SectionFormat™

A Recommended Format for Construction Specifications Sections
ADOPTION NOTICE

CSI MP-2-2, "A Recommended Format for Construction Specifications Sections", was adopted on 31 January 1985 for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity: Commanding Officer, Naval Construction Battalion Center, Code 156, 1000 23rd Avenue, Port Hueneme, CA 93043-4301. DoD activities may obtain copies of this standard from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094. The private sector and other Government agencies may purchase copies from the Construction Specifications Institute, 99 Canal Center Plaza, Alexandria, VA 223414.

Custodians
Army - CR4
Navy - YD1
Air Force - 99

Adopting Activities
Navy - YD1

Reviewer Activities
Army - CE
Navy - MC

FSC FACR

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SectionFormat

INTRODUCTION

SectionFormat provides a uniform approach to organizing specification text contained in a project manual. SectionFormat assists in the organization of specification sections by establishing a structure consisting of three primary PARTS. These PARTS organize text consistently within each section. While this format was developed to assist with the preparation of sections in Divisions 2 through 16, the principles also apply to sections within Division 1 – General Requirements.

This 1997 edition of SectionFormat differs from the previous edition in that the section cross-references have been updated to match the 1995 edition of MasterFormat™ and additions have been made relating to environmental requirements.

SectionFormat is jointly produced by the Construction Specifications Institute (CSI) and Construction Specifications Canada (CSC).

HISTORY

ADVANTAGES OF USING SectionFormat

- Provides a standard for locating information within a section
- Reduces the chance for omissions or duplications in a section
- Facilitates coordination of project documentation within a project manual

DEFINITIONS

Project Manual: The written construction documents prepared for bidding or negotiating a construction contract and for constructing a project. The project manual typically contains bidding requirements, contract forms, conditions of the contract, and specifications. Refer to the Chapter “Construction Documents” in the CSI’s Manual of Practice “Construction Documents Fundamentals and Formats Module” for more information.

Division: A standard category of construction specifications. There are 16 Divisions defined by MasterFormat. Divisions form the framework of a project specification.

Section: A portion of the specifications covering one or more segments of the total project. Sections are included in a project manual as needed to meet project requirements. A section is a portion of a Division.

PART: One of the three groups of related information that make up a section (“GENERAL,” “PRODUCTS,” and “EXECUTION”).

Article: A major subject within a PART of a section consisting of one or more related paragraphs.

Paragraph: One or more statements, addressing a particular subject.

Subparagraph: One or more statements, related to a paragraph. Groups of paragraphs and subparagraphs relate similar information under an appropriately titled article.

Quality Assurance: Procedures for guarding against defects and deficiencies before and during the execution of the work.

Quality Control: Procedures for evaluating completed activities and elements of the work for conformance with contract requirements.

SectionFormat STRUCTURE

SectionFormat has three parts:
- PART 1 GENERAL
- PART 2 PRODUCTS
- PART 3 EXECUTION

The content of each part is defined as follows:
- PART 1 GENERAL: Describes administrative, procedural, and temporary requirements unique to the section. PART 1 is an extension of subjects covered in Division 1 and amplifies information unique to the section.
- PART 2 PRODUCTS: Describes materials, products, equipment, fabrications, mixes, systems and assemblies that are required for incorporation into the project. Materials and products are included with the quality level required.
- PART 3 EXECUTION: Describes installation or application, including preparatory actions and post-installation cleaning and protection. Site-built assemblies and site-manufactured products and systems are included.

If a section does not require the use of one or two of the three PARTS, then the PART number and title are stated and the words “Not Used” placed under the PART title to clarify that its non-use is intentional.

The information within a section is organized into the following hierarchy:
- Three PARTS
- Each PART with one or more articles
- Each article with one or more paragraphs
- Each paragraph with subparagraphs as needed.

The extent of the subdivision of information depends on the complexity of the section, the nature of the subject being described, and the preferences of the specifier.

ARTICLE TITLES

Text within each of the three PARTS of any section is divided into articles and subordinate paragraphs and subparagraphs. The SectionFormat outline is a listing of suggested article titles for each PART from which the specifier can select the title most appropriate for describing the text that follows.

