

Technical Specifications Memo

MBC generally conforms to the following CSI convention. However, MBC's clients have preferences listed after the CSI standards.

5.8.5 Abbreviations

Abbreviations should be used only on drawings and schedules where space is limited. Well-known and industry-accepted abbreviations are a type of shorthand that helps the communication process only if the meaning is easily recognized and understood. Abbreviations should be defined on the drawings or in Division 01. Abbreviations with multiple meanings should be avoided, unless used in different disciplines where their meaning is clear from the context in which they are used. Abbreviations should be limited to five or fewer letters. Abbreviations of short words that save only one or two characters should usually be avoided. A list of abbreviations is included in the NCS. When in doubt, spell it out.

5.8.6 Symbols

The cautions and guidelines for abbreviations apply to symbols substituted for words or terms. Two additional factors that limit the use of symbols are their conflict with use as command characters in software programs and potential translation of font problems when converting from one software to another. Small symbols may also bleed together and become unreadable in a poorly printed text. Following are some of the symbols that should not be used in specifications:

- % for percent
- ° for degree
- + for plus
- – for minus
- × for by, as in 2 × 4
- / for per
- @ for at.

The use of parentheses and quotation marks should be minimized or avoided; underlines should not be used. When including dimensions in the text of a specification section, apply the following rules:

- Spell out feet when no inches are used (e.g., 8 feet).
- Spell out inches when no feet are used (e.g., 8 inches).
- When feet and inches are both used, use symbols (e.g., 8'-8" or 8'-2-1/2").
- A complete dimension should appear on one line.

Standards designations and *MasterFormat* number such as ASTM C 270, ANSI/ASME A17.1, ACI 318, and Section 01 42 19 should appear on the same line; do not separate them.

5.8.7 Numbers

The use of Arabic numerals rather than words for numbers is recommended in accordance with the following rules:

- Use numerals whenever possible because they are easy to identify. However, when numbers are used to define both size and quantity, the written word should be used for the quantity (e.g., three 1/2-inch holes; five 2 by 4s).
- Always use figures for dimensions, degrees of temperature, percentages, and dollars and cents (e.g., 3 inches by 5 inches, 10 degrees C (50 degrees F), 20 percent, \$5.50).
- Clock times and dates should be expressed in figures (e.g., 2:10 p.m. on June 15 (omit "th"), 2007). Exceptions to this are the use of the words *noon* and *midnight*. The same rules apply to a 24-hour clock as well.
- Decimals should be expressed in figures (e.g., 6.235). For quantities less than one, a zero should be used before the decimal point (e.g., 0.235).
- To maintain uniformity throughout the specification, fractions should be typed using individual keys and not converted to superscript/subscript fonts (e.g., 1/4 not ¼ and 1/2 not ½).
- Omit unneeded zeroes in time and money references (e.g., \$200 not \$200.00 and 9 p.m. not 9:00 p.m.).

5.8.8 Capitalization

Capitalization should be consistent throughout the contract documents. Capitalization of the initial letter of certain specific nouns and of proper names defined in the conditions of the contract is appropriate. Following are some examples of words that should be capitalized:

- *Agreement*. When referring to the specific form signed to execute the contract.
- *Architect*. When referring to the architect who is a party to the owner-architect agreement.

