

## Drawings and Specification Preparation Requirements

*Facilities Management is providing this document per the Executive Design Professional Agreement (EDPA) Supplemental Requirements paragraphs 1.7.7 and 1.8.3. This is to aid the development of contract drawings and specifications. The intent is to offer a consistent product and reduce risks to project cost, schedule, and errors and omissions. Please forward questions or suggestions to UCI FM Engineering Group Manager.*

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### ***Part A – General:***

1. Documents must be clear, concise, correct, and complete. Ensure that the construction documents are fully coordinated, complete, biddable, and buildable.
  2. UC General Conditions contain important information affecting the preparation of Construction Documents. Reading the General Conditions provides familiarity with contract language and terminology thus eliminating common errors found in preparing Construction Documents. Some of the more common items are included in this document.
  3. The term “Contract Documents” means the Drawings, Specifications, and Addendums unless modified by Change Order.
  4. Do not refer to “owner,” use “**University.**” The term “**University**” means “The Regents of the University of California.”
  5. The term “**University's Representative**” means the person identified as such in the Agreement. The University must always have a University Representative, who may be a University employee, or another entity designated. Specifications and drawing notes must not reference terms such as *State, Architect, Project Architect, Campus Architect, Engineer, Engineer-in-Charge, Inspector, Client, Project Representative, or Manager.*
  6. The Contract Documents are complementary and what is required by one is as binding as if required by all. In the case of conflict between terms of the Contract Documents, the following **order of precedence** applies:
    - #1. The Agreement
    - #2. The Supplementary Conditions
    - #3. The General Conditions (Division 01)
    - #4. The Specifications (Divisions 02-44)
    - #5. The Drawings
- a. In the event of conflicting provisions in the Contract Documents, the specifications will take precedence over the drawings unless modified by Addendum.

- b. Addendums govern over other portions of the Contract Documents to the extent specifically noted; subsequent Addendums govern over prior Addendums only to the extent specifically noted.
7. **Inappropriate Terms** (See additional examples under Part B – Drawings)
- a. Do not use the phrase, “**The Contractor shall....**” Construction specifications use the imperative form of English and the entire package is a set of instructions to the contractor.
  - b. Do not use “**by others.**” Case law has ruled this term ambiguous. Identify work performed by a specific entity.
  - c. Do not use phrases with missing objects such as: **as allowed** (by whom?), **as appropriate** (according to what?), **as approved** (by whom?), **as directed** (by whom?), **as indicated** (where?), or **as required** (according to what or whom?).
  - d. Do not use words such as **few** and **many** because they are not quantifiable.
  - e. Do not use phrases such as **remove as required** or **install as required**.
  - f. Do not use **prior to bid**. Not every Contractor and sub-contractor is mandated to visit the project site before bidding.
  - g. Do not use **all**. Using **all** regularly brings into question other contract requirements that did not include **all**.
8. Only refer to **Contractor** if it is necessary to delineate who does a specific Work item.
- a. For example, University’s Representative will conduct meetings and the Contractor’s superintendent will take notes.
9. Avoid the use of abbreviations. When use is unavoidable, use common architectural or engineering construction terms and accepted abbreviation symbols.
10. Do not discuss Contract Documents with bidders during the advertisement and award period. Refer bidders to the University’s Representative for a response.
11. Design Professional must provide a detailed Utility Shut Down Plan, for each utility, identifying the utility affected, how the utility is to be isolated, maximum allowable duration of interruption (if applicable), and the affected facilities for major shutdowns. If required to minimize disruption to the University’s operations, design professionals must specify by-pass or temporary service.