All SectionFormat articles are optional and should be selected for inclusion in a section only as required to categorize the information being presented. Just as the size and complexity of a project will determine the number and scope of MasterFormat sections used, the size and complexity of a section will determine the article titles needed.

The article titles are in several levels of detail. These article levels are not intended to create a structure of tiers or layers within a PART, but simply offer a checklist of possible article titles for consideration. If desired, subordinate titles, such as “Shop
Drawings" and "Samples" in the example below, may be used as paragraph opening statements.

For example:

1.6 SUBMITTALS
   A. Shop Drawings: Large-scale details of members and their relation to adjacent construction...
   B. Samples: 12" long samples of each extrusion profile...

Subordinate titles offer a choice to the specifier for selecting the most appropriate article title. All article titles selected, whether the title is subordinate to another title or not, are of equal status when used within a section.

For example:

1.6 SHOP DRAWINGS
   A. Large-scale details of members and their relation to adjacent construction...

1.7 SAMPLES
   A. Aluminum Extrusions: 12" long samples of each extrusion profile...

Paragraphs identify and describe requirements relevant to each article title. Paragraphs can be shortened by using a word or phrase not requiring a verb.

For example:

A. Water: Potable.

COORDINATION

Specification sections cannot stand alone. They function with other portions of the bidding and contract documents and must relate to them.

For example, PART 1 GENERAL describes administrative and procedural requirements specific to the subject being covered. The requirements described in PART 1 should not duplicate statements that are contained in sections of Division 1. Each article and paragraph should supplement and be coordinated with the applicable sections of Division 1 to avoid repetition or conflicting requirements.

Articles and paragraphs within PART 2 PRODUCTS and PART 3 EXECUTION should also be carefully coordinated to ensure that they do not overlap with requirements stated in other sections. Selecting article titles and paragraphs requires careful consideration.

RELATIONSHIP TO PageFormat™

PageFormat, a joint publication of CSI and CSC, provides guidelines for the presentation of text on a page in an easy-to-read format for all sections. The use of a standardized page format provides an orderly, uniform arrangement of text for each page of any section.

PageFormat provides guidelines for establishing margins, line spacing, arrangement and placement for page headers, page numbering, section number and name, PART titles, article titles, paragraphs, and the END OF SECTION designation. Note that END OF SECTION should follow, not precede, schedules. For additional information, refer to the document PageFormat, in the Appendix of the Manual of Practice.
PART 1 GENERAL

SUMMARY
Section Includes
Products Supplied But Not Installed
Under This Section
Products Installed But Not Supplied
Under This Section
Related Sections
Allowances
Unit Prices
Measurement Procedures
Payment Procedures
Alternates
REFERENCES
DEFINITIONS
SYSTEM DESCRIPTION
Design Requirements,
Performance Requirements
SUBMITTALS
Product Data
Shop Drawings
Samples
Quality Assurance/Control Submittals
Design Data, Test Reports,
Certificates,
Manufacturers' Instructions,
Manufacturers' Field Reports,
Qualification Statements
Closeout Submittals
QUALITY ASSURANCE
Qualifications
Regulatory Requirements
Certifications
Field Samples
Mock-ups
Pre-installation Meetings
DELIVERY, STORAGE,
AND HANDLING
Packing, Shipping, Handling,
and Unloading
Acceptance at Site
Storage and Protection
Waste Management and Disposal
PROJECT/SITE* CONDITIONS
Project/Site* Environmental
Requirements
Existing Conditions
SEQUENCING
SCHEDULING
WARRANTY
Special Warranty
SYSTEM STARTUP
OWNER'S INSTRUCTIONS
COMMISSIONING
MAINTENANCE
Extra Materials
Maintenance Service

PART 2 PRODUCTS

MANUFACTURERS
EXISTING PRODUCTS
MATERIALS
MANUFACTURED UNITS
EQUIPMENT
COMPONENTS
ACCESSORIES
MIXES
FABRICATION
Shop Assembly
Fabrication Tolerances
FINISHES
Shop Priming, Shop Finishing
SOURCE QUALITY CONTROL
Tests, Inspection
Verification of Performance

