

# INDUSTRY-SPECIFIC SPECIFICATION TERMINOLOGY

## 3-PART SPECIFICATION

A format for organizing specification content into three parts: Part 1 General; Part 2 Products; and Part 3 Execution. The written component of the Project Manual that includes materials, installation methods, and quality standards for a particular set of work results, organized in accordance with MasterFormat™.

## 5-CS OF SPEC WRITING

Specifications should be written using the 5-C's: **Clear, Concise, Complete, Correct, and Consistent.**

## DIVISION

The primary Classification framework of MasterFormat™. Divisions are the highest level of numbers and titles that identify the broadest groupings of related information.

## HYBRID STYLE SPECIFICATION

This writing style combines the benefits of Performance and Proprietary writing styles to structurally lock down a product solution, making it difficult to substitute.

## MASTERFORMAT™

A North American Classification system comprised of a list of standardized numbers and titles for organizing Specifications by Work Results.

## OUTLINE SPECIFICATIONS

A brief and concise list of significant materials and systems, used for early project estimates (Class C & D). These are typically organized by building elements and highlight key cost-impacting criteria.

## PERFORMANCE STYLE SPECIFICATION

This writing style emphasizes the desired performance outcomes of a product or system rather than specifying exact materials or methods.

## PRESCRIPTIVE STYLE SPECIFICATION

This writing style focuses on detailed descriptions of materials and installation methods, specifying standards and design requirements as the Sections backbone.

## PRODUCT MASTER SECTIONS

A 3-part Master Section, written by the manufacturer for their product line(s), tailored to meet industry standards, and are written with user-friendly techniques.

## PROJECT MANUAL

A collection of documents containing written (Specifications), graphic (Drawings), and related Procurement and Contracting requirements essential for Bidding, constructing, and completing a Project.

## PROPRIETARY STYLE SPECIFICATION

This writing style identifies specific products or manufacturers by name, often including 'Basis-of-Design Products' and 'Acceptable Material Manufacturers.'

## SECTION NAME AND NUMBER

The method of organizing and filing Specifications for easy referral during project bidding and Contract execution. Typically located in the header of the Section.

## SHORT-FORM SPECIFICATIONS

A condensed version of the 3-Part Specification. Used for medium-level estimates (Class B) and includes primary systems, materials, and sustainability requirements.

## SPECIFICATION WRITER

A technical expert who writes detailed Specifications based on Work Results, as well as the Procurement and Contracting requirements. They determine which product solutions meet the design requirements for the project.

## WORK RESULTS

The result of the application of a particular trade or skill, to construct or complete a part of a Project; Forming the base of organizational structure of MasterFormat™.

# SECTION-SPECIFIC SPECIFICATION TERMINOLOGY

## 3RD-PARTY SECTION VERIFICATION

An independent review of a Product Master Section to ensure it meets established industry guidelines and professional standards before issuing for project use.

## APPROVED MANUFACTURER LISTING

A list of approved manufacturers, suppliers and/or distributors of product solutions specified within the Technical Trade Section, found at the beginning of Part 2. Typically, a list of three or more enables competitive bidding on the scope of this Section.

## APPROVED MATERIALS AND MANUFACTURERS LISTING

The product is listed alongside competitors' products, typically resulting in a minimum of three options. Common practice used on public sector Specifications.

## BASIS-OF-DESIGN MATERIAL LISTING

The Technical Trade Section is written using a specific product that sets the standard for performance characteristics, design criteria and installation methods.

## DIVISION 00: PROCUREMENT AND CONTRACT REQUIREMENTS

The Division of MasterFormat™ comprising the Sections used to specify requirements related to the Bidding process and Conditions of Contract.

## DIVISION 01: GENERAL REQUIREMENTS

The Division of MasterFormat™ comprising the Sections used to specify administrative requirements, procedural requirements, temporary facilities and controls, and performance requirements and that apply to and govern the Work of the Technical Trade Sections in Divisions 02 - 49 where applicable.

## DIVISIONS 02–49: TECHNICAL TRADE SECTIONS

Technical Sections specifying materials, methods, and workmanship for individual trades or systems inclusive of MasterFormat™.

## EDUCATIONAL SPEC NOTES

**EDUCATIONAL SPEC NOTE**

Signifies valuable educational guidance for the end-user, at time of project-specific editing, to ensure correct selections and best practice implementation occurs.

## ENVIRO SPEC NOTES

**ENVIRO SPEC NOTE**

Highlights eco-conscious practices, testing methods, and design philosophies embraced by the manufacturer.

## PREFACE SPEC NOTES

**PREFACE SPEC NOTE**

Information residing before Part 1 of the Section, providing clarity or enhanced understanding for end-users, about the product or manufacturer. Containing essential differentiators of either system-specific details or company-wide protocols that position the product solution uniquely within the market.

## SOLE SOURCE SPECIFIED

The product solution is specified as the only acceptable option, with no competitors meeting similar quality, longevity, or support within the Technical Trade Section.



A phenomenon used to describe the repetitive cycle of product manufacturers providing incomplete and/or outdated Product Master Sections, leading to the typical "Copy/Paste" Approach to Specification Writing.

## USER-FRIENDLY SPECIFICATIONS

Specifications that are clearly written and formatted following industry guidelines, requiring minimal editing by the end-user, increasing the likelihood of adoption into upcoming project Tenders and/or office Masters.

## V SPECS VERIFIED SEAL



A trademarked certification signifying a Product Master Section *meets or exceeds* industry standards, enhancing the Section's credibility and adoption rate on projects.

## VERIFIED SPEC NOTE

**VERIFIED SPEC NOTE**

Features the official VERIFIED Seal; A certification that the Section has passed a 35-point inspection and is ready for insertion into a project Tender and/or office Master.