***Part B – Drawings:***

1. The Drawings are the visual complement of the Specifications. The Specifications describe "what" while the Drawings show "how many" and "where." For example, the Specifications might describe the type of piping material required, standard to meet, installation requirement, etc., while the Drawings show the routing and sizes of the piping, elevation to hang piping, and support.
2. In the event of a discrepancy between the Drawings and the Specifications, the Specifications take precedence.
3. The design professional must follow these guidelines for preparing the Drawings:
  - a. Distinguish between new and existing work.
  - b. Everything shown is new unless noted as existing (E).
  - c. Use general, or specific, clear, and concise notes to clarify or amplify the Drawings.
  - d. Clearly note revisions required.
  - e. Clearly delineate alternates, if any.
  - f. Show the contract limits on the drawings.
  - g. Do not include General Conditions or General Requirements items on the drawings.
  - h. Use the same terminology on the Drawings and in the Specifications.
4. FM project drawings must follow the National CAD Standard except where revised by UCI FM CAD standards.
5. The text must be not less than 3/32-inch high at full size.
6. Drawing sheet sizes may be 22" x 34", 24" x 36", or 36" x 42". Select sheet size based on the size of the floor plan using minimum 1/4" scale plans to show only the scope of work. You may use smaller scales when approved. Avoid using 3/32, 3/16, or other scales not in 1/8-inch increments.
7. Use key plans instead of an overall building plan to scale for the location of Work within a building.
8. Use the UCI FM Master 2021 Title Block sheet with space assigned to the Designated Campus Fire Marshal stamp. Title block data must be consistent from sheet to sheet and trade to trade.
9. Design professionals must each match floor plan scales within a set and are oriented the same. Plan north must be at the top of the sheet unless approved otherwise to match existing drawing orientation.
10. Provide a drawing title sheet for every project set that includes Fire Marshal standard notes, existing building construction type, occupancy, building codes, drawing index, and campus map with building location noted. UCI is developing a standard sheet to use (ask if it is available when starting a project.) List deferred submittals – e.g. fire alarm, fire sprinkler piping, fire-rated partitions penetrations. Do not use county-level or other larger area maps provide just the UCI campus map with the building(s) where the Work will occur noted or highlighted.
11. Include the UCI project "5 million" number and the applicable UC contract number. Do not include A&E contract number or A&E job number on drawings. A&E job number may be included in an inconspicuous location.
12. Do not place computer file locations on the drawings. These serve only to confuse people that receive them.
13. Use existing room numbers as observed at the building. Submit plans when adding new rooms to Engineering Group early in the design process so new space can be numbered and used throughout the set.
14. In the event of conflicting provisions within the drawings, the following order of precedence for resolution of the conflict applies: the more specific provision will take precedence over the less specific, and figures take precedence over scaled dimensions.

15. Rehabilitation Projects
  - a. Provide clear graphical delineation of demolition work - existing work to remain and construction work.
  - b. Identify existing materials as “existing” or “(E)” and show them with light or screened lines.
  - c. Show new work and new materials **without** the word “new.” Work shown and not called out as “existing” is “new” work. If one item is marked “New,” then every new item will also have to include “New,” and if you miss one then that could be cause for a change order.
  - d. Show new work on drawings with a heavier line weight(s) than existing.
16. Demolition drawings must use the following definitions taken from Division 01 3516 “Alteration Project Procedures” specification.
  - a. **Remove:** Detach items from existing construction and dispose of them off-site, unless indicated as Remove and Salvage or Remove and Reinstall. There is no need to say, “Contractor shall remove xx...” or say “existing” – just say, “**Remove xx...**”
  - b. **Remove and Salvage:** Detach items from existing construction, in a manner to prevent damage, and deliver to University ready for reuse or Contractor to store.
  - c. **Remove and Reinstall:** Detach items from existing construction, in a manner to prevent damage, prepare for reuse, and reinstall where indicated.
  - d. **Existing to Remain:** Leave existing items that are not either “removed,” “removed and salvaged,” or “removed and reinstalled”
  - e. **Demolish:** To remove by destroying or ruining the item being careful not to damage items “existing to remain.” The contractor will replace or repair items mistakenly demolished or damaged at no additional cost to the University.
  - f. **Dismantle:** To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces, and disposing of the items, unless otherwise indicated.
17. The University prefers that demolition plans be on the same sheet as new work floor plans. If not, locate the demolition sheet right before the new work floor plans sheet and use the last digit to separate the plans and without the second sheet number digit include the “D.” For example second-floor plans would be: A-121 (demo plan) and A-122 (new work plan)
  - a. **Note:** Very rarely, if ever, does FM have a major demolition project that requires sheet numbers with D (e.g. AD121, PD121, MD121, etc.).
18. Terms used on the Drawings to identify materials and equipment must precisely match terms used in the Specifications.
  - a. **Refer** to inappropriate terms in *Part A – General* above.
19. Do not shade existing walls or use shading at all.
20. Drawings must not include consultant and sub-consultant personal contact information such as name, phone numbers, or email addresses. Provide Firm name and business address. This is part of University Cyber Security best practices to minimize personally identifiable information retention. Need-to-know contact lists are usually part of the project process after award of contract and need not appear on drawings.
21. Provide an abbreviations list and description on the Drawings that includes only the ones used.
22. Carefully check General Notes commonly employed for private work. Many times these notes conflict with the University’s front-end documents or General Conditions.
23. Do not place specifications on drawings. UCI projects require book specifications.
24. Limit the use of color on AutoCAD drawings to representing line weights. Use conventional hatching and other methods such as varying line weights to communicate without the use of color. This allows persons with color vision difficulties to make full use of the drawings and