PART 3 EXECUTION

INSTALLERS
EXAMINATION
Site Verification of Conditions
PREPARATION
Protection
Surface Preparation
ERECITION
INSTALLATION
APPLICATION
CONSTRUCTION
Special Techniques
Interface with Other Work
Sequences of Operation
Site Tolerances
REPAIR/RESTORATION
RE-INSTALLATION
FIELD QUALITY CONTROL
Site Tests, Inspection
Manufacturers' Field Services
ADJUSTING
CLEANING
DEMONSTRATION
PROTECTION
SCHEDULES

* Project Conditions is the preferred term in the U.S.,
Site Conditions is the preferred term in Canada
DETAIL ED DESCRIPTION OF SectionFormat

The standard titles for articles and paragraphs in a section, are indicated on the left with descriptions of content and use on the right. Primary titles are in upper case. Subordinate titles are in upper and lower case. Division 1 coordination requirements are in italics.

PART 1 GENERAL

Includes administrative and procedural requirements specific to the section.

SUMMARY

A short statement permitting the reader to assess section content quickly. This article is not intended to “scope” the section or imply trade jurisdiction; its use is optional and the integrity or completeness of a section does not require its use.

Section Includes

List significant generic types of products, work, or requirements specified. This listing should not include procedures, process, preparatory work, accessories, components, secondary products, or final adjusting and cleaning.

Products Supplied But Not Installed Under This Section

List products that are only supplied under this section, but whose installation is specified in other sections. When products are to be installed “by others” (outside the contract), or installations are “not in contract,” they are considered to be installed “by owner.” Ensure that reciprocal statements and requirements are included in referenced sections.

When installations are “by owner” it would be appropriate to reference the installation to Division 1, Section 01110 - Summary of Work (Work by Owner), where provisions could include disposition.

Products Installed But Not Supplied Under This Section

List products that are only installed under this section, but furnished under other sections. When products will be supplied “by others” (outside the contract), or products are “not in contract,” they are considered to be supplied “by owner.” Ensure reciprocal statements and requirements are included in referenced sections.

When products are supplied “by owner,” it is appropriate to reference products to Division 1, Section 01640 - Owner-Furnished Products, where provisions for disposition can be included.

Related Sections

List other sections dealing with work directly related to this section. Listing should be limited to other sections with specific information that the reader might expect to find in this section and to those actually referenced in the section. For example, if hardware for aluminum entrances is specified in the aluminum entrance section, a cross reference would be appropriate in the finish hardware section.

References to procedural matters in Division 1 generally should not be included here. If the related work is “by owner,” it would be appropriate to reference Division 1, Section 01110 - Summary of Work, where provisions could reference other documents.
<table>
<thead>
<tr>
<th>Allowances</th>
<th>List products and work included in the section that are covered by quantity allowances or cash allowances. Do not include cash amounts. Descriptions of items should be included in PART 2 or PART 3 and should provide information affecting the cost of the work not included under the allowance, e.g., generic types or sizes affecting installation. Ensure that the statements used complement Division 1, Section 01210 - Allowances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Prices</td>
<td>Include statements about the products and work covered by unit prices and the method to be used for measuring the quantities. Complete technical information for products and types of work should be specified in the appropriate articles of PART 2 and PART 3. Coordinate statements with Division 1, Section 01270 - Unit Prices.</td>
</tr>
<tr>
<td>Measurement Procedures</td>
<td>Include statements about the method to be used for measurement of quantities. Complete technical information for products and types of work should be specified in the appropriate articles of PART 2 and PART 3. Coordinate statements with Division 1, Section 01200 - Price and Payment Procedures.</td>
</tr>
<tr>
<td>Payment Procedures</td>
<td>Include statements about the payment procedures to be used for measurement of quantities used in unit price work. Complete technical information for products and types of work should be specified in the appropriate articles of PART 2 and PART 3. Coordinated statements with Division 1, Section 01290 - Price and Payment Procedures.</td>
</tr>
<tr>
<td>Alternates</td>
<td>Indicate whether certain products or work of the section are to be included as an alternate. Do not attempt to assess the effect of project alternates on the work of the section. Complete technical information on alternate methods or materials which will affect the cost of construction should be included in appropriate articles of PART 2 and PART 3. Coordinate Statements with Division 1, Section 01230 - Alternates.</td>
</tr>
</tbody>
</table>