- *Article*. When referring to an article in the specifications or conditions of the contract.
 - *Change order*. When issued as a modification to a contract.
 - *Contract*. When referring to the specific contract for which the specifications are written.
 - *Contracting officer*. When referring to the representative of a government agency with authority to make decisions on behalf of the agency.
 - *Contractor*. When referring to the contractor who is party to the owner-contractor agreement.
 - *Division*. When referring to a specific division within the project manual.
 - *Drawings*. When referring to graphic portions of the contract documents.
 - *Engineer*. When referring to the engineer who is a party to the owner-engineer agreement.
 - *General conditions*. When referring to the specific general conditions of a contract.
 - *Government*. When a government agency is a party to the contract.
 - *Owner*. When referring to the owner who is a party to the owner-contractor or owner-architect agreement.
 - *Paragraph*. When referring to a paragraph in the specifications or other contract documents.
 - *PART*. When referring to one of the parts of *SectionFormat*.
 - *Project*. When referring to the specific project of which the work is a part.
 - *Project manual*. When referring to the bound volume that is part of a specific set of construction documents.
 - *Room names*. For example, Library, Science Room, or Chemistry Laboratory.
 - *Section*. When referring to a specific section of the specifications.
 - *Shop drawings, product data, and samples*. When referring to submittals required for the specific project.
 - *Specifications*. When referring to sections in Divisions 01–49.
 - *State*. When referring to a specific state (e.g., the State of Missouri).
 - *Supplementary conditions*. When referring to the specific modifications to the general conditions of a contract.
 - *Work*. When referring to the work of a specific contract or a portion of the project.
- No capitalization is required when the preceding examples are used in the general sense. Directions such as east or northwest are not capitalized unless they form a proper noun. The words *subcontract* and *subcontractor* are not capitalized because they do not apply to a specific party defined in the contract agreement. The words *subparagraph* and *clause* are usually not capitalized.

5.8.9 Punctuation

Because specifications are legal documents, the formal rules of punctuation must be observed. Sentences should be constructed so that the misplacement or elimination of a punctuation mark will not change the meaning. Commas should be used after each item in a series, including the item preceding a conjunction, and in other locations where the clarity of the statement will be improved.

5.8.10 Grammar

5.8.10.1 Subject/Verb Agreement:

The subject and the verb must always agree in number. Singular verbs should be used with singular subjects and plural verbs with plural subjects. An error in number is easy to make when a sentence is long and complicated. The singular subject of a sentence can be confused with a plural modifier.

- *Incorrect*: One of the elongated central fasteners are to be placed around the eye of the panel and bolted.
- *Correct*: One of the elongated central fasteners shall be placed around the eye of the panel and bolted.
- *Preferred*: Bolt one elongated central fastener to panel eye.

The incorrect example uses the singular subject *one* with the plural verb *are*. The grammatically correct example has number agreement between subject

- For the City of Boca Raton refer to specifications from:

[Boca Raton Base](#)

- o Please use Division 1:

[..\..\Project Files\Boca Raton\04-031 Membrane Pretreatment Pressure Filter System Expansion\Progress Submittals\70%\Specs\Word](#)

- For the City of Pompano Beach refer to specifications from:

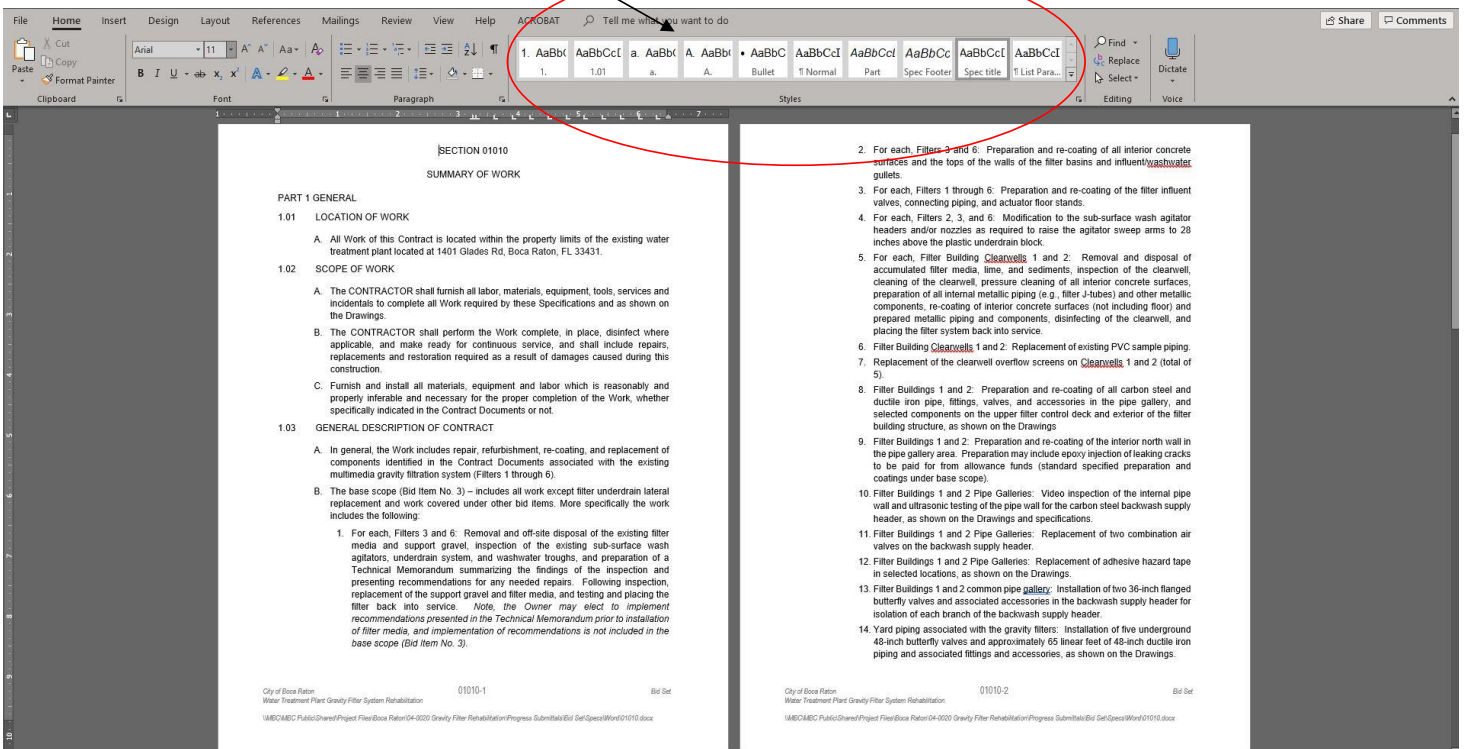
[Pompano Beach Base](#)

- For CDM Smith refer to the specifications from:

[CDM Smith](#)

Master Specifications

Ribbon should already appear under MBC Master Spec. In case it isn't there follow these steps.



Steps:

MBC Spec Master
 Format of Quick Style
 Margins
Criteria
 Words that shall be capitalized:
 ENGINEER
 CONTRACTOR
 OWNER

Words that shall begin with a capital letter:
 City
 Contract
 Drawings
 Manufacturers
 Operator
 Work

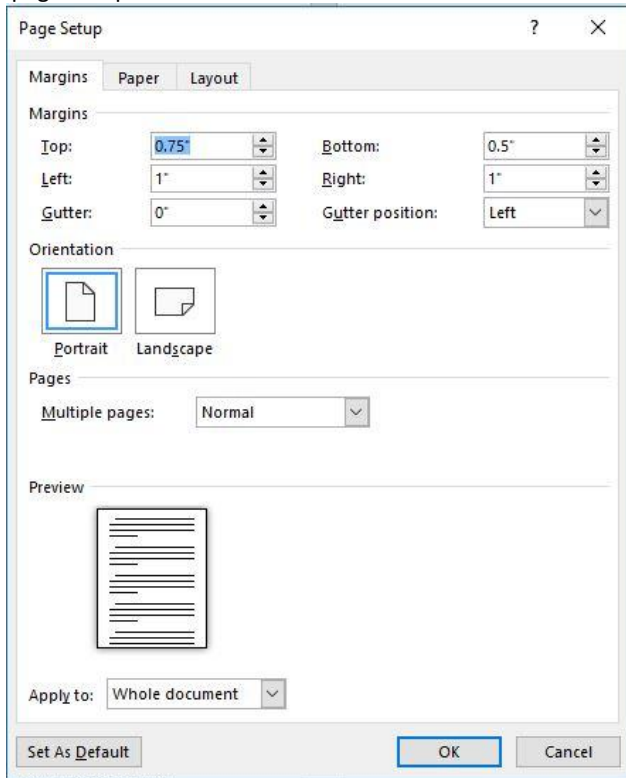
Specs shall be in Arial 11 font in a block format.