- helps the University conform to best practices for persons with disabilities. Many more people have color acuity difficulties than is commonly realized.
25. Show general notes once in drawing set on a trade's general sheet, e.g. M-001. Ensure that general notes conform to the University's requirements. Working for the University is considerably different from private construction practice.
  26. Avoid creating sheets with less than 50% of the drawing area used. UCI's standard sheet numbering allows combining sheets instead of adding a standard sheet number.
  27. Blocks of lettering can be hard to read. Use the available tools in AutoCAD to provide clear, legible, correctly spelled, and grammatically correct notes. The use of upper and lower case letters greatly improves legibility in blocks of text. Small Caps are another option. Arial All Caps is not the equivalent of hand lettering and is more difficult to read.
  28. Describe Work using correct grammar, punctuation, and symbols with simple and succinct notes and sentences. Typically, sentence construction is the imperative form of English. For example, "Install pumps per-in accordance with manufacturer's instructions." and not "The contractor shall install pumps in accordance with manufacturer's instructions."
  29. Most FM projects are small and drawings must reflect that. Do not include notes, symbols, abbreviations, details, etc. not applicable to the Scope of Work. Do not add typical information just to cover inapplicable circumstances.
  30. At each submittal, only show notes, details, references, etc. applicable to the Work required. Show the Work required with specific project notes.
  31. Do not include quantities unless specifically requested. Drawings need to show the extent of the Work for the bidders to do a takeoff to determine quantities.
  32. Provide symbols with a legend describing the work instead of Key Note numbers with "typical" pointing to a symbol.
  33. Place keynotes close to the plans, details, or diagrams using the keynotes.
  34. Key Notes on plans may be used for repeated or multiple items instead of writing numerous times. It is much clearer for the project manager, contractor, inspector, or reviewer if the designer writes the notes next to the item once or a few times instead of having to refer to a keynote across the sheet or several sheets away. Electronic presentation and review make this concept even more important.
  35. Indicate how the existing piping system can be shut off at points of a new connection. If this does not exist, then the project must describe work to allow the system to shut down. If necessary, specify hot-tapping for piping. Always provide a gate or ball valve at a point of connection to existing pressurized piping.
  36. Design electrical work for construction with the electricity shut off. Review the effect an electrical shutdown has on the existing systems and detail when and how this can be done.
  37. FM projects always deal with existing construction. Make sure drawing details proposed to address existing conditions and are not just standard details. Delineate with line weight new work or existing.
  38. Where necessary, modify Campus Standard Details to delineate new work from existing. Submit such modifications for review.
  39. Each project submission must include the date of submission on the title block throughout the complete drawing set.
  40. Working in existing facilities requires that the design professionals determine the actual routing for piping, ductwork, and conduit and clearly show them on the drawings. Show the locations of ducts, pipes, and conduits examples include, above the ceiling, exposed, at 10'-0" A.F.F., inside the wall, etc.
  41. Unit prices, Alternates, and Allowances requirements are usually only described in Division 01 and normally not on the drawings. This depends on the work descriptions and if specific