REFERENCES
List standards referenced elsewhere in the section, complete with designations and titles. Standards such as those of American Society for Testing and Materials (ASTM), American National Standards Institute (ANSI), Underwriters Laboratory Inc. (UL), Underwriters Laboratory Canada (ULC), and associations or industry standards may be identified here. This article does not require compliance with standards, but is merely a listing of those used. The references listing should be edited for each
project to correspond with reference standards that are listed in other articles of the section. This article is primarily used for government work and is usually omitted for private work.

*The Contracting Requirements or Division 1, Section 01420 - References, may establish the edition date of standards not otherwise indicated. Division 1 may include full names and addresses of the organizations whose standards are referenced.*

**DEFINITIONS**

Define unusual terms not explained in the Contracting Requirements and that are used in unique ways not included in standard references. This article is rarely required.

**SYSTEM DESCRIPTION**

Describe performance or design requirements and functional requirements of a complete system. Limit descriptions to composite and operational properties to the extent necessary to link multiple components of a system together, and to interface with other systems.

- Design Requirements, Performance Requirements
  - Include design and performance parameters. Use this article in conjunction with quality control articles covering tests for verification. Performance requirements may include criteria for structural, thermal, and acoustical properties. State tolerances here only as they apply to the performance requirements of the complete system. Fabrication and erection tolerances should be included in their respective articles.

**SUBMITTALS**

Include requests for data to be furnished by the contractor either before, during, or after construction.

*Division 1, Section 01330 - Submittal Procedures, should include administrative requirements, e.g., schedule, basic number of copies, and distribution.*

- Product Data
  - Describe specific types of product data to be submitted for review.

- Shop Drawings
  - Describe specific types of shop drawings to be submitted for review.

- Samples
  - Describe specific types of samples to be submitted for review. Also refer to the article, "Quality Assurance," for field samples and mock-ups.

- Quality Assurance/Control Submittals
  - Include requests for certain types of documentary data and affirmations of the manufacturer or contractor. Quality assurance and control submittals should follow the submittal process but may not require review or approval of the architect/engineer or consultant. Instructions may contain requirements which were specified. However, they should not control the means, methods, or techniques of the contractor unless specified to do so.

  *Procedural requirements of these items should be addressed in Division 1, Section 01400 - Quality Requirements.*
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| Closeout Submittals | Include specifics for closeout submittals. Closeout submittals may include project record documents, operation and maintenance data, warranty information, and environmental certifications.  
  
  *Coordinate provisions with Division 1, Section 01780 - Closeout Submittals.* |
| Quality Assurance | Include prerequisites, standards, limitations, and criteria which establish an overall level of quality for products and workmanship.  
  
  *Coordinate with Division 1, Section 01430 - Quality Assurance.* |
| Qualifications | List statements of qualifications for contractor-employed designers (for parts not designed by an architect/engineer or consultant), manufacturers, fabricators, welders, installers, and applicators of products and completed work. |
| Regulatory Requirements | Describe obligations for compliance with specific code requirements for contractor designed items such as UL, ULC and requirements of public authorities and regulatory agencies including product environmental requirements. |
| Certifications | Include statements to certify compliance with certain requirements. Size and tolerance variations of units which exceed standard tested units may require additional certificates. Include statements to certify compliance with product environmental requirements. |
| Field Samples | Include statements to establish standards by which the work will be judged. Field Samples are physical examples illustrating finishes, coatings, or finish such as concrete, brick, or stone. |
| Mock-ups | Include statements to establish standards by which the work will be judged. Mock-ups are full size assemblies erected for review of construction, coordination of the work specified in several sections, testing, operation, and training of the trades. |
| Pre-installation Meetings | Describe requirements for meetings to coordinate products and techniques, and to sequence related work for sensitive and complex items, e.g., roofing or integrated systems.  
  