Document line spacing shall be at 1.15

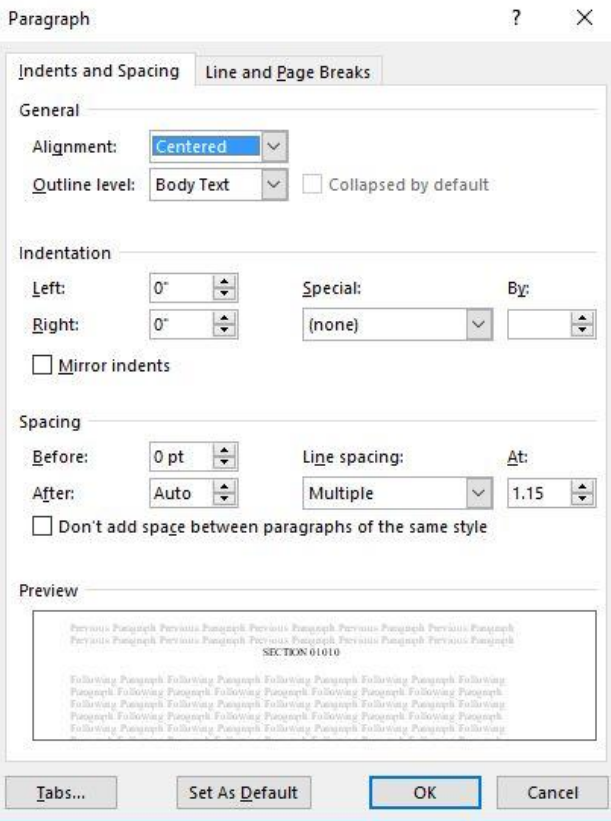
Footers shall be in Arial Narrow 11 font. Section number shall be centered along with the page number. City, project name, and link to document shall be aligned to the left. Percent submittal shall be aligned to the right.

Client Preference		
City	ALL CAPITAL LETTERS	First letter capitalized
City of Boca Raton	None	Contract Documents Specifications Federal State Subcontractor Work Drawings Manufacturer
City of Pompano Beach	CONTRACTOR ENGINEER OWNER	Contract Work Drawings Change Order Field Order Contract Price Subcontractor
Broward County	CONTRACTOR ENGINEER OWNER	Contract Work Drawings Change Order Field Order Contract Price Subcontractor

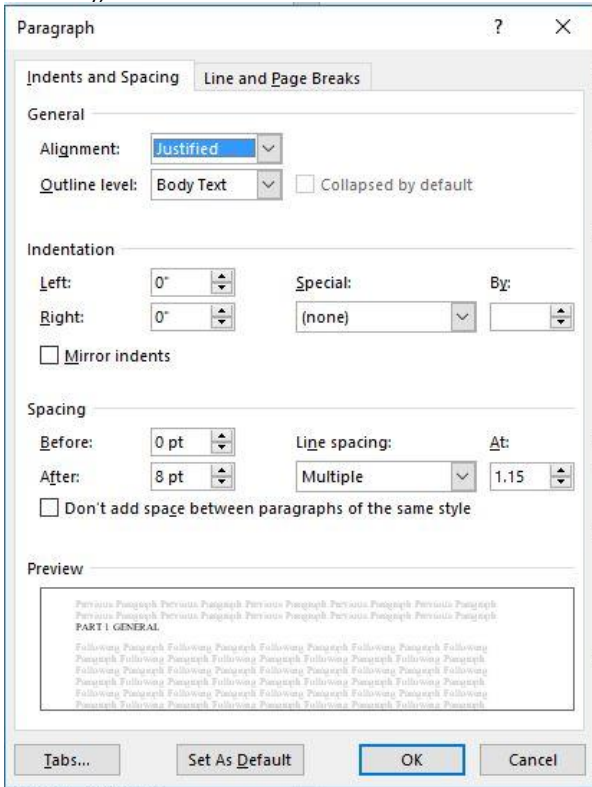
Criteria on
page setup:



