

THE MEMPHIS

PERSPECTIVE

OCTOBER 2015 Edition



OCTOBER 2015 CHAPTER MEETING

“UNDERSTANDING THE UL FIRE RESISTANT DIRECTORY 101”

Eric Marshall, CSI

THURSDAY October 8, 2015

5:30 Social Hour, 6:00 Dinner, 7:00 Program

The Racquet Club; 5111 Sanderlin Ave. Memphis, TN 38117

CSIMEMPHIS.ORG

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CSI

www.csinet.org

Founded in 1948, the Construction Specifications Institute is a not-for-profit technical organization dedicated to the advancement of construction technology through communication, research, education and service. CSI serves the interests of architects, engineers, specifiers, interior designers, contractors, product manufacturers and others in the construction industry.

Membership

Architects, engineers, contractors, and manufacturers—14,000 members strong—are in touch with one another through their Construction Specifications Institute membership. CSI provides contacts in the construction industry as well as provides you up-to-date information to help you do your job efficiently and effectively. Yearly Institute membership fee is \$250 plus \$40 Memphis Chapter fee = \$290; Institute membership fee for an Emerging Professional is \$125 plus \$40 Memphis Chapter fee = \$165.00; and Institute membership fee for students is \$30 plus \$10 Memphis Chapter = \$40.

Contact: Richard Hill richard.hill@basf.com

662-420-9563

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At each monthly meeting, the Chapter encourages all members to provide a table display of their product and/or services for inspection and education of those attending the meeting. After the meal and prior to the program, the displayer will be given five minutes to address the group. The table display is also encouraged to be represented during the social hour and after the program for any questions by the attendees. The presentation fee for this time is \$25.00.

Table Top Info. - Mike Zielinski
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The Memphis PerSPECTive Information

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Memphis, TN 38187-2349

You may also access a complimentary copy of *The Memphis PerSPECTive* online at www.csimemphis.org.

SUBMITTING ARTICLES

Readers are encouraged to submit articles of interest within the construction industry for publishing. Articles on individual projects whether currently in design, under construction, or recently completed are encouraged.

Any printed articles, photos or program inserts should be forwarded to:

The Memphis Perspective
Attn: Danny Clark
danny62clark@gmail.com
Or hansfaulhaber@hotmail.com

Articles and images should be submitted in electronic format via digital media or email. Microsoft Word documents are strongly preferred for articles, minus tabs and any other formatting. All images must include a date and caption. If printed photographs are submitted, please include SASE

MAGAZINE ADVERTISING

The advertising rates for 10 issues of *The Memphis PerSPECTive* in printed version and as published in the CSI Memphis Chapter website (www.csimemphis.org) are as follows:

<u>5 Issues</u>	<u>10 Issues</u>		
One-Eighth Page	\$100	\$	200
One-Fourth Page	\$200	\$	400
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Full Page	\$ 800	\$	1,600

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- Oct 8 Chapter Meeting “Understanding the UL Fire Resistant Directory 101 ” Eric Marshall, CSI
- Nov 9 Board Meeting 5:30 pm Allen + Hoshall office
- Nov 12 Chapter Meeting “Contemporary Lighting Controls” Michael LaMountain, PE
- Dec 7 Board Meeting 5:30 pm Allen + Hoshall office
- December Annual Christmas Social Date TBD
- Jan 11 Board Meeting 5:30 pm Allen + Hoshall office
- Jan 14 Chapter Meeting “What is Quality?” Hans Dietrich Faulhaber, Architect
- Feb 8 Board Meeting 5:30 pm Allen + Hoshall office
- Feb 11 Chapter Meeting Panel Discussion, Topic: The State of Contract Document Quality.
- March 7 Board Meeting 5:30 pm Allen + Hoshall office
- March 10 Chapter Meeting “Trends and Changes in the Tile Industry” Chip O’Rear
- April 11 Board Meeting 5:30 pm Allen + Hoshall office
- April CSI Build/IT 2016 Date TBD
- May 9 Board Meeting 5:30 pm Allen + Hoshall office
- May 12 Chapter Meeting Program “UL Vapor Retarding Water Resistive Air Barriers” Roy Cannon
- June 6 Board Meeting 5:30 pm Allen + Hoshall office
- June Annual Awards Banquet Date TBD



