

For guidance on how to get started using the Department of Education and Training (DET), Victoria specification, see the following FAQs for common questions from consultants who have started using the specification. This document will be continually updated as NATSPEC progressively receives more queries

1. Clause numbering:

NATSPEC currently identifies each clause by headings, e.g. **INSPECTION, Notice** (Heading 3, Heading 4). The clause numbers in Part B may not correspond with those in Part A, as the specification files use the Word automatic numbering function. If required, adjust clause numbers in Part B manually.

2. Omitting items included in Part A (the Reference specification) which are not applicable to the project:

Allow for an omission clause/subclause in Part B with the same headings as the corresponding clause/subclause in Part A, for example:

For partial omission:

INSPECTION

Notice

Omit: Exclude the following inspections required in Part A:

- XXXX

Full omission

INSPECTION

Notice

Omit: Delete clause **1.2 INSPECTION** of Part A.

Replacing a clause

INSPECTION

Notice

Omit: Delete clause **1.2 INSPECTION** of Part A and replace with the following:

Notice

<Insert replacement text>

3. If an item is required for the project but is not covered in Part A or Part B:

Allow for new text in a worksection provided in the DET specification applicable to the item required or create a new worksection if none are provided, for example:

Create new text within a worksection

For a special stone paving, include a new clause in either the *0275 Paving - mortar and adhesive bed* or *0276 Paving - sand bed* worksection.

Create a new worksection

If a new worksection is required and not included in the DET specification, check your NATSPEC subscription package and include that worksection into Part B of the specification according to the classification number. For paving on pedestals, include the *0279 Paving – on pedestals* worksection after the *0278 Granular surfaces* worksection. If there is no NATSPEC worksection,

create a new worksection to the classification number allocated in the *National Classification System* (downloadable from the NATSPEC website) and the NATSPEC template, e.g. 1012 *Escalators and moving walkways*.

4. **Searching for requirements in the specification files:**

Part A is a fully searchable pdf document for quickly locating required items. A search can be conducted on multiple documents at the same time if they are located in the same folder.

5. **Specifying proprietary items:**

Check with the Department if this is allowed, currently there is no list of preapproved or prequalified items. The reference specification does not refer to any proprietary item.

6. **Editing schedules:**

Turn on *Guidance* (hidden) text before editing. This provides explanations on what to include or consider for each requirement. Specifiers can choose to fill in the schedules provided at the end of each worksection under **SELECTIONS**, add additional schedules if none are provided, consolidate all schedules in a separate section (e.g. a room finishes schedule), or include them on drawings or in another document. This is for the specifier to determine what is best for the project.

7. **Submissions, Products and Execution subsections:**

- The **SUBMISSIONS** clause include submittals required by the contractor for approval or in an informative capacity. It may refer to the PRODUCTS or EXECUTION clause as evidence of conformance, e.g. evidence of FRL (fire resistance level) for a product.
- **PRODUCTS** describe the properties required for a material or product.
- **EXECUTION** describes requirements for completing works for the trade or installation, e.g. it may describe performance measurement methods (e.g. testing), work method or conditions for performing the works.

8. **0143 Preliminaries and 0171 General requirements:**

- Part B of these worksections can be edited as any other worksection. Add items currently not included or nominate items to be omitted from Part A if they are not applicable for the project.
- **0143 Preliminaries:** This worksection is addressed to the head contractor and only includes items exclusively required by the head contractor.
- **0171 General requirements:** This worksection is applicable to all contractors/subcontractors, include here items which may affect more than one trade.

9. **Where to put items which are applicable to more than one worksection:**

- **Tactile indicators and stair nosings:** This may be included in the applicable floor finish worksection, e.g. *0631 Ceramic tiling*, *0652 Carpets* or *0383 Sheet flooring and decking*. If the same requirements are repeated for more than one finish, include it in one worksection and reference the applicable clause in the other worksection(s).
- **Pinboards sheet or acoustic fabrics:** For stick on acoustic fabric tiles/fabric, include in the *0511 Linings* worksection as a finish type for the wall lining. For fabricated pinboards, include in *0551 Joinery* or *0572 Miscellaneous furnishing* worksection for proprietary boards/screens.
- **Mirrors:** For glass mirrors, include in the *0467 Glass component* worksection. For polished stainless steel mirrors, include in the *0552 Metalwork – fabricated* worksection. Alternatively,

include both in the *0467 Glass component* worksection and reference the applicable clause in the *0552 Metalwork – fabricated* worksection.

- **Bollards:** If these are external and part of landscaping, include in the *0261 Landscape – furniture and fixtures* worksection. If it is internal (e.g. in a carpark), include in the *0552 Metalwork – fabricated* worksection. If both situations are applicable, include in one worksection and cross reference the applicable clause in the other worksection.
- **Window/louvre controls/attenuators:** Include in the *0451 Windows and glazed doors* or *0456 Louvre windows* worksection. If