The CSI Construction Specifications Practice Guide. CSI Practice Guides

Description:
The must-have specifications writing reference?and essential study aid for the Certified Construction Specifier (CCS) Exam

The CSI Practice Guides are a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the building process. The CSI Construction Specifications Practice Guide is focused on the roles and responsibilities of the specifications professional in meeting the challenges of the changing world of construction. In this volume, guidelines on topics like writing quality construction specifications and product selection are meshed with best practices for managing project information, working with Building Information Modeling (BIM) and Integrated Project Delivery, and writing sustainable design specifications. Other material covered in this guide includes:

The Construction Specifications Institute's collected best practices for authoring specifications

Specialized guidance on presentation and management of project information in the context of Building Information Modeling and sustainable design

Includes access to a password-protected web site with bonus content, including a PDF of the printed book and copies of CSI format documents, such as UniFormat and SectionFormat/PageFormat

An authoritative resource for effective written communication of design intent, The CSI Construction Specifications Practice Guide presents construction professionals and students studying for the Certified Construction Specifier (CCS) Exam with a solid foundation for improving their methods of collecting and delivering important specifications data.

Serves as an authoritative resource for effective writing of design intent

Includes CSI's best practices for authoring specifications

Offers specialized guidance on project information in the context of BIM and sustainable design

Contents:

Introduction.
Chapter 1 Practices.
1.1 Project Manual Concept.
1.2 Specifications Production.
1.3 Profile of a Specifier.
1.4 Developing Specifications.
1.5 Specifications Organization and Preparation.
1.6 Specifying Workmanship.
1.7 Considerations during Development of Specifications.
1.8 Specifying Quality Assurance and Quality Control.
1.9 Preparing the Specifications.
1.10 Producing a Project Manual.
1.11 Coordination of the Specifications.
1.12 Preliminary Review and Coordination of the Project Manual.
1.13 Final Preparation of the Project Manual.
1.14 Variations Required by Project Delivery Methods.

Chapter Language.

2.1 Specification Language.
2.2 Writing Style.
2.3 Vocabulary.
2.4 Spelling.
2.5 Sentence Structure.
2.6 Abbreviations.
2.7 Symbols.
2.8 Numbers.
2.9 Capitalization.
2.10 Punctuation.
2.11 Grammar.
2.12 Inappropriate Terms.
2.13 Pronoun Reference.
2.14 Unnecessary Word.
2.15 Prepositional Phrases.
2.16 Streamlining.
2.17 Specification Detail.

Chapter 3 Methods.

3.1 Methods of Specifying.

Chapter 4 Formats.

4.1 Formats.
4.2 Hierarchy of Formats.

Chapter 5 Agreements.

5.1 Construction Agreements.
5.2 Project Delivery and Basis of Payment.
5.3 Standard Agreement Format.
5.4 Standard Agreement Forms.
5.5 Inclusion of Agreement in Project Manual.

Chapter 6 Conditions.
6.1 Conditions of the Contract.
6.2 General Conditions.
6.3 Common Articles.
6.4 Supplementary Conditions.
6.5 Caution.

Chapter 7 Division 01-General Requirements.
7.1 Division 01 - General Requirements.
7.2 Organizational Basis for Division 01.
7.3 Division 01 Relation to Other Documents.
7.4 Writing Division 01 Sections.
7.5 Commonly Used Division 01 Sections.
7.6 Specifying Allowances.
7.7 Specifying Alternates.
7.8 Specifying Unit Prices.

Chapter 8 Coordinating Drawings and Specifications.
8.1 Introduction to Coordinating Drawings and Specifications.
8.2 Terminology and Abbreviations.
8.3 Precedence.
8.4 Responsibility for Coordination.
8.5 Using Checklists.

Chapter 9 Procurement and Contract Document Modifications.
9.2 General Criteria.
9.3 Procurement Documents Modifications.
9.4 Contract Documents Modifications.
9.5 Method of Modifications - AIA Documents.
9.6 Method of Modifications - EJCDC Documents.
9.7 Methods of Modifications - DBIA Documents.
9.8 Methods of Modification - Other.
9.9 Change Orders.

Chapter 10 Master Guide Specifications.
10.1 Introduction to Master Guide Specifications.
10.2 Contents of Master Guide Specifications.
10.4 Strategies for Developing and Organizing an Office Master Specification.
10.5 Preparing Master Guide Specification Sections.
10.6 Commercially Available Master Guide Specifications.
10.7 Updating Master Guide Specification Sections.
10.8 Additional Considerations.