  *Coordinate statements with provisions of Division 1, Section 01310 - Project Management and Coordination.* |
<p>| Delivery, Storage, and Handling | State packing, shipping, handling, and unloading requirements that are particular to products, materials, equipment, and components specified in the section. |</p>
<table>
<thead>
<tr>
<th>Acceptance at Site</th>
<th>Describe the conditions of acceptance of items at the project site. Normally this applies to owner provided products such as those obtained through procurement contracts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage and Protection</td>
<td>State special measures needed to prevent damage to specific products prior to application or installation.</td>
</tr>
<tr>
<td>Waste Management and Disposal</td>
<td>State special measures needed to minimize waste and dispose of waste for specific products.</td>
</tr>
<tr>
<td><strong>PROJECT/SITE</strong></td>
<td><strong>CONDITIONS</strong></td>
</tr>
<tr>
<td>Project/Site* Environmental Requirements</td>
<td>Establish physical or environmental limitations or criteria. Such conditions typically include temperature, weather, humidity, ventilation, and illumination required for proper installation or application.</td>
</tr>
<tr>
<td>Existing Conditions</td>
<td>Include statements that reference documents where information may be found pertaining to such items as existing structures or geophysical reports. Describe condition of existing work subject to reworking or modification.</td>
</tr>
<tr>
<td><strong>SEQUENCING</strong></td>
<td>State requirements for coordinating work that must be done in unusual sequence with, or at the same time as, work in another section. The particular sequence of events should be specified here.</td>
</tr>
<tr>
<td><strong>SCHEDULING</strong></td>
<td>State requirements for coordinating work that requires unusual scheduling with work in another section. The particular schedule of events should be specified here.</td>
</tr>
<tr>
<td><strong>WARRANTY</strong></td>
<td>Describe special or extended warranty or bonds covering the conformance and performance of the work of the section.</td>
</tr>
<tr>
<td>Special Warranty</td>
<td>Include statements specific to this section which supplement or extend warranties contained in the Contracting Requirements.</td>
</tr>
</tbody>
</table>

* Project Conditions is the preferred term in the U.S., Site Conditions is the preferred term in Canada.
<table>
<thead>
<tr>
<th>SYSTEM START UP OWNER'S INSTRUCTIONS COMMISSIONING</th>
</tr>
</thead>
<tbody>
<tr>
<td>List requirements applicable to the startup of the various systems. Include requirements for the instruction of the owner's personnel in the operation of equipment and systems. Commissioning is the act of statically and dynamically testing the operation of systems to ensure conformance to design criteria throughout the range of building operating conditions.</td>
</tr>
<tr>
<td><em>Coordinate with Division 1, Section 01750 - Starting and Adjusting, Section 01810 - Commissioning, and Section 01820 - Demonstration and Training.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Materials</td>
</tr>
<tr>
<td>List items to be supplied to the owner by the contractor for future maintenance and repair. Include items that might be difficult to obtain because of color or pattern match, or spare parts needed to ensure continued operation of critical equipment. Identify the items, state the quantities required, and indicate to whom, when, and where items are to be delivered.</td>
</tr>
<tr>
<td><em>Coordinate with Division 1, Section 01780 - Closeout Submittals.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>List provisions for maintenance service as applicable to critical systems, equipment, and landscaping. Service agreements, if not paid in advance, should be separate from the construction agreement to avoid delay of the final payment and holding the contract open for extended periods.</td>
</tr>
<tr>
<td><em>Coordinate with Division 1, Section 01830 - Operation and Maintenance.</em></td>
</tr>
</tbody>
</table>
PART 2 PRODUCTS

Include information about systems, materials, manufactured units, equipment, components, and accessories; include mixes, shop fabrication, and factory finishing prior to installation or incorporation into the project. This PART may also include products supplied for incorporation under other sections. This PART may also include items such as software programs used in direct digital control systems for heating, ventilating, and air conditioning systems.

MANUFACTURERS

List names of manufacturers with capacity to provide products specified in subsequent articles.

If products specified in subsequent articles are from different manufacturers, then manufacturers’ names may best be included in the article or paragraph describing that product instead of grouped together here.

