

**DRAWING AND SPECIFICATION MASTERS****700.001 - INTRODUCTION****1.1 OVERVIEW**

- A. History. Specification masters and drawing templates have been provided in the Manual of Practice as follows.
1. 2012 Edition. Chapter 7 included documents in Division 00 and 01 and in Division 20 MEP/FP Engineering sections. Chapter 1 contained the cover sheet and titleblock templates drawings.
  2. 2016 Edition. Documents in Division 02 – 13 were added to Chapter 7 to include Architectural-related information. Miscellaneous edits and updates including Building Automation Systems were made to the engineering sections.
  3. 2018 Edition. Chapter 7 renamed to include drawing templates which were moved from Chapter 1. Miscellaneous edits and updates were made to the engineering sections. Tenant Fit-Out Specification Master was developed and included to provide specification information in a format appropriately scaled for tenant-related interior fit out projects.
- B. Evolution. These documents are to be used as base documents by the architects and engineers in the course of preparing design and construction document. In some cases, documents may be added, deleted and/or modified on a regular basis. To ensure the base documents are the current version, always begin a project by downloading the files needed for the project.
- C. Purpose. These documents are intended to be used by the architects and engineers as starting points to assist in the development of the drawings and specifications and are not fully edited documents. Specific project conditions may require additions, deletions, or changes to the documents. The architect and engineer of record are still responsible to edit these documents to suit the project requirements. The purpose of standardizing the documents is to develop consistency with the deliverables. Some of the benefits are as follows.
1. Information located in the same document for every project facilitates the contractor and subcontractor review, bidding, and construction efforts.
  2. Information located in the same document for every project facilitates the owner review process.
  3. Documents establish a base line of required content. Some specification software programs may not provide the required level of detail expected.
  4. Documents include some edits, additions, or deletions in accordance with some requirements identified in the previous chapters.

## 1.2 CHAPTER INFORMATION

- A. Volume 1, Chapter 7 of the Manual of Practice contains Autocad drawing (.dwg) files and Word document files (.doc) for use by the architect and engineers to aid in the development of the project deliverables. As master files, access to the electronic files is necessary. Therefore, the documents in this chapter are only available electronically and are not included in the printed version of this Manual of Practice. To obtain a copy of the current documents in this chapter, download the electronic files/folder or contact BJC Corporate Architect and Corporate Engineer. This chapter is organized into 3 sections and contain the following documents.

### **section 701 DRAWING TEMPLATES**

This section contains Autocad drawing files that are to be used for every project, no exceptions. The files in section 701 are as follows.

BJC Cover Sheet  
BJC Title Block

### **section 702 TYPICAL PROJECT SPECIFICATION MASTERS**

This section contains multiple Word documents as specification masters organized in the following folders by division. Select the documents that apply to the project and download them for use on projects. Information in the specification masters must be reviewed by the appropriate disciplines and edits made to suit the project requirements. Any additions, deletions, changes, or other modifications to the specification masters during design phases for review should include a means to track changes. Deletion tracking must show the information that is proposed to be removed from the specification master. Final issuance of construction specifications for bidding, permitting, construction, or other similar uses shall remove all document tracking elements. For a list of documents within the divisions, refer to the Table of Contents.

Division 00	Procurement and Contracting Requirements
Division 01	General Requirements
Division 02	Existing Conditions
Division 03	Concrete
Division 04	Masonry
Division 05	Metals
Division 06	Wood, Plastics, and Composites
Division 07	Thermal and Moisture Protection
Division 08	Openings
Division 09	Finishes
Division 10	Specialties
Division 11	Equipment
Division 12	Furnishings
Division 13	Special Construction
Division 20	Basic Fire Suppression, Plumbing and HVAC Requirements
Division 21	Fire Suppression

Division 22	Plumbing
Division 23	Heating Ventilating and Air Conditioning
Division 25	Building Automation Systems
Division 26	Electrical
Division 28	Electronic Safety and Security
Division 31	Earthwork
Division 32	Exterior Improvements

**section 703 TENANT FIT-OUT PROJECT SPECIFICATION MASTERS**

This section contains a Word document (.doc) as a specification master to be used for tenant fit-out projects only. This document contains overall requirements that must be reviewed by the architect (and engineer, when applicable) and edited to suit specific project requirements. Any additions, deletions, changes, or other modifications to the specification master during design phases for review should include a means to track changes. Deletion tracking must show the information that is proposed to be removed from the specification master. Final issuance of construction specifications for bidding, permitting, construction, or other similar uses shall remove all document tracking elements and the edited tenant fit out specifications shall be included and issued in the drawings.

Tenant Fit Out Specification Master

END OF DOCUMENT