- details are drawn just for an allowance or alternate, then the drawings would reflect the requirement.
42. Before submitting drawings for review, please read EDPA paragraph 4.9. This paragraph requires submission of calculations with design criteria, assumptions, and references used. Include copies of selected equipment data sheets, e.g. light fixtures, air handling units, heat exchangers, plumbing fixtures, and photometric plans. Design Calculations are different from Design and System Narratives at the schematic phase.
  43. Equipment schedules on drawings must include complete specific capacity requirements.
    - a. Provide all parameters for coils both thermal and physical.
    - b. If there are only a few items, it is fine to place equipment schedules on drawings and not use a separate schedule sheet. The sheet numbering system shows how to number the sheets properly. It does not dictate that you must have each type of sheet.
  44. Show the existing building's fire-rated partitions, walls, and shafts that could be penetrated by your project's scope of work and the type of wall construction. To bid projects, this must be shown. Deferred approval of penetrations is acceptable and not necessary to show fire-rated penetration details on the plans.
  45. Confirm University furnished record drawings by field verification and checking sizes, especially for new connections to existing systems. Show existing sizes for plumbing, mechanical, and electrical work on drawings.
  46. UCI Standard Details will be furnished in AutoCAD (\*.dwg) format and must be included on the drawings with the UCI Standard Detail title block, and detail number. If modifying the detail for the project, submit the proposed modification to the University's Representative for review and approval before using the detail on the drawing. Else, use University Standard Details without modification.
  47. Provide coordinate structural grid on floor plans from existing original construction drawing. If none exists or the design has a new structure grid, use numbers on the long axis and letters on the other. The purpose of this is to allow quick reference to a point on the drawing sheet.
  48. Create, or update, riser diagrams for any modifications to supply, exhaust, drainage, compressed air, water, natural gas, or heating systems. This is required for lab ventilation safety and useful for all cases especially Central Plant utilities – High Temperature Water, Chilled Water, Electrical power, Compressed Air, and Natural Gas. Provide calculations to show the connection to existing systems will not overload the existing system.
  49. Create section and elevation drawings where ducts cross and at least two sections for new major mechanical equipment installations and where plumbing piping or electrical or any other existing construction to show the contractor the extent and difficulty of the installation.
  50. Using black and white photos on drawings to show existing conditions and new work has proven to be of value in many projects.
  51. Avoid the use of subjective and arbitrary notes, such as those in the following examples:

### Examples of Inappropriate Written Notes

*Example No. 1:*

*"The General Contractor shall be responsible for coordinating the work of all trades and subcontractors."*

(There are no General Contractors, only Construction Contractors. Contractors are required to coordinate work amongst themselves as described in the General Conditions.) Note should read:

**Coordinate work with other trades and contractors.**

*Example No. 2:*

*"Repair wall opening to match existing wall. Caulk and seal with a sealant of high quality and long life to prevent infiltration of outside air and water mechanical room."*

(High quality and long life need to be defined.)

**Repair wall opening with [state material to use] and provide with waterproofing sealant to prevent infiltration of outside air and water into mechanical room.**

*Example No. 3:*

*"All construction shall conform to the latest edition of all building codes and ordinances. The Fire Prevention and Building Code, the ADA code, and in case of conflict the most stringent shall govern."*

(Consultant is responsible to include scope complying to codes. Such a note is not needed as this is covered in General Conditions and title sheets showing listed codes.)

*Example No. 4:*

*"Piping penetrating firewalls shall be fire stopped with a 3M or equal system for through penetrations approved for the specific application."*

(Consultant needs to show locations and ratings of walls, partitions, and barriers.)