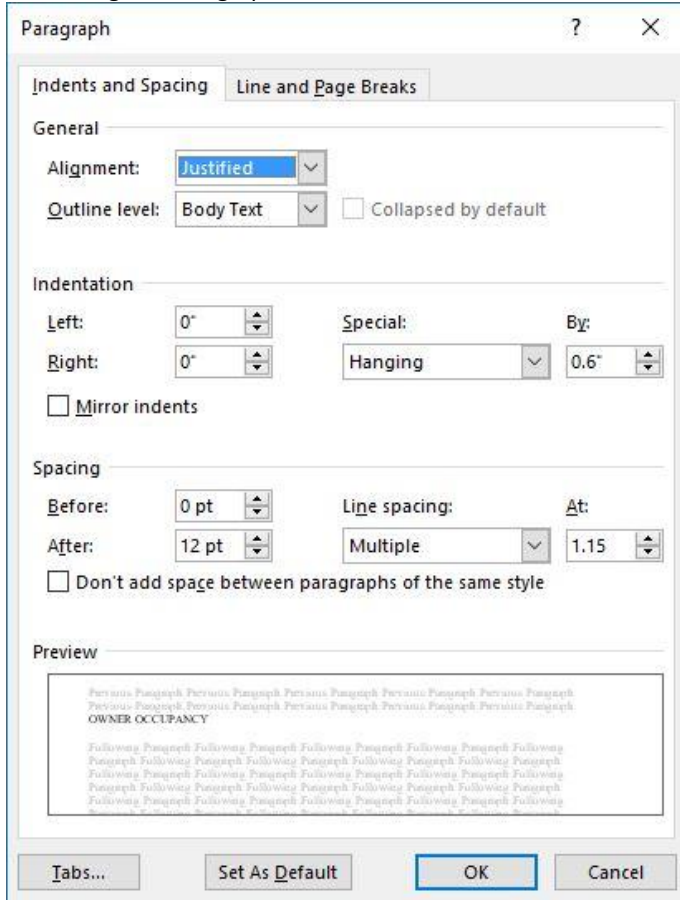
For Title of document
(ex. Summary of work),
click on Paragraph:



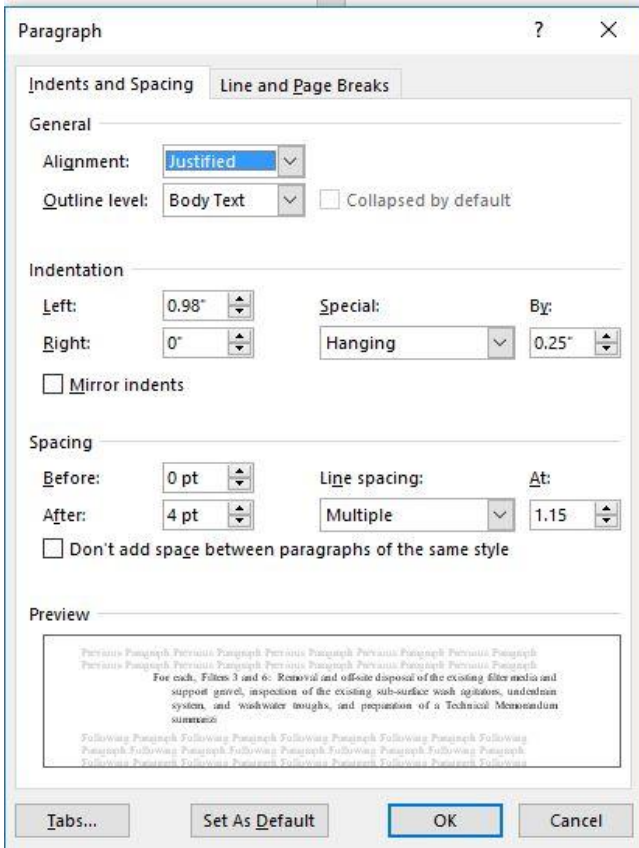
For Subtitle (ex. Part 1
General), click on