OCTOBER 2015 CHAPTER MEETING

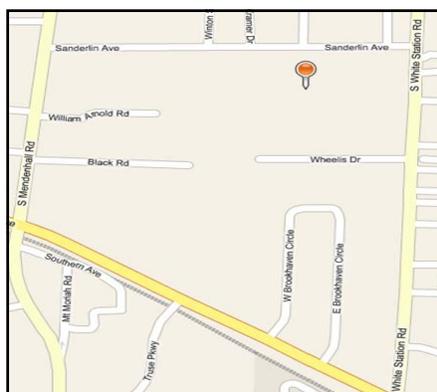
“UNDERSTANDING THE UL FIRE RESISTANT DIRECTORY 101 ”

Eric Marshall, CSI

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5:30 Social Hour, 6:00 Dinner, 7:00 Program

The Racquet Club; 5111 Sanderlin Ave. Memphis, TN 38117



\$25.00 for members and non-members; \$12.50 for students

(non-shows will be billed).

For reservations, contact Pam Davidson at 901-261-4671

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Everything you need to know about CSI Memphis and more.



Hans Dietrich Faulhaber,
Architect
CSI Memphis
Chapter President

Greetings Memphis Chapter CSI!!

Our program this month featured **Eric Marsal** who presented his excellent program on how to use the UL guide when detailing gypsum construction. We will have a report of that meeting and Eric's presentation in an upcoming issue. Next month we will feature **Michael LaMountain**, who will present his program on *contemporary lighting controls*- a title that may change. This program will be a relatively technically oriented presentation that will provide information for the design professional, material supplier, general contractor and sub-contractor alike. Please plan to attend and **bring along a friend.**

CONSTRUCT2015 was held in St. Louis from September 30th to October 3rd. I attended along with Mike Zielinski and John Bigham. I attended more than 12 hours' worth of continuing education classes as well as the General Session, Host Chapter Gathering, Region Caucus and the Annual Meeting. The General Session keynote speaker was Tom Koulopoulos who is the author of the *Gen Z Effect* and who spoke on that and how our generation is facing the disruption in technology, economics, politics and society and how everything and everyone on the planet has the ability to be connected. He was dynamic and thought provoking. The host chapter gathering was at the City Museum in downtown St. Louis. I'm not sure what more I can say than: if you're ever in St. Louis you should visit this museum. Our Region Caucus discussed the revisions to the Region Operating Guide and the upcoming Region Conferences, one of which will be held in

Memphis, the other in lovely Knoxville. This year's Annual Meeting was the most subdued meeting I have ever attended (*4 and counting if you're wondering...*). There was no business to transact so much of the time was taken up with questions to our organization's new CEO, **Mark Dorsey, FASAE, CAE** and our organization's President, **Lane J. Beougher, FCSI, CCS, CCCA Columbus, OH**. In coming issues you will read other convention reports by Mike and John on their **CONSTRUCT** experiences. **CONSTRUCT2016** will be held in Austin, Texas. I'm sure that convention will be weird...

This month is the **third in a series of articles**, some previously published and recently revised, on the management of projects. This article defines what *Effective Communication* is and what tools are available to be communicative. This article will provide insight on how we communicate in the construction industry. Next month we will explore *Contract Documents what they are and why we need them*. Also read **Sheldon Wolfe's** part 2 of "Tell Me Again". Sheldon is always informative and insightful.

I also want to encourage you to **make a donation** to our **Dempsey B. Morrison Scholarship Fund**. CSI Memphis in partnership with the University of Memphis provides two scholarships that fully fund the tuition for the two selected students for one year. This can eliminate a financial hardship that might exist and in turn provide peace of mind to the student allowing them to focus on their studies and not fund raising activities. Please consider a donation to this very worthy endeavor.

Once again I **thank you** for the opportunity to serve the chapter in this honorable position. I am humbled by the history of this chapter and its membership, past and present and hope to have an effective, productive and meaningful term. My phone is always open so if you have questions, comments, recommendations or simply suggestions give me a call. I'll see you at our next meeting!

Hans Dietrich Faulhaber, Architect
The University of Tennessee

MEMBERSHIP REPORT

Architects, engineers, contractors, and manufacturers can be in touch with one another through their Construction Specifications Institute membership. CSI provides contacts in the construction industry as well as provides you current information to help you do your job efficiently and effectively. Annual Institute membership fee is \$250 plus \$40 Memphis Chapter fee = \$290; Institute membership fee for an Emerging Professional is \$125 plus \$40 Memphis Chapter fee =

\$165.00; and Institute membership fee for students is \$30 plus \$10 Memphis Chapter = \$40. The Memphis chapter serves 107 members, with Britton Herring and Marie Hayes joining CSI in August.

Contact: Richard Hill
richard.hill@basf.com
662-420-9563

Even though the academic year has just begun, we are already having a fun and exciting semester. From Wally Bostelmann to the Archiletes Soccer game, the month of September has had plenty of events to kick the semester off right.

The upcoming month will have more to come as CSI-S has several events planned. We will start off the semester with the annual Bowling Night and the chapter meeting with special guest, Michael Cardone. Finally, in event two of the monthly Archiletes games, we will see the students and other members of the department engage in a heated volleyball match.

Thanks to everyone for making September great, and stay tuned for more CSI events!

The CSI-S Team



**Volunteer to mentor a student
in our CSI Memphis
Student Chapter.**

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by Hans Dietrich Faulhaber, Architect, CSI, CDT ©2015
University of Tennessee

In last month's PerSPECtive we discussed the many duties of the Contract Administrator. From that reading we learned a large amount of time managing the project was devoted to attending meetings and preparing reports communicating the progress and status of the project. The first part of this article addresses meetings where we gather to discuss and dispose of critical issues related to the meeting topic. The second part addresses the written and personal communication devices that we use in our daily activities that shape the success of the project's understanding. Communication devices require a degree of thoughtfulness and detail to ensure that they are both useful and effective in their delivery and understanding.

PART 1: the Meeting

PURPOSE OF MEETING: In order for any meeting to be called there should be a purpose and that purpose should be made very clear to those who attend. Project meetings typically involve many different individuals so the requirement for them to attend means there is a level of disruption in their daily routine. Consequently the meeting should have a definitive purpose and goal. A meeting type example in the construction industry of which everyone on a given project team would be aware is the regularly scheduled project progress meeting. The purpose of this meeting is to simply ascertain what the progress of the work is at that point in time. What follows relates to the construction project meeting.

MEETING INGREDIENTS: THE AGENDA: The primary ingredient of a successful meeting is simple: a roadmap. For any meeting that is scheduled an Agenda is a required component. The agenda is the meeting roadmap and like a roadmap should be followed with little deviation lest the meeting wander into unintended topics. The agenda should list what the topics of discussion will be and if necessary assign any required action to a responsible attendee. Effective agendas are short, having a brief description of the intended topic and if needed a notation on which attendee is best to present that topic. Every meeting should have an agenda.

Meetings are called typically to discuss topics of importance to the project. That said there are three subject areas pertinent to the agenda: Budget, Schedule and Critical Issues. Depending on the meeting purpose the subject areas could be expanded. However, these three subject

areas are essential.

The topic of Budget relates to the cost of the project and what is being done to maintain that cost. Sometimes, especially in the construction industry, the first or bid cost of a project will change. The meeting is a time and forum to discuss the nature of the budget change and what its' impact will be on the budget. The resulting discussion may result in additional required action such as reviewing the documentation that substantiates a budget change. In the construction industry that documentation would be in the form of unit costs for specific components directly related to the budget change.

The topic of Schedule relates to the time devoted to the project and how the allotted time is to be maintained. Any number of deviations can cause a schedule to be compromised. For example when excavating foundations and encountering water, an unforeseen condition, it must be removed and the site remediated to the satisfaction of the structural engineer. This process could translate into days or even weeks of time devoted to that activity and will result in a change to the schedule...as well as budget. Rarely do we have a project that stays perfectly on schedule. Factors such as weather, material procurement, labor supply and other unforeseen occurrences all affect the schedule usually in negative ways which must be accounted for in the revised schedule. The project meeting is the forum to discuss schedule issues and what impact those issues have on the projects' timely completion.

...for any meeting to be called there should be a purpose and that purpose should be clear...