*Example No. 5:*

*"It shall be the responsibility of the Contractor, prior to submitting a bid, to visit the site and inspect the entire area of the work. The Contractor shall be completely familiar with all existing conditions affecting the work. If in the execution of the work, extra work is necessary due to the Contractor's failure to be familiar with existing conditions such extra work shall be furnished and installed by the Contractor at no additional cost to the owner."*

(Every bidding Contractor is usually not required to visit to project site. The consultant must show the work required and the existing conditions. Note can state:)

**Prior to construction, confirm that existing conditions match the drawings. Bring any inconsistencies to the University Representative's attention for resolution.**

**Examples of Inappropriate Written Notes**

*Example No. 6:*

*"Include the cost of all small details and incidental work not shown or specified but which is required for a complete and satisfactory system."*

(All work needs to be indicated in the documents.)

*Example No. 7:*

*"Lighting levels shall be per IES Standards (35 foot candles average and 20 foot candles minimum) Contractor shall install/remove lighting fixtures based on actual field lighting level measurements."*

(Scope of work needs to be clearly indicated and is note is not biddable.)

*Example No. 8:*

*Do not include subjective phrases such as:*

- *Provide trap and vent "as required"*
- *Provide condensate pumps "if necessary"*
- *Provide fire dampers "as needed" at all rated wall penetrations*
- *Install all work "in an approved manner"*

(The Inspectors struggle with the final acceptance of components shown to be installed "in an approved manner." Referencing specific standards can often mitigate disputes that arise from subjective comments.)



**Part C – Specifications:**

1. Use the UCI FM Master Specifications, which follow the CSI standard for Specifications. Edit UCI Master Specifications to suit the project's specific Scope of Work.
2. Every UCI project will have book specifications. Do not place specifications on drawings.
3. If a UCI FM Master Specifications section is not available for a specific product, ask if FM can provide one. If none is available, then A&E must write the 3-part CSI specification using FM's standard font and format to match FM master spec sections.
4. In the event of conflicting provisions within the specifications, the following order of precedence for resolution of the conflict applies: the more specific provision will take precedence over the less specific; if not resolved, the less stringent will take precedence over the more stringent; if not resolved, the less expensive item will take precedence over the more expensive.
5. Master specs are written keeping words or numbers together on a single line for easier reading by using a hard space. To insert a hard space, press at same time: [Ctrl] + [Shift] + [Spacebar] keys. Examples include Division 01, Section 05 2525, ASTM C129, or AMCA 987.
  - a. Note: if showing formatting symbols, Microsoft Word shows a hard space symbol like a degree symbol. They are different and can be confusing. Turning off formatting symbols clears that issue.
6. UCI FM master specifications use the degree symbol "°" and not "deg F." or other abbreviation. Use the degree symbol for consistency "°F" – one way to insert degree symbol: **ALT+248** another is **ALT+0176**.
7. When fractions are used, enter with **ALT codes**. For example, use 1/8, not 1/8 or 3/8 instead of 3/8 or 1 1/3 as a replacement for 1-1/3. Below are common vulgar fraction **ALT codes**. You may need to use a number keypad:

