

Trade Section Format

(Guiding Principles for all Trade Sections)

Every Trade Section has *three* parts, always three.

This system was developed in USA by the Construction Specifications Institute.

Part I General

Includes data which sets the scope, procedure and requirements of the trade. The " rules of the game" of the trade.

Part II Materials

Materials to be used and other references to materials.

Part III Execution

Descriptions of on-site actions.

When using SpecPack to prepare project specifications, please observe the structure of each part as shown on the following three pages.

Using this format is like applying a mathematical formula. It makes specification easier both to write and to read.

Builders find it more predictable than other specs in which data is more randomly presented.

Consistent use of this three part format reduces the chance of omission and duplication.

Please note: The use of five digit numbering system is not essential. Delete these five digits if you wish. But the reason for their use is explained below. SpecPack Pty Ltd hopes to have more Australian product catalogues use the " five digits " numbering system eventually.

Industry Acceptance

USA

In the USA, the organisation of specification into 16 Divisions is widespread and commonplace as is the use of the 3 part trade section format. (See next 3 pages).

It is approved by the USA Department of Defence and Federal Construction Guide Specifications and is also used at State and municipal levels.

The five digit numbering system for the individual Trade Section specs has similar approval..

The well-known " Sweets Catalogue " in 1986 adopted the 16 Division and numbering system for its catalogue files of construction products.

CANADA

In Canada, the same systems are supported by the Royal Architectural Institute of Canada, the Association of Consulting Engineers and similar bodies. The Federal Government adopted the system in 1978 as the general basis of the titling and numbering system for the Government Master Specification.

AUSTRALIA

SpecPack Pty Ltd has been successful in introducing the system in Australia to over 1000 architectural practices, university and government bodies, Federal, State and Local.

Part I General

What are the procedures for accomplishing the work of the section of the specification and what are the relationships with other work (or other requirements of the project)

Specifier : Keep this page visible when specifying.

CLAUSE NAMES	DATA WHICH MAY BE PROVIDED
Scope (optional)	What is to be done (and if needed) products furnished But not installed under this section. Products installed but not furnished by this section.
Related Work	References to other Sections Unit prices Allowances
System Description (job specific)	Design requirements Performance requirements
Quality Assurance	Compliance with Quality Assurance Standards Qualifications Certificates Field Samples Mock ups Pre-installation conference
References	Australian Standards Other references Compliances with other regulations
Submissions	Products data Shop drawings Samples Quality control submissions Design data Test reports Certificates Manufacturer's instructions Manufacturer's field reports Contract completion Project record documents Operations and maintenance
Delivery, Storage and Handling	Packing and shipping Acceptance at site Storage and protection
Project Site Conditions (job specific)	Environmental requirements Existing conditions Field measurements
Scheduling (job specific)	Sequence of work Existing conditions Field measurements
Alternatives	If acceptable
Warranty	Aspects of the work covered; warranty
Maintenance	Maintenance requirements

Part II Materials

What products are to be incorporated into this project?

Specifier: Keep this page visible when specifying

CLAUSE NAMES	DATA WHICH MAY BE PROVIDED
Acceptable manufacturers Suppliers or Fabricators	If contractor may choose, list Suppliers or manufacturers here.
Materials	Manufactured units Name (and catalogue No.) of items and other data
Equipment	(optional) Materials which assist installation
Mixes	Components and proportions of mixes Mortar, plaster, etc
Fabrication	Shop assembled items Finishes to be applied in Shop assembly Tolerances, Allowable variation from specified materials
Source Quality Control	Tests and Inspection to be made before delivery State how product compliance is to be achieved

Part III Execution

What on-site actions are required?

How are the products to be incorporated in the project?

Specifier: Keep this page visible when specifying.

CLAUSE NAMES DATA WHICH MAY BE PROVIDED

Examination	Verification of conditions
Preparation	Protect adjacent areas. Work in preparation for execution
Installation / Application / Erection	Special techniques Interface with other products. Tolerances.
Field Quality Control	Tests and inspection of installed work. Manufacturer's representative to be present to ensure compliance and demonstrate operation of components.
Adjusting and Cleaning	Action required to ensure proper function and to clean installation.
Demonstration	Demonstrate the installation to Proprietor and provide written operation and/or maintenance instructions.
Protection	Protect installation until completion of project.
Extra Stock / Spare Parts	List such requirements
Schedules (Optional)	Where to put what. Schedules relating to this section.
Completion	Instruction to complete the work.

END OF TRADE SECTION FORMAT