Critical Issues are those items that directly affect Budget and Schedule. The changes mentioned in the previous paragraphs are examples of critical issues that would be a topic of discussion. Any topic that affects the completion of the project is a critical issue and as a result would be an agenda topic.

DURING THE MEETING: Participants to any meeting are expected to attend fully prepared to engage and make meaningful contributions to the topic. For ongoing regularly scheduled meetings the participants are also expected to review the previous meeting minutes and any other updated information that has been published prior to the meeting intended for discussion. For construction related meetings this would include updated logs for Requests for Interpretation/Information, Change Order Requests, Requests for Proposals and Critical Issues.

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For a meeting to be successful and productive staying on topic is important. Often there will be attendees who use the forum for pontification having little or nothing to do with the topic. The meeting organizer should work to maintain the focus of the meeting in order for the meeting to meet its informational goals as well as to be efficient time wise. The use of tactful means of redirecting the discussion should be used to maintain these goals.

AFTER THE MEETING: After the meeting is over it will then be documented for the record. Typically this is in the form of meeting minutes compiled by the individual that conducted the meeting. Typical parts of meeting minutes include: who attended the meeting, who should receive a copy of the minutes, the topics: Budget, Schedule and Critical Issues and any assignments of action to be taken. Because these three topics inter-relate the meeting minute topics will likely have some level of each in every item of discussion.

A sign in sheet should be distributed at the beginning of the meeting listing the name of each attendee and the contact address to where they want follow up communication forwarded. This document should be attached to the meeting minutes for the participants use after the meeting has been concluded. This will allow for continued effective communication between the participants.

For each item discussed an action may be required. If that is the case then there should be an action item column or "ball in court" column assigning the action to a specific individual. In subsequent meetings the progress will be reported on that assignment until it is closed.

Once the meeting minutes are completed they are published and distributed. Meeting minutes commonly come with a caveat: if the minutes as published vary in understanding the writer should be notified for interpretation or correction. If this happens the minutes should be corrected and re-published and distributed.

Meetings are an essential component of how we communicate and disseminate information. Project meetings are the primary communication tool used in the construction industry to make all parties to a project aware of what the status is of the project, what changes might be made and what impact those changes have on the completing the project on time. The most important aspect of our profession is communication and the successful meeting will achieve that end.

PART 2: Tools for Communicating

THE LETTER: We have all been there: we're on site and notice a defect that is so serious it will take immediate response to document and convey to the contractor what action is required to ameliorate the observed defect. As an example: column stirrups are observed daylighting at the top of a column below a flat slab. This condition indicates that there might have been a lack of quality control when the components were installed or that they became misaligned when the formwork was erected around the columns. Regardless of the cause, the condition is not acceptable and will require immediate action on the contractor's part to correct. The observer has many different communication instruments to use when conveying this sort of information to the contractor. The question is what is the most appropriate for the observed condition? In this case a formal letter with photographic evidence of the defect was used as a documentation tool *after the contractor had been verbally notified on site*. The reason for writing the letter was to formally document the unacceptable condition and establish the date the condition was identified and observed. Because the condition was a potential life safety issue it rose to the level of a potentially dangerous condition for the construction project requiring a high level of urgency. The designer's letter can then be used by the contractor to express their level of concern and urgency to the reinforcement subcontractor.

The letter can be used to document many different aspects of a construction project.

The letter can be used to document many different aspects of a construction project. In today's digital environment the letter is used less frequently than in the past. Generally today a letter is written (from either party) to convey an extremely important aspect of the project such as the example given above. Rarely are letters used to convey the mundane, but more often the truly important to which the contractor, designer or owner should react immediately.

Letters are also used to convey approval of various aspects of the projects. Change Order recommendations are usually conveyed to the Owner from the Designer by way of letter. The Designer will also issue the Notice to Proceed with a letter unless there is a specific form the Owner directs the designer to use.

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In the hierarchy of communication instruments the letter is used for that which is important or critical to the successful execution and completion of the project. The letter will outline a defect that is required to be immediately addressed or establish a date for a specific event. Regardless of the subject, letters are the option that will convey a higher level of importance to the recipient.

THE MEMORANDUM: The memorandum is often used for important issues but is in the hierarchy of communication lower in urgency. While there may be information that is of importance usually this instrument will be conveying information to the recipient that that may be a follow up confirmation document where the information included should be addressed and not ignored.