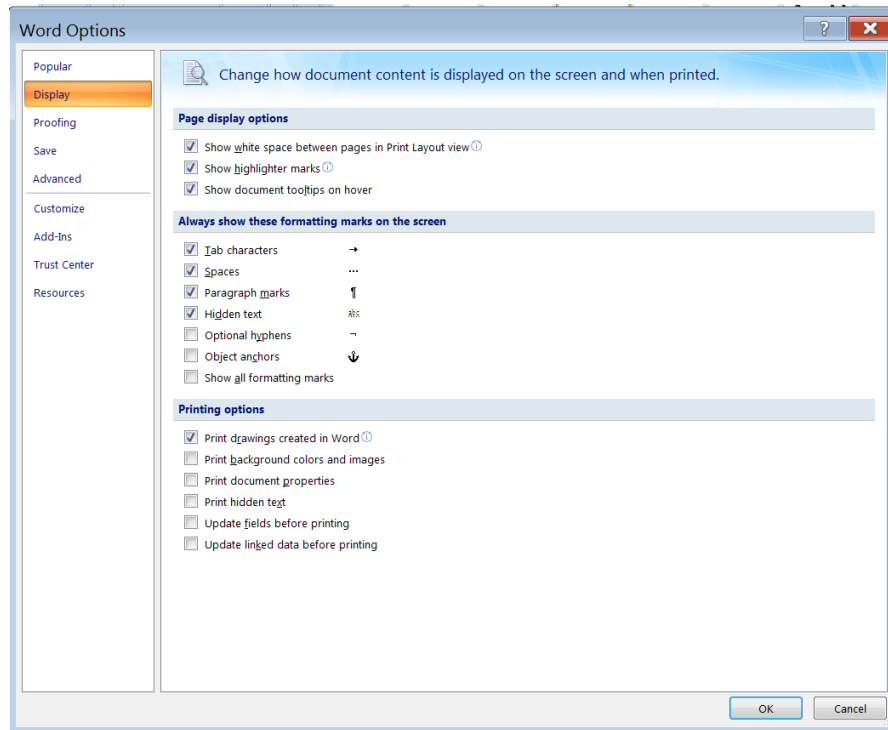
Char	Alt code	Char	Alt code	Char	Alt code	Char	Alt code
1/8	ALT+8539	1/4	ALT+0188	1/5	ALT+8533	1/6	ALT+8537
3/8	ALT+8540	1/2	ALT+0189	2/5	ALT+8534	1/3	ALT+8531
5/8	ALT+8541	3/4	ALT+0190	3/5	ALT+8535	2/3	ALT+8532
7/8	ALT+8542			4/5	ALT+8536	5/6	ALT+8538

8. UCI Contracts department will insert the final header for the project. Revise the header with minimum verbiage to show the project name or number only. You may add a date.
9. Confirm specification references to other sections you have are included in the specification manual. To identify those references, quickly, use the search command for **section** and **division**.

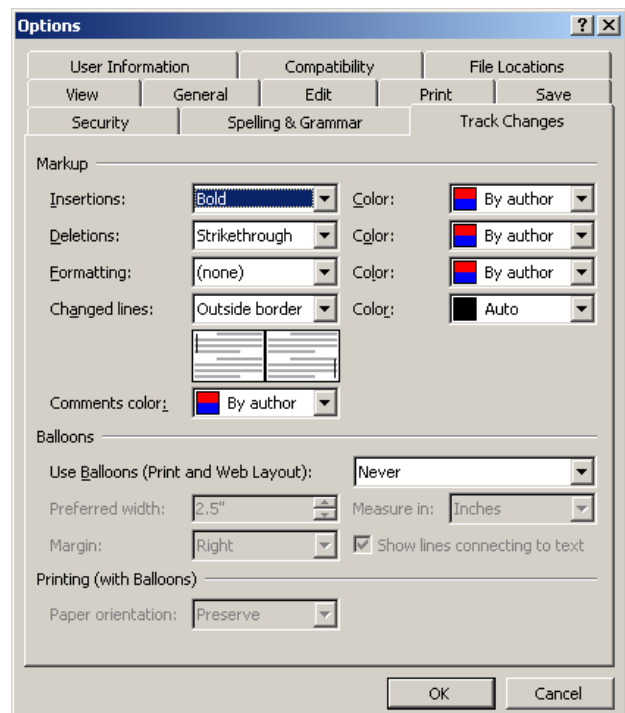
***Part D - How to Edit UCI Master Specifications***

