installation requirements.
- · Tolerances.
- Field quality control requirements (actions required after the components are installed to make sure they work)
- · Cleaning and protection of the installed component.

Other information may be included when applicable to the product or activity described.

#### RMW sections types are:

- OUTLINE Issued at DD usually with a short product description only.
- SHORT FORM For uncomplicated projects regardless of size. They include the three parts but carry shortened information.
- FULL SIZE For complicated projects regardless of size.
- SHEET SPECS Published in drawing sheets, for small and uncomplicated projects such as vanilla interiors and tilt-us cold shells

At the discretion of the specifier, our sections may contain photos, drawings, or other graphics to facilitate communication to the contractor.