The contractor has color chips for the new wheelchair lift that is to be installed on your project. He has brought them to the jobsite progress meeting and hopes to have a selection made after the meeting. The meeting adjourns and the selection is made. The designer then issues a memorandum for the record stating that the color selection for the wheelchair lift is such. This provides the direction the contractor will require to place the order for the wheelchair lift; it establishes the date when the selection was made and it informs all parties who were not involved in the selection process what the disposition was.

The designer has visited the site and provided dimensional clarifications to the contractor. The designer returns to their office and follows the meeting up with a memorandum of understanding where the dimensional aspects of the discussion are formally documented. The contractor will then use the clarified dimensions to execute his work. He will also make note of the dimensional clarification and memo on the record documents that will ultimately be used to generate the close out record documents. This vehicle establishes the clarification and the date it was conveyed to the contractor.

CUSTOM FORMS: Many large companies have what

is referred to as “custom forms”. These documents will sometimes look a lot like what they are intended to replace. These types of forms can range from being the contract forms between the various parties (owner and designer or owner and contractor) to forms such as warranties, allowance reconciliation and even Notice to Proceed forms or any other form where the company or entity providing them deems their use is in the company’s best interest. Often the general counsel for the organization will determine the form’s necessity and have them drafted by their staff for use by the appropriate persons in the organization.

DIGITAL COMMUNICATIONS: There are two primary types of digital communications: the text message and the email. There are no advantages to either one now that either will allow for the transmission of other documents as attachments. The difference is in the level of formality perceived by those using the media. The email tends to be a more formal means of communication and the text a less than formal means.

There are two primary types of digital communications: the text message and the email.

The text message is best used for immediate communications that are not considered to be urgent or critical. For example the contractor requests contact information on a person that you have in your “contacts list”. This would be an opportunity to effectively and rapidly transmit that information to the contractor. Clarifying the Contract Documents or other contractually related information is not recommended to be accomplished with this vehicle OR with email unless there is a high level of confidence the subject or issue will not go further than the immediate correspondence.

The email is used today as routine communication between parties involved in a construction project. From simple questions requiring little research for response to complex questions requiring additional documentation for a proper response. Examples range from clarification of a particular work item to a request for a contact (the email can also be used for transmitting contact information just as the text message can).

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In large part the email has supplanted the Letter for a number of reasons. The first is its immediacy. An email can be written and transmitted to the recipient in a matter of minutes-or seconds. The email is now accepted as the “normal” means of communication in the construction and virtually any other industry on the planet. An email can be sent from a desktop computer, laptop computer or hand held communication device so there is a high level of portability. There is no need for a second party to create the email from a communicative draft because the document is typically “typed” by the sender. Finally the email will always have a digital date stamp on it establishing when the communication occurred. With a time sensitive issue the time stamp feature can determine who was responding in a timely manner and who was not.

THE TELEPHONE CALL: There is a telephone on my desk. There is likely one on yours too if you work in an organization that communicates at all...and most do. But the device I use is my cell phone because it is easier, faster and there is a record of the call made in my “recents” cache. If I do not have the contact information (read: telephone number) memorized it will likely be found in my “contacts” list. And then all I need to do is to touch it and the cell phone will dial the number. How many phone numbers to you remember and routinely “dial”? Probably not many. The advances in digital voice communications have been of benefit to the owner, designer and contractor

insofar as communications go.

The phone call should never be used to convey any critical information or direction unless that conveyance is followed up with a written vehicle for the record. That is unless the voice communication was recorded and both parties were aware that the recording was taking place. A written record of the communication will ensure that there was no misunderstanding by either party.

IN CONCLUSION: Effective communications is a requirement in our industry or any industry wanting a high degree of success for their projects. It always has been that way but now in the digital age we are able to communicate much faster and with much more information than ever before. Designers specify a schedule to be created and followed by the contractor so we expect the project to be started and completed in a given time frame. The owner creates a schedule for the designer to follow to ensure that they produce the project in a timely manner. More than ever before: “time is money” is the mantra. Because those time frames and schedules are being squeezed for every day that can be had, effective and productive communications is essential to the production of a successful project. After all that is what we are all striving to achieve: a successful project.