1. The design professional must write the technical specifications for the project, CSI Divisions 02 through 33, using Facilities Management's master specifications. Edit the materials, products, and equipment and any modifications of the installation procedures to form the basis of the bid proposal. Make changes and additions to the specifications with the Microsoft Word "Track Changes" feature to show additions in "Bold" and deletions with crossed-out text. Any changes made without this type of indication to the University's reviewers are prohibited. The University will furnish the Word files as a protected document that will automatically track editing to allow a quicker review by the University and confirm Campus Standards are maintained.
2. Facilities Management's master specifications contain requirements describing functional requirements for the project, and describing materials, products, and systems for the project, and criteria for verifying compliance. References quoted in Campus master specifications must be understood to be the published and dated version of the reference in effect as of the Contract Bid Date. Do not reuse master specifications from project to project. Obtain the latest Master Specification from the University's Representative. Correct egregious errors as needed.
3. The design professional is responsible for preparing the final edited specifications coordinated with the drawings in compliance with the Scope of Work. FM master specifications establish the minimum requirements acceptable to the University. We will not accept edits that reduce quality, materials, or workmanship. Provide with the specifications a table of contents showing all divisions and sections included.
4. The following is a basic "how-to" edit the Section Text:
  - a. Begin with Part 3 - Execution. Edit the Article to retain applicable Schedules and Execution to the Project. Proceed with the following:
  - b. Delete services, locations, sizes, and other options not required.
  - c. Review the installation articles. Delete requirements corresponding with services deleted in the step described above.
  - d. Edit Part 2 - Products. Review and delete materials as follows:
  - e. Delete pipe and fitting materials to correspond with those that you deleted from Part 3 "Piping Schedule" Article. Add material options required but not listed; delete listed options not required.
  - f. Delete joining materials that correspond to the pipe and fitting combinations deleted in Part 3 "Piping Schedule" Article. Add material options required but not listed.
  - g. Edit Part 1 - General. Review and delete requirements as follows:
  - h. Revise the "Summary" Article to correspond with Part 2 materials and products still included and Part 3 "Piping Schedule" Article.
  - i. Delete requirements in the "Submittals" and "Quality Assurance" articles that correspond to product and execution requirements deleted from Parts 2 and 3.

***The master specifications include editor's notes as blue **hidden text**. In Microsoft Word 2007 through 2016 click the "Office Button" in the upper left corner or "File" tab, click "Word Options," and then click "Display." Under "Always show these formatting marks on the screen" make sure the "hidden text" check box has a check within it. See screen view below:***



***To show the hidden text in Word 2003, go to the "Tools" menu and select "Options" (see insert right). Select the "View" tab to show the hidden text. The check box should show an X in the box for the "hidden text" option. To print the hidden text, select the "Print" tab on the "Options" screen and place an X in the check box next to "hidden text." Make sure to turn this off when you print the final copy.***



***Not every type of material or product for your project may have a specification section. Add sections as needed for the work and design features that the Design professional has selected. For any new sections, contact the University's Project Manager or Engineering Group to determine if a master specification is available. Placing product specifications on the drawings is prohibited.***

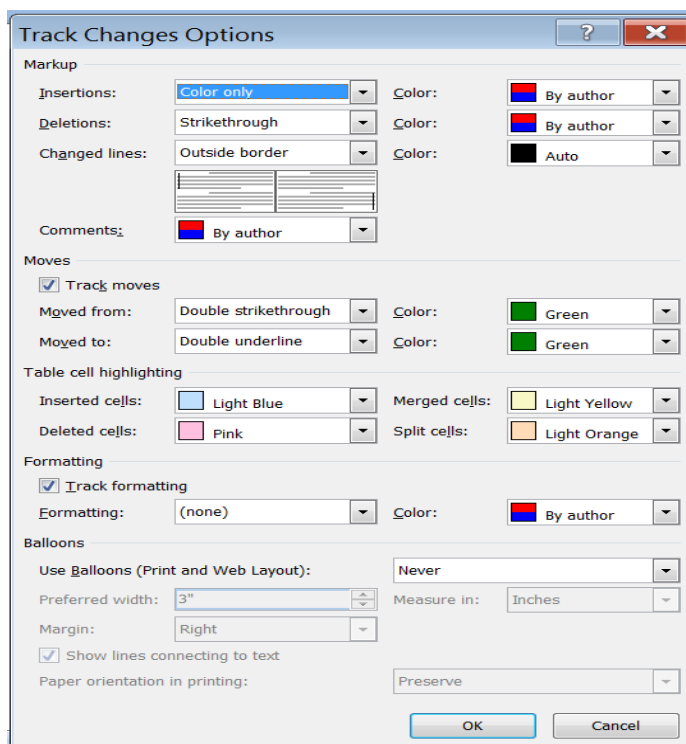
MasterSpec by Deltek Avitru (Formally Arcom) is the basis of Facilities Management's Master Specification sections. You may use the Masterworks macros to edit the documents if your firm has purchased the system. Our license agreement allows editing by consultants.

