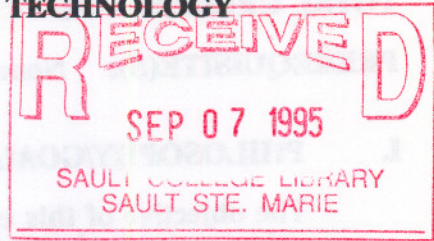


SAULT STE. MARIE, ON
SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY



COURSE OUTLINE

COURSE TITLE: CONSTRUCTION SPECIFICATIONS

CODE NO : ARC 306 SEMESTER:

PROGRAM: ARCHITECTURAL TECHNICIAN

AUTHOR: H. PIETRZAKOWSKI

DATE: AUGUST 1995 PREVIOUS OUTLINE DATED: SEPT. 1993

APPROVED: *L.P. Caszuth* 95-09-01
DEAN DATE

29-Aug-95

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TOTAL CREDITS: 4

PREREQUISITE(S): None

I. PHILOSOPHY/GOALS:

The objective of this course is to develop building construction specifications using recognized standards, including those for tender calls, instructions to bidders, general conditions and division specifications for given projects. The student will gain an understanding with the editing practice and procedures recommended for preparing project specifications based on the Government of Canada Master Construction Specification.

II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):

Upon successful completion of this course the student will:

- 1) Resolve the different types of problems caused when specifications fail to comply with government standards.
- 2) Understand and apply different standards, specifications, sources of technical information and index systems used in the industry.
- 3) Identify and analyze differences in specification standards and requirements for different types of construction projects.
- 4) Prepare specifications using computer-based master files.

III. TOPICS TO BE COVERED:

- 1) Types of Specifications
- 2) Sources of Information
- 3) Specification Language
- 4) Components of Specifications
- 5) Construction Contract Documents
- 6) Owner - Contractor Agreement
- 7) Methods of Preparing Specifications
- 8) Word Processing & Specification Writing

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

1. Types of Specifications

- a) Explain the roles of the various types of documents.
- b) List the 8 different types of specifications.

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2. Sources of Information

- a) List and explain various sources of product/material information (testing, product catalogues, government sources, trade associations).
- b) Define and explain the CSI format.

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3. Specification Language

- a) Mandatory Construction
- b) "Contractor" as subject
- c) Punctuation
- d) Escape Clauses

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4. Components of Specifications

- a) The Division
- b) The Section
- c) Division - Section
- d) Filing System

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5. Construction Contract Documents

- a) The Consultants

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- b) The Specification Consultant
- c) Architect - Contractor Cooperation
- d) Drawings - Specifications

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6. Owner - Contractor Agreement

- a) Included Forms
- b) Bidding - Tendering
- c) General and Supplementary Conditions
- d) Miscellaneous forms

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7. Methods of Preparing Specifications

- a) The Cut & Paste Master
- b) The Office Master
- c) The Government Master
- d) GMS Format

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8. Word Processing & Specification Writing

- a) Preliminary review
- b) The Three - Part Section
- c) Paragraph Numbering
- d) Project - Page Identification
- e) Page Arrangement
- f) The Last Look

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V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

Students will be assigned a final grade based on attendance, tests, assignments and projects administered during the semester. Three tests of equal weight will comprise 45% of your final grade.

Your final grade will be derived as follows:

Attendance	10%
Assignments	25%
Tests	45%
Project	20%
Total	100%

The grading system used will be as follows:

A+	90% - 100%	(Consistently outstanding achievement)
A	80% - 89%	(Outstanding achievement)
B	70% - 79%	(Consistently above average achievement)
C	55% - 69%	(Satisfactory or acceptable)
X or R	0% - 54%	(Incomplete or Repeat)

- 1) Assignments will be collected on dates specified and will be penalized if handed in late - one letter grade. All assignments must be handed in prior to course completion, and assignments handed in after the assignments have been returned to students will result in a maximum grade of C
- 2) A missed class (unless a reason deemed satisfactory by the instructor is given prior to the class) will result in the loss of 1/2 of a percentage point.
- 3) If at the end of the semester the overall mark is below 55%, whether you receive an X (incomplete) or an R (repeat) grade is entirely at the instructor's discretion. The decision will be based upon your final average. For example, a 32% WOULD result in an R grade, while 45% MIGHT result in an X grade - your attendance during the semester, your attitude while in the classroom, your perceived level of effort during the semester all will have a direct bearing on your situation.

If you find yourself with an X grade at the end of the semester, in order to up-grade your mark to a passing grade, you will be required to write a make-up examination covering the entire course content. A 55% on this examination is required to upgrade your X grade to a C grade. It is your responsibility to finalize all requirements with your instructor!

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VII. REQUIRED STUDENT RESOURCES

There is no formal textbook required for this course.

VIII. SUGGESTED RESOURCE MATERIAL

Canadian Government Specifications

Dictionary

The Ontario Building Code

The Canadian Standards Index

IX. SPECIAL NOTES

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.