Names of manufacturers may be supplemented by the addition of brand names, model numbers, or other product designations.

A statement may be included referencing procedures for product options and substitutions.

Any such statement should be coordinated with Division 1, Section 01630 - Product Substitution Procedures as well as with Document 00200 - Instructions to Bidders.

EXISTING PRODUCTS

List characteristics of assemblies, components, products or materials that must match existing work, such as matching style, material, finish, operation, or dimensions. Specify compatibility between new and existing in-place products.

MATERIALS

Describe in detail the materials to be furnished. Raw materials, field assembly, and installation may be specified directly in PART 3, or such materials may be further processed under subsequent articles of PART 2 prior to installation. The name of the material may be used as the article title, in which case the wording should reflect the generic product terminology used throughout the documents. This article may be omitted and the materials included with the description of a particular manufactured unit, equipment, component, or accessory. Environmental concerns such as toxicity, recycled content, and recyclability can be addressed here.

MANUFACTURED UNITS

Describe the complete manufactured unit, such as standard catalog items. Statements may include descriptive requirements for the materials, specific fabrication, finishes, and function. Include separate articles or paragraphs for each different item, as appropriate. The name of the manufactured unit may be used as the article title in which case the wording should reflect the generic product or terminology used throughout the contract documents.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT</td>
<td>Describe the function, operation, and other specific requirements of equipment. Include separate articles or paragraphs for each different item as appropriate. The name of the equipment item may be used as the article title in which case the wording should reflect the generic product or terminology used throughout the contract documents.</td>
</tr>
<tr>
<td>COMPONENTS</td>
<td>Describe the specific components of a system, manufactured unit, or type of equipment. Include separate articles or paragraphs for each different item as appropriate. The name of the equipment item may be used as the article title in which case the wording should reflect the generic product or terminology used throughout the contract documents.</td>
</tr>
<tr>
<td>ACCESSORIES</td>
<td>Describe requirements for secondary items that aid and assist primary products specified above or are necessary for preparation or installation of those items. This article should not include basic options available for manufactured units and equipment.</td>
</tr>
<tr>
<td>MIXES</td>
<td>Describe proportions and procedures for site mixing materials. Mixing is the preparation of materials for use and is considered to be part of the manufacturing process. This article is unique to materials such as mortar, and plaster.</td>
</tr>
<tr>
<td>FABRICATION</td>
<td>Describe manufacturing, shop fabrication, and shop assembly of items.</td>
</tr>
<tr>
<td>Shop Assembly</td>
<td>Describe specific shop assembly procedures. Fabrication may include trial or permanent assembly of equipment and components.</td>
</tr>
<tr>
<td>Fabrication Tolerances</td>
<td>State allowable variations from specified requirements. Allowable variations in product or system attributes from stated criteria should be specified here.</td>
</tr>
<tr>
<td>FINISHES</td>
<td>Describe shop or factory finishing here.</td>
</tr>
<tr>
<td>Shop Priming, Shop Finishing</td>
<td></td>
</tr>
<tr>
<td>SOURCE QUALITY CONTROL</td>
<td>Indicate requirements for quality control at off-site fabrication plants.</td>
</tr>
<tr>
<td>Tests, Inspection</td>
<td>Describe tests and inspections of products that are required at the source, i.e., plant, mill, factory, or shop.</td>
</tr>
<tr>
<td>Verification of Performance</td>
<td>State requirements for procedures and methods for verification of performance or compliance with specified criteria before the item leaves the shop or plant.</td>
</tr>
</tbody>
</table>

Tests and inspection requirements should be coordinated with Division 1, Section 01450 - Quality Control.
PART 3 EXECUTION
Specify basic on-site work and include provisions for incorporating products into the project. The products incorporated may be specified in PART 2, or may be supplied under other sections.

INSTALLERS
Suggested topic for use in sections for historical restoration work, testing and balancing of mechanical systems, or special finishes where an unusually high quality of workmanship is required.

EXAMINATION
State actions required to determine that conditions are acceptable to receive the primary products of the section.

Coordinate with Division 1, Section 01710 - Examination.