Hans Dietrich Faulhaber, Architect, CSI, CDT ©2015

CSI Memphis Mission Statement

**In order to enhance the process of creating and sustaining the built environment,
Memphis Chapter CSI:**

Provides opportunities for persons in the design and construction industry to receive cutting edge information regarding construction documents and practices; promotes members career advancement and enhancement of leadership and communication skills; and supports students aspiring to design and construction careers.

In "[Tell me again part 1](#)" we looked at how proper use of reference standards can reduce the amount of text required by making those standards part of the specifications. Going back to the "say it once" principal, proper use of Division 00 and Division 01 can go a long way toward eliminating needless text.

are complementary, and what is required by one shall be as binding as if required by all." Other general conditions typically have similar statements.

Interestingly, while some specifications have followed CSI's advice and deleted the "Drawings and General Provisions..." paragraph, many specifications now have added several more needless references to Division 01 such as these:

- Conduct pre-installation meeting in accordance with Division 01 Section 01 31 19.
- Submit in accordance with Division 01, Section 01 33 00
- Comply with requirements of Section 01 65 00 and Section 01 66 00.
- Comply with provisions of Section 01 78 00.
- Substitutions: Under provisions of Section 01 25 00
- Examine conditions and proceed with work in accordance with Division 01, Section 01 71 00.
- General: Comply with requirements of Division 01, Section 01 45 13.

"Well, I just want to help people find what they're looking for!" Following that logic, why stop there? Why not include references to information about taxes, or contract modifications, or final payment in each section?

Division 01 can save a lot more text than that found in the above references. Properly written, they can minimize or eliminate many statements commonly found in specifications. One of the most important requirements, with the widest applicability, is "Follow manufacturer's instructions and recommendations."

The drawback with relying on manufacturers' instructions is that they might miss something, or you might choose to specify more restrictive requirements. In those cases, Division 01 sections can reduce the need for many statements in the specification sections.

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In the good old days, it was common to include at the beginning of every specification section a statement similar to this: "Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division - 1 Specification Sections, apply to this Section."

CSI's Manual of Practice, Product Resource Manual, and Construction Specifications Practice Guide explain how to eliminate this statement:

Although the Division 01 role in governing the work has been accepted in practice for many years, this authority is not explicitly stated in either the AIA or EJCDC general conditions. Until that change is made, the authority should be established by a provision in the supplementary conditions as follows: *Sections of Division 01-General Requirements govern the work of all sections of the specifications.*

Even though the A201 and other general conditions make it quite clear that the contractor is responsible for means and methods, I expand this statement to read, *Sections of Division 01-General Requirements govern the work of all sections of the specifications. The Contractor shall ensure that all Subcontractors, Sub-subcontractors, and suppliers are aware of and comply with the provisions of Division 01.* Having established the role of Division 01, there is no need to restate it in every specification section. The A201 agrees with that position, stating "The Contract Documents

For example, consider the article for delivery, storage, and handling. Most materials should be protected from the elements until they are installed. A comprehensive Section 01-6000 - Product Requirements can include storage requirements such as temperature range, humidity, and protection from moisture, that are suitable for all but a few products.

Add the basic requirement for complying with manufacturers' instructions, and there isn't much left to say. Do the same for packaging, labeling, and handling, then go on to other subjects of Division 01 sections, and you may find you can delete some of the standard articles in the specifications.

Another place to look for redundancies is the "Common Work Results" sections found in mechanical and electrical specifications. These sections often state requirements already found in the general conditions, in bidding requirements, and in Division 01 sections. The only time those subjects should be addressed is when mechanical and electrical specifications have additional or unique requirements, and even then I would try to take care of the differences in Division 00 and in Division 01.

I have looked at many of these sections at the beginning of mechanical and electrical Divisions, and rarely have I found anything not already specified in the front end of the project manual. At best they are merely redundant; most of

the time they are contradictory.

We spend a lot of time talking about Division 01, but it's also worth taking a look at what's in the general conditions. I have seen many specifications that discuss payment for testing, for re-inspection, for concealing work before it was inspected, for unauthorized work, and for similar activities. These typically are covered in the general conditions; in the A201, they are found in Articles 12 and 13.

