

S-Specs

Specifications Made Simple

Master Guide Specification User Manual

Introduction

S-Specs Master Guide Specification consists of Microsoft Word files that can be used as the basis for a project specification with proper editing. A Table of Contents listing all sections in the system is provided, and can be used as a starting point in determining which sections are needed for a particular project. S-Specs also offers the S-Specs Project Worksheet that can be used for this purpose.

S-Specs Master Guide Specification sections utilize the MasterFormat numbering system and 3-Part section format offered by The Construction Specification Institute (CSI) and Construction Specifications Canada (CSC). These documents may be obtained from [CSI at www.csinet.org](http://www.csinet.org).

S-Specs Master Guide Specification includes non-proprietary sections that may specify products by reference standard, description, or performance requirements, or a combination thereof, and may include a list of acceptable manufacturers, but are not based on a particular manufacturer's products. They are written such that any listed manufacturer may provide the specified products. This approach is useful for products such as flush wood doors, where an industry standard covers the products and multiple manufacturers offer those products.

Proprietary sections are available from ZeroDocs that are formatted identically to non-proprietary sections, but are based on a particular manufacturer's products. This approach is useful for products that are unique and may be offered by only one manufacturer, or where a more tightly controlled specification is desired.

S-Specs Master Guide Specification sections are based on a more streamlined approach than other master specification systems, and as such are very useful on small and mid-sized projects where extremely lengthy specifications are neither necessary nor desirable. The S-Specs Master Guide Specification approach is to cover everything that affects cost and overall quality.

Specification sections from other master specification systems or from product manufacturers that were prepared using the CSI/CSC MasterFormat and 3-Part SectionFormat may be used in conjunction with S-Specs Master Guide Specification, but are typically much more wordy than S-Specs Master Guide Specification.

Copyright Restrictions

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Updates

The S-Specs Master Guide Specification library is updated continuously, so we suggest always utilizing the most current files.

Editing Procedures

When utilizing S-Specs Master Guide Specification on projects we suggest that you start with a copy of the Table of Contents or with our Project Worksheet. Review the project drawings and make notes on the TOC or Worksheet as to the materials and systems required, then copy the necessary sections to a project folder and edit them to suit project requirements, leaving the master sections intact for the next project.

Some S-Specs Master Guide Specification sections contain option paragraphs, separated by an “Or Statement” in red text for easy identification, e.g:

****OR****

Where applicable, optional text within specific paragraphs is enclosed within brackets and identified by red text for easy identification. Some entire paragraphs may also be enclosed within brackets, meaning that this paragraph is optional. Bracketed text appears as:

Section [09 00 00.] [_ _ _ .]

Some S-Specs Master Guide Specification sections contain editing notes to assist in editing the section to suit project requirements. These notes are in blue text and are included as “hidden” text. To reveal or hide hidden text in Microsoft Word, display the FILE tab on the ribbon, click OPTIONS, then DISPLAY. Select or deselect HIDDEN TEXT.

In many cases S-Specs Master Guide Specification sections contain options for specific values that must be selected. Where multiple values are included they represent a range of values typically found in this type work. Where a single value is included this is the most commonly seen value or the minimum value. In all cases careful consideration is required to ensure that the value used meets project requirements. These options appear within brackets and as red text, for example:

Compressive strength: [3000] [_] PSI.

Paragraph numbering is automatic; adding or deleting a paragraph causes all subsequent paragraphs to renumber automatically.

Page numbering is also automatic.

Once a section has been edited by selecting options and deleting inapplicable text, place the cursor anywhere in the text, then Select All (Control + A), and change all of the text to black.

Macros

Simple macro routines can be recorded to help expedite editing. Following are a few examples:

- Leave all brackets in place during editing, then remove them later by writing a macro that searches for left brackets, replacing them with nothing, then returns to the top of the document, repeating the procedure for right brackets.
- Remove unwanted text from footers and replace with project name, project number, etc.
- Search for the next left bracket to quickly find locations where user editing is required.

Linking macros to a keyboard shortcut , such as Control + 1, allows them to be played quickly when needed.

Utilize the help feature built into Microsoft Word if you need assistance with recording macros.

Manufacturer Names

Names of manufacturers that offer the products covered by a particular non-proprietary section are included for convenience. Since S-Specs Master Guide Specification is distributed nationally, only manufacturers who offer products across the majority of the U.S. are included.

Hypertext links to manufacturer websites are included after each manufacturer name, to assist in product research.

Any manufacturer who's products are not desired may be manually deleted, and additional manufacturers may be added.

Section Pro Forma

When the S-Specs Master Guide Specification library does not contain a section for a particular product or system, it may be necessary to create one from scratch. A blank section, called the Section Pro Forma, is included to assist in this effort.