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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Construction Specifications – Writing, Preparing and Applications

## مواصفات كود البناء - كتابتها، اعدادها وتطبيقاتها

06 – 10 September 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



[ProjacsAcademy.com](http://ProjacsAcademy.com)



## Introduction

Specifications alone were apparently sufficient to design and build the Ark in ancient times. Today, however, the process has become more complicated and specifications have evolved into complex documents and drawings have been added, reflecting new technologies and contractual relationships.

Both drawings and specifications have evolved as construction has become more complex. Reproduction of drawings was by "blueprints": white lines on blue backgrounds. Specifications were essentially notes on the drawings, except on some large projects where the notes were gathered into "book specs." The prospect is pending for the abolition of traditional drawings and specifications in favor of an interoperable database of information, known as the Building Information Model (BIM).

## Objectives

**By the end of this course practitioners shall learn to:**

- Construct the project specification documents.
- Identify the appropriate specification style.
- Use the knowledge and experience in selecting appropriate items.
- Write down the specification documents in standardized format.
- Communicate the international common specification types in construction.

## Course Outline

- **The Role of Specifications**
  - Documents for Construction
  - Bidding Documents
  - Contract Documents
  - Specifications
- **Relationship between Drawings and Specifications**
  - The Drawings
  - The Specifications
  - Coordinating the Design Process
  - Terminology
  - Considerations for Users of Drawings and Specifications
- **Organization of Specifications**
  - History of Construction Specifications Organization
  - Organizing Specifications According to *Masterformat*<sup>TM</sup> 2004
- **Formats for Specification Sections**
  - Need for Formats for Specification Sections
  - SectionFormat
  - PageFormat
- **Types of Specifications**
  - Methods for Writing Specifications
- **Specifications Writing Principles**
  - Determining Content for the Specifications
  - Specifying
- **General Conditions of the Contract**
  - Contractual Relationships
  - Other Public Agency and Corporate General Conditions
- **Supplementary Conditions of the Contract**
  - Supplementary Conditions
  - Guide for Producing Supplementary Conditions
- **Division 01- General Requirements**
  - Scope of Division 01
  - Relationship of Division 01 Sections to Other Documents
  - Writing Division 01 Sections
- **Modifications**
  - Modifications to Bidding and Contract Documents
  - Addenda
  - Change Orders
  - Other Modifications

- **Specifications Language General Precepts**
- **Specifications Resources Overview**
  - Construction Specifications Resources
- **Specifications Writing Procedures**
  - Getting Started
  - Product Selections
  - Project Information
  - Specifications Format
  - Specifying Method
  - Specifications Detail
  - Order of Sections to Be Produced
  - Editing and Writing Specification Text
  - Specifications Checklists
- **Master Guide Specifications**
  - Specification Guides and Intact Masters
  - Public Agency Master Guide Specifications
  - Commercial Master Guide Specifications
  - Office Master Guide Specifications
- **Preliminary Project Description**
  - UniFormat
  - Project Description
  - Preliminary Project Description
  - Computer-Assisted PPDs
- **Outline and Shortform Specifications**
  - Outline versus Shortform Specifications
  - Outline Specifications
  - Preliminary Project Description (PPD) Versus Outline Specifications
  - Shortform Specifications
- **Green Specs/LEED Specs 205**
  - Sustainable Design
  - LEED Specifications
  - Green Products
  - Green Project Master Specifications
  - Resources
- **Building Information Modeling**
  - Changing Specification Practice
  - Standards and Formats for BIM
  - Organizing BIM Data
  - The Evolving Role of the Specifier
  - The Ever-Evolving Specification
  - Changing the Specifier's Workflow

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

كانت المواصفات وحدها كافية لتصميم وبناء السفينه في العصور القديمة، اما اليوم ، فقد أصبحت عملية أكثر تعقيدا حيث تطورت المواصفات الي وثائق معقدة وأضيفت الرسومات، مما يعكس التكنولوجيات الجديدة والعلاقات التعاقدية.

لقد تطورت كل من الرسومات والمواصفات كما أصبح البناء أكثر تعقيدا . لقد كانت الرسومات "المخططات" عبارة عن خطوط بيضاء على خلفيات زرقاء .وكانت المواصفات تلاحظ على المخططات، إلا في بعض المشاريع الكبيرة حيث يتم جمعها في " كتاب المواصفات " .

## أهداف البرنامج

في نهاية هذه الدورة المتدربين سوف يتمكن المتدربون من:

- كيفية انشاء وثائق مواصفات المشروع
- التعرف على المواصفات المناسبة
- استخدام المعرفة والخبرة في اختيار العناصر المناسبة
- كتابة وثائق المواصفات في شكل موحد
- التعرف على المواصفات الدولية المشتركة في البناء