Why are we so concerned about redundancies? Perhaps the biggest problem is that when different people state the same thing they may do it differently. Another problem, which isn't so obvious, is that the longer the specifications are, the longer it takes to read them, and the more likely that things will be missed. Why add a lot of unnecessary text, making it harder for the contractor to understand? Shorter specs are more likely to be read, will be easier to read, and will be easier to interpret.

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[Agree? Disagree? Leave your comments at http://swconstructivethoughts.blogspot.com/](http://swconstructivethoughts.blogspot.com/)

**For Membership, Fellowship and Leadership
Call a CSI Leader Today and Volunteer**



Dempsie B. Morrison Scholarship Fund

2015 - 2016 Campaign | September 1, 2015 - January 30, 2016

Dempsie B. Morrison, Jr, FCSI was a practicing architect, specifier, and teacher deeply involved in the CSI Memphis and National chapters. The CSI Memphis Chapter continues to honor his memory by awarding the Morrison Scholarship to University of Memphis Architecture students that show exemplary performance in academics as well as involvement within the CSI Student Affiliate.

Awarded each year since 1979, the Dempsie B. Morrison, Jr. Scholarship is funded in partnership with the University of Memphis. Contributions collected by the CSI Memphis chapter are matched in order for two students to receive full tuition funding for the academic year. Since its inception, the Scholarship has impacted more than 25 students in an amount over \$100,000.

With your support, CSI Memphis will award two scholarships in May of 2016 to students that will continue to honor the spirit of Dempsie B. Morrison, Jr. in the future. This scholarship makes a significant impact:



Joel Jassu, 2015-2016 Recipient

"Dreams can only be achieved by the support of other people; it is a game that cannot be played by just one individual. The CSI scholarship has been a real game changer for me. It has helped me with my tuition and this can only make my future brighter and closer. Thank you so much for making a difference in my life."



Nester Lobos, 2015-2016 Recipient

"I would like to thank everyone involved in providing this educational opportunity for me. This scholarship which has been generously granted allows me to direct my undivided attention to my education, instead of my financial status. Words cannot describe the enormous gratitude and honor I feel for being a recipient of this prestigious award."

Please join us in celebrating the legacy of Dempsie B. Morrison by donating to the Scholarship fund online at csimemphis.org or through the attached contribution form. Thank you for your continued support; your generosity is greatly appreciated by CSI Memphis and all Scholarship recipients.

Sincerely,

Julie Varnado, Scholarship Chair
Kate Haywood, 2008-09 & 2009-10 Scholarship Recipient



Dempsie B. Morrison Scholarship Fund

2015 - 2016 Campaign | September 1, 2015 - January 30, 2016

Levels of Participation (Please select one):

<input type="checkbox"/> \$500*+ Diamond	<i>* As a small token of appreciation, for all donations of \$100 or more, the donor will be entered to win (4) four tickets to a University of Memphis basketball game in Spring 2016. This drawing will take place at the monthly meeting in January 2016.</i>
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<input type="checkbox"/> \$100* Silver	
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I need to write a specification and I don't know where to start. What do I do?

Don't panic! Many of CSI's expert members are consultants who can write specifications for you. CSI also offers resources if you want to learn how to write your own specifications.

To ensure your specification is well-written, hire a CSI Certified Construction Specifier (CCS). You can find a list of professionals who have earned their CCS through CSI's Certificants Directory, or in CSI's BusinessLinx Directory. Or contact your local CSI chapter – the professional you need may be just around the corner.

If you're writing your own specifications, you can become a **CCS** through **CSI's Certification Program**, or polish your specification-writing skills through **CSI's Education programs**, including live webinars and recorded webinars. You may also benefit from joining **CSI's Specifying Practice Group** to exchange ideas and explore issues with your peers – it's web-based and FREE!

Use CSI's formats – including **MasterFormat** and **SectionFormat** – to organize your project manual and specifications.

CSI has acquired BSD (Building Systems Design Inc.), and has alliances with all of the leading master guide specifications developers to help ensure their programs effectively use CSI's formats and guidelines. Using these systems can make specification writing more effective and productive – but no software package can compensate for a lack of understanding the how's and why's of a good specification.

You can also ask a question in CSI's specifications forum. CSI's expert members love to help

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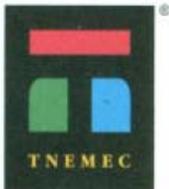
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