

Time to call the Specifier!

Coordination between the Project Team and the Specifier

WHEN TO CALL THE SPECIFIER

Ideally, contact the specifier before you begin the Project. The Specifier is the only member of the firm that works with most RMW projects and is familiar with the types of project we work on, so getting in touch early will help you get information on issues that have already been resolved by our teams, warnings on issues that caused problems, advice on the use of products, and in the selection of systems, detailing, and so forth.

THE PROJECT SCHEDULE

- Share the Project Schedule with the specifier as soon as possible, along with a quick summary of the specs deadlines and deliverables (day and type of specs needed, i.e., outline, pricing, permitting, construction, etc.)
 - IF YOU are not sure what deliverables are required (for example, if you need Outline Specs for your project), call the specifier.
 - In order to start the specs, the Specifier needs the information for the headers and footers. This information is in the Cover Sheet of the Drawings, so send the Cover Sheet to the specifier as soon as you have it.
 - Remember to notify the specifier of changes in the schedule as soon as possible.
 - Send the path to the Drawings to the Specifier as soon as you consider them complete enough so that the Specifier can start work on the Specs.
 - Notify the specifier of changes affecting the specs as soon as they happen.
- IF YOU are not sure what spec deliverables are required at any time during the project (for example, if you need Outline Specs), call the specifier.

THE CONSULTANTS

- **TASK SHARING:** Scheduling with the consultants for the delivery of their specs is the responsibility of the project manager and the team. Coordination of the content of the consultants' sections with our specifications and answering related questions is the specifier's responsibility.
- Early in the Project, as soon as you have a preliminary schedule, confirm with the consultants who are issuing specs (consultants may elect to put their information on the drawings).

- RMW consultants are our responsibility, OWNER consultants are not. We send the spec template and instructions to the Owner's Consultants and coordinate their specs with ours to avoid duplications; that is all.
- Notify the Specifier which consultants are submitting specs. The specifier will send you the instructions and the template for the consultant sections so you can distribute to the consultants.
- When the consultants complete their sections, they should send them over to you and copy the specifier who coordinates includes them in the Project Manual.
- **Treat the consultant's specs as you treat their drawings.**

DOCUMENTING THE PROJECT

- During documentation, work with the Specifier, specially on the following issues:
 - The selection of products.
 - The coordination of the project management.
- **NOMENCLATURE** - THIS IS IMPORTANT: what you write on the Drawings are directions to the Contractor, so the written directions have to be as correct and exact as the graphic directions.

CONTRACT ADMINISTRATION

- The process of contract administration for the Project is described in the specifications (Division 01).
 - **Please READ it.** Getting familiar with the process will save you time and headaches, save time and money, and will reduce our risk.

PLEASE PLEASE

- Do not list the specifier as a recipient in all the emails related to the project assuming that the specifier will scan the emails for content that will affect the specs. Missing items of work because the information is transmitted this way is very, very easy.
- Remember that the specifier works with several projects at the same time, so if you have specific directions for the Specifier, please send a dedicated email.