

the specifications

In-House Production

WORKING WITH THE PROJECT SPECS

Step 1 - Schedule your Project

- Schedule your project using the templates included in the Handbook or use your own template.
- Include the Specifications in the list of tasks and deliverables, so the deadlines and milestones of the Specs match the deadlines and milestones of the Drawings.
- Identify the Tasks:
 - Coordination with the RMW project team, including:
 - Sharing the schedule for the specifications with the project team, including the specifier and the consultants.
 - Meeting with the team to go over tasks and coordination of the specifications process.
 - Coordination with our specifier, including:
 - Sending drawings and other documents.
 - Gathering and sending information.
 - Answering questions.
 - Handling emails and other communications.
 - Coordination with the consultants, including:
 - Identifying the main contact for each consultant.
 - Sending the specifications format and instructions to consultants provided by our Specifier.
- Assign the tasks: Who is responsible for coordinating with RMW's specifier and the consultants, and who gathers and transmits the information to the specifier.
- Make sure that the team member assigned to coordinate with the specifier understands the information required and has access to it.
- Identify the deliverables at each stage of the design process.
- Notify the specifier as soon as possible that you need the "INSTRUCTIONS TO CONSULTANTS" and the "TEMPLATE FOR CONSULTANTS SPECS" to be sent out. The specifier is responsible for preparing these documents and for the coordination of technical issues with the consultants if necessary. The project team is responsible for managing the schedule and deliverables of the consultants.

Step 2 - Identify the initial specifications information necessary for the Project

- Send the Cover Sheet to the Specifier as soon as this information is complete:
 - Project Name
 - Project Address
 - Description of the Project
 - Date on the documents.
 - Issue (Permit, Pricing, Bid, Construction, etc.)
 - Project Team (if you have this in Word, better still)
 - If possible, image of the project used in the cover sheet.
- Remember that the Drawings and the Specifications are ONE set of documents, not two, so the information above has to be **exactly the same on both**.

Step 3 - Send the Drawings

- This is the information that the specifier needs to see in addition to the graphics
 - Key Notes
 - Sheet notes
 - Schedules - Finishes, doors, etc.
 - Door Schedule: It is not necessary to include all the doors, but the door types and frame types should be included along with the materials (aluminum, hollow metal, flush wood opaque, etc.) and finishes.
 - Finishes: The drawings should include the product types and manufacturers and the specs should include the rest of the information (quality, tolerances, installation, etc.). Please refer to the Templates for Finishes in the Handbook.
 - Details: These should be completed to a point where the specifier can check the installation methods, application, etc., and to make sure the assemblies in the Drawings (such as roofing and waterproofing) match the assemblies described in the specs.
- Do not wait until all this information is complete; send the drawings as soon there is enough information for the specifier to begin.
- **REMEMBER** to send changes in scope, materials, schedule, or other pertinent information to the specifier as soon as you make them.