Chapter 11 Shortform Specifications.
11.1 Introduction to Shortform Specifications.
11.2 Concept of Shortform Specifications.
11.3 Characteristics of Shortform Specifications.
11.4 When to Use Shortform Specifications.
11.5 Shortform Master Guide Specifications.
11.6 Writing Shortform Master Guide Specifications.
11.7 Shortform Project Specifications.
11.8 Techniques for Converting Full-Length Master Guide Specifications to Shortform.
11.9 Commercially Available Shortform Master Guide Specifications.

Chapter 12 Performance Specifying.
12.1 Introduction to Performance Specifying.
12.2 Construction Systems and Assemblies.
12.3 Utilizing nonstandard Technologies.
12.4 Developing New Technology.
12.5 Delegating Responsibilities.
12.6 Roles of Participants.
12.7 Determining the Extent.
12.8 Performance Specifying of Project Elements.
12.9 Levels of Performance Specifying.
12.10 Resources.
12.11 Drawing - Specifications Coordination.

Chapter 13 Specifying for the Purchase of Goods.
13.1 Introduction to Specifying for the Purchase of Goods,
13.2 Use of Purchasing.
13.3 Differences between Purchase Contracts and Construction Contracts.
13.4 Uniform Commercial Code.
13.5 Format.
13.6 AIA Purchasing Documents.
13.7 EJCDC Procurement Documents.

Chapter 14 Specifying for Federal Agencies.
14.1 Specifying for Federal Agencies.
14.2 Procurement and Contracting Requirements.
14.3 Social Value Regulations.
14.4 Use of Manufacturers’ Names.
14.5 Reference Standards.
14.6 Specification Items for Consideration during A/E Contract Fee Negotiation.
14.10 The Review Process.
14.11 Regional Variations.

Chapter 15 Warranties.
15.1 Warranty Overview.
15.2 Guaranties and Warranties.
15.3 Construction Warranties.
15.4 Terms and Conditions.
15.5 Purpose.
15.6 Benefits of Extended Warranties.
15.7 Limitations and Exclusions.
15.8 Remedies.
15.9 Duration.
Fax Order Form
To place an order via fax simply print this form, fill in the information below and fax the completed form to 646-607-1907 (from USA) or +353-1-481-1716 (from Rest of World). If you have any questions please visit http://www.researchandmarkets.com/contact/

Order Information
Please verify that the product information is correct.

<table>
<thead>
<tr>
<th>Product Name:</th>
<th>The CSI Construction Specifications Practice Guide. CSI Practice Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Address:</td>
<td><a href="http://www.researchandmarkets.com/reports/1816556/">http://www.researchandmarkets.com/reports/1816556/</a></td>
</tr>
<tr>
<td>Office Code:</td>
<td>SC231YXB</td>
</tr>
</tbody>
</table>

Product Format
Please select the product format and quantity you require:

| Quantity | Hard Copy (Paper back): USD 111 + USD 28 Shipping/Handling |

* Shipping/Handling is only charged once per order.

Contact Information
Please enter all the information below in BLOCK CAPITALS

<table>
<thead>
<tr>
<th>Title:</th>
<th>Mr ☐ Mrs ☐ Dr ☐ Miss ☐ Ms ☐ Prof ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Email Address: *</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Organisation:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Postal / Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
</tbody>
</table>

* Please refrain from using free email accounts when ordering (e.g. Yahoo, Hotmail, AOL)
Payment Information

Please indicate the payment method you would like to use by selecting the appropriate box.

☐ Pay by credit card: You will receive an email with a link to a secure webpage to enter your credit card details.

☐ Pay by check: Please post the check, accompanied by this form, to:
Research and Markets,
Guinness Center,
Taylors Lane,
Dublin 8,
Ireland.

☐ Pay by wire transfer: Please transfer funds to:
Account number 833 130 83
Sort code 98-53-30
Swift code ULSBIE2D
IBAN number IE78ULSB98533083313083
Bank Address Ulster Bank,
27-35 Main Street,
Blackrock,
Co. Dublin,
Ireland.

If you have a Marketing Code please enter it below:

Marketing Code: ____________________________

Please note that by ordering from Research and Markets you are agreeing to our Terms and Conditions at http://www.researchandmarkets.com/info/terms.asp

Please fax this form to:
(646) 607-1907 or (646) 964-6609 - From USA
+353-1-481-1716 or +353-1-653-1571 - From Rest of World