Site Verification of Conditions
State requirements for verifying suitability of conditions for installation. Include verifying the absence of conditions that would cause defective installation/application of products, or cause latent defects in workmanship and function.

PREPARATION
State actions required to prepare the surface, area, or site to incorporate the primary products of the section. Describe requirements for exposure or removal of existing assemblies, components, products, or materials.

Coordinate with Division 1, Section 01720 - Preparation.

Protection
State requirements for protecting the surrounding areas and surfaces during the work. Describe protection methods for existing work.

Surface Preparation
Describe preparatory work required prior to installation/application/erection of primary products.

ERECTION
INSTALLATION
APPLICATION
CONSTRUCTION
State actions required to accomplish a specified unit of work in the section. Do not overlook requirements necessary for installation of products furnished under other sections. If products are to be installed according to manufacturers' written instructions, then these instructions should be submitted as evidence of those requirements. Include separate articles or paragraphs for each different item as appropriate. The names of the products or the type of work may be incorporated into the article titles in which case the wording should reflect the generic product or terminology used throughout the contract documents.

Coordinate with Division 1, Section 01730 - Execution.

Special Techniques
Describe special procedures for incorporating products. These may include spacings, patterns, or unique treatments. The wording of the article title should reflect the subject matter.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interface with Other Work</td>
<td>Include descriptions specific to compatibility and transition to other materials. This may include incorporating accessories, anchorage, and any special separation or bonding. Include descriptions outlining the relationship of new products, materials, and finishes to existing work.</td>
</tr>
<tr>
<td>Sequences of Operation</td>
<td>Describe the required sequence of operation for each system or piece of equipment.</td>
</tr>
<tr>
<td>Site Tolerances</td>
<td>Indicate allowable variations in application thicknesses or from indicated locations.</td>
</tr>
<tr>
<td>REPAIR/RESTORATION</td>
<td>Describe how existing work is to be repaired, restored, and cleaned.</td>
</tr>
<tr>
<td>RE-INSTALLATION</td>
<td>Describe the building-in, installation, or re-installation of existing elements.</td>
</tr>
<tr>
<td>FIELD QUALITY CONTROL</td>
<td>Indicate requirements for quality control (and related quality assurance) for on-site activities and installed materials, manufactured units, equipment, components, and accessories.</td>
</tr>
<tr>
<td>Site Tests, Inspection</td>
<td>Define the tests and inspections for installed or completed work. These are different and separate from the tests and inspections required for materials and products prior to installation or application.</td>
</tr>
</tbody>
</table>

Tests and inspection requirements should be coordinated with Division 1, Section 01450 - Quality Control.

Manufacturers’ Field Services | Describe specific requirements if manufacturers are to provide field quality control with on-site personnel for instruction or supervision of the installation/application / erection / construction of their products, training, or for start-up, or demonstration. Manufacturers’ field reports are included under the PART 1 Article, “Submittals.” |

Coordinate with provisions stated in Division 1, Section 01450 - Quality Control.

ADJUSTING | Describe final actions required to prepare installed products to perform properly. |

Coordinate these requirements with Division 1, Section 01750 - Starting and Adjusting.

CLEANING | Describe final actions to clean installed products. |

Overall construction cleaning should be addressed in Division 1, Section 01740 - Cleaning.

DEMONSTRATION | State requirements of the installer or manufacturer to demonstrate or to train the owner’s personnel in the operation and maintenance of equipment. |

Provisions of this article should be coordinated with Division 1, Section 01820 - Demonstration and Training.
| **PROTECTION** | List provisions for protecting work after installation, but prior to acceptance by the owner. Protection of surrounding areas and surfaces during application or installation is included under “Preparation.” Include only statements unique to the particular section.  

*General requirements for protecting the work may be included in Division 1, Section 01760 - Protecting Installed Construction.* |
| **SCHEDULES** | Include schedules that indicate item/element/product/equipment and their location. Provide other coordinating data. Schedules are sometimes placed here in the specification section, rather than on the drawings. Schedules technically are not part of PART 3 EXECUTION but can be placed at this location for convenience. |