

Specification Writer's Checklist

1. Scope of Work
 - Use general conditions
 - Use action verbs to describe construction methods
2. Quantity
3. Location
4. Special Conditions
5. Installation Method (if applicable)
 - Demand that a material or installation method "conforms to" a standard or testing method
 - Demand that work "be in accordance with" or "per" a specified written code
6. Materials Quality
7. Performance Standard

5 Types of Spec Phrases

Descriptive	Describes in detail the materials to be used and the workmanship required to fabricate, erect, and install materials.
Reference	Sets forth all the requirements of the installation of a product, but not the actual product.
Performance	Refers to a standard that has been established for a material, installation procedure, or test method.
Proprietary	Cites a particular brand or model.
Cash Allowance	Estimates are provided to the bidder to be used as

7 C's of Spec Writing

Command	Use the imperative mood (shall, will, must)
Clear	Avoid ambiguity; be precise ("repair all cracks" is better than "repair any cracks")
Concise	Word conservation; short and sweet
Complete	A checklist or inspection form is used to determine completeness
Correct	Proofread always!
Consistent	No contradictions between specs and/or sketches
Composition	Format (room-by-room, trade-by-trade, cardinal directions, etc.)