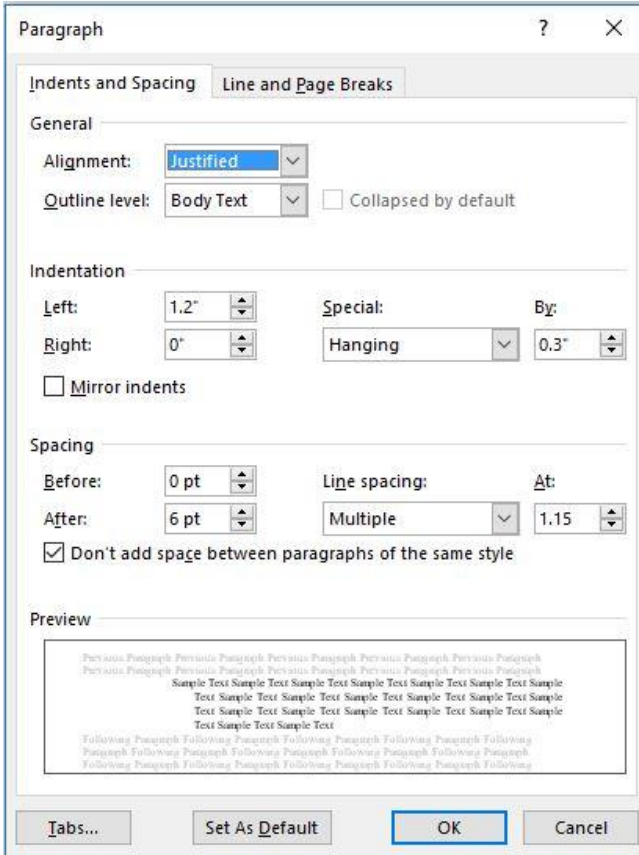
For 1.01, go to Paragraph:



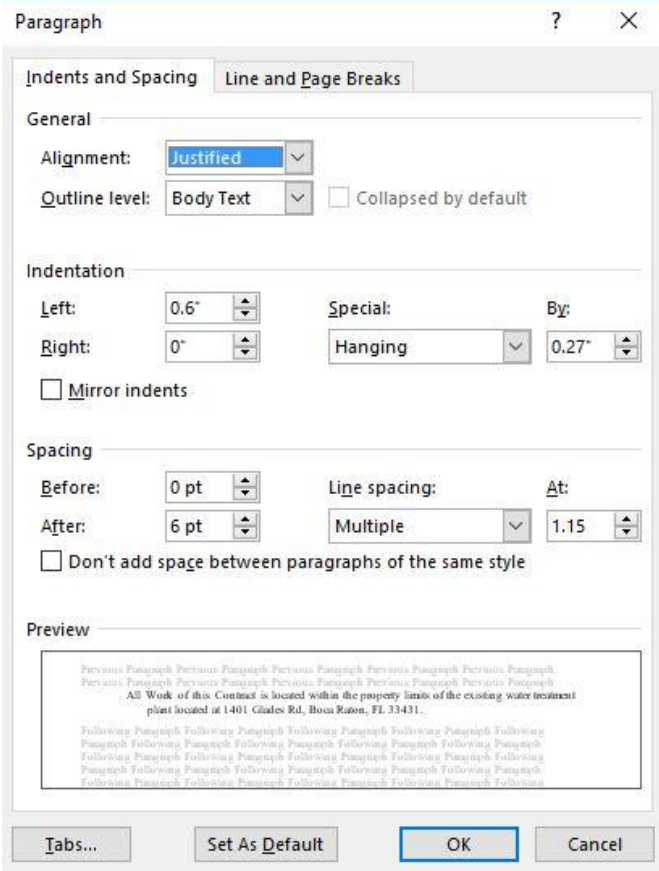
To adjust 1. go to Paragraph:



For a. go to Paragraph:



For A. go to Paragraph:



Ribbon should look like this by the end:

