

WELCOME TO THE JULY INSTALLMENT OF the 2010 series of DHI Tech Tips. If you missed the Tech Tips from previous months, you can catch up by reading them in their respective issues of *Doors & Hardware*, reading the PRM sections, and completing the assignments.

This month's Tech Tip concentrates primarily on the steps necessary to properly coordinate the specifications with the other parts of the project manual, as well as the drawings. Coordination requires communication. Good coordination requires good (and thorough) communication between the architect, the owner, and the specification consultant(s).

On many of today's projects, hardware consultants (regardless of whether they are AHCs or not) are tasked by the architect to write the hardware specification. Unfortunately, and for a variety of reasons, this task becomes more an exercise of writing a list of semi-detailed hardware sets (that is inserted after the end of PART 3—EXECUTION) than professionally writing a hardware specification. When this happens, it opens the door (pun intended) to ambiguity, errors and omissions—all of which have the potential for creating significant problems during the course of the project.

Professionally writing a hardware specification requires a great deal of coordination both within the three PARTS of the hardware section and with the requirements in related sections, including

the requirements of the sections under DIVISION 1—GENERAL REQUIREMENTS that pertain directly to the hardware section. For example, the Related Sections and References articles in PART 1—GENERAL usually need to be updated on a project by project basis. Similarly, articles in PART 2—PRODUCTS and PART 3—EXECUTION need to be tailored to each project.

Most consultants today work from a master guide specification that they might have created themselves or that might have been created by others. In either case, these master guide specifications need to be edited very carefully for each project. Remember, a guide specification is precisely that—a guide. There is no such thing as one-size-fits-all hardware specification, although many consultants have tried to make their specifications fill that role with disappointing results.

You might find it beneficial to create a specification checklist that you can use as a template for writing future hardware specifications. Using checklists will help ensure that you are following the same process for gathering and organizing information before and during the writing of the specification. Some of the items you might include on your checklist are: 1) Reviewing each related DIVISION 1—GENERAL sections that affect the section for which you are writing the specification; 2) Reviewing each of the related product specification sections (e.g., hollow

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metal doors and frames, flush wood doors, wood door frames, and stile and rail wood doors); and, 3) Reviewing product selection requirements with the

architect and/or owner before starting to draft the hardware specification.

Study On Your Own... July, 2010

Reading Assignments: Read the following sections in the CSI Project Resource Manual (PRM):

- 5.9.9, "Preparing the Specifications" (pages 5.88 and 5.89)
- 5.9.11, "Coordination of the Specifications" (page 5.94)
- 5.9.13.1, "Proofreading" (page 5.94)
- 5.11.2, "Specifications" (page 5.119)
- 5.11.3, "Schedules" (page 5.119)
- 5.11.4, "Coordination" (pages 5.119 through 5.121)

Exercise: Based on the information you learned in the reading assignment, complete the following on a separate sheet of paper:

1. According to the PRM, specification sections are written in what order?
2. Answer the following question, "Which construction document takes precedence over the other when conflicts arise, specifications or drawings?" (Be sure to write the reference to where you found the answer within the reading assignment.)
3. Create a hardware specification checklist for coordinating the requirements of the hardware section with other typical sections in a project manual.

Only Tech Tip assignments that are submitted via fax or mail and are accompanied by the monthly form will be accepted. Email submissions will not be acknowledged or accepted. Each Tech Tip is valued at 3 technical CEP points—partial points are NOT awarded for incomplete submissions. Be sure to include your name (and DHI ID number), date of submission, and the Tech Tip number at the top of each page of your written assignment(s).

CAUTION: Remember, the specification writing assignments are to be your original work. Do NOT submit manufacturer's or other specifications, regardless of their source, as your own work. Submission of plagiarized work will result in non-recognition of CEP points for that assignment.)

On the first working day of the following month, the answer(s) will be posted in the Tech Tips section of the DHI web site. In some cases, examples (good and bad) of specifications that were submitted will be posted with an explanation discussing the highlights and important elements of each month's assignment.

You will earn 3 CEP points by reading the article and answering the problems. Upon completion, copy or detach this page, fill in the form below, and submit your answers by mailing or faxing the page to DHI.



Door and Hardware Institute

Education and Technical Services Department
14150 Newbrook Drive, Suite 200, Chantilly, VA 20151-2232
703/222-2010; Fax: 703/222-2410

Name: _____ DHI ID number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Retain a copy of this exercise for your Continuing Education renewal application. Answers to these problems will be posted on our website (www.dhi.org) on the first day of the next month following the issue month of the magazine.