***Do not change the specification footers, section numbers, or titles. Do not delete or change the style features. This will retain the automatic paragraph numbering and formatting of the document.***

***The FM Master Specifications will be locked and will remain locked to track all changes made.***

***When editing new sections or if not locked, set the Microsoft Word 2007 "Track Changes" feature as shown below. On the Review tab, select the "Track Changes" drop-down menu, then click on the "Track Changes Option." In later Word editions go to the Review tab, tracking section, and click on the 45° right down arrow to get the Track Change Options and then select Advanced Options.***

***When editing these sections, set the Microsoft Word "Advanced Track Changes Options" or "Track Changes" feature as shown below. Under the Tools menu, select "Options," then click on the "Track Changes" tab. Edit the options for formatting as follows:***



***When printing specifications during project development, use the “All Markup” or “Final Showing Markup” setting in Word, which will show Track Changes., The Contracts Department will print with this setting at “No Markup” or “Final.”***

Where the text in the document is bracketed and usually bold, this indicates an option for selection by the editor. Delete the options not required, delete the brackets, and remove the bold formatting of the text that remains.

Edit the options for formatting as follows: **<Text>** requires insertion of data

**[text]** requires decision to delete, retain, or edit text in brackets

For example, **[Text1] [Text2] [Text3]** could be edited to become **[Text1][Text2]**[Text3] (with the “Display for Review” set to “Final Showing Markup.”

Do not use the “strikeout” mode in Fonts to delete text. Use cut, delete, or backspace to delete text. The “track changes” function shows deleted text in strikeout format.

The Article and Paragraph numbers should renumber automatically when you delete an Article or Paragraph. If this does not happen, then you may leave the numbering and add “Omitted” for the complete text.

Use the “Increase Indent” and “Decrease Indent” on the Word 2007 “Home” tab and Word 2003 “Formatting” toolbar to revise paragraph subordinate level.

***The following are the styles used in some of the University’s master specification sections:***

Style Name	Description
ART	The style used for the Article titles is Bold. Number style is with the first number being the Part number followed by a period and a two-digit number. <i>Example: 1.01.</i>
CMT	<i>An editor’s Note to the A&amp;E that can provide direction and help when editing the specification and is in blue hidden text</i>
PR1 = Level 1	Paragraph level 1 follows Article titles. Number style is an uppercase letter. <i>Example: A.</i>
PR2 = Level 2	Subparagraph level 2 follows a paragraph level 1 and is a number followed by a period. <i>Example: 1.</i>
PR3 = Level 3	Subparagraph level 3 follows a Subparagraph level 2 and is a lowercase letter followed by a period. <i>Example: a.</i>
PR4 = Level 4	Subparagraph level 4 follows a subparagraph level 3 and is a number followed by a parenthesis. <i>Example: 1)</i>

Style Name	Description
PR5 = Level 5	Subparagraph level 5 follows a subparagraph level 4 and is a lower case letter followed by a parenthesis <i>Example: a)</i>

For those alternates accepted by the University, the design professional must coordinate any materials defined as part of the alternate and provide modified or new specification section(s) for those items not identified in the master specification sections.

For each design submittal, consolidate specifications by the 2004 CSI format. Upon acceptance of Specifications by the University's Representative, all materials, equipment, fixtures, devices, and systems, which are provided and installed in the Project, must be as described in the Specifications manual, which has been submitted by the design professional and accepted by the University's Representative.

**Final printing:** The University will do the final printing after a review of the specifications' electronic files. The University may make format changes and correct obvious errors.

The University furnishes the **Division 01** specifications as pdfs FOR REFERENCE ONLY. Unless approved by the University's Representative, do not modify them. Submit any changes to the University's Representative for review. The project manager may ask you for a written Scope of Work for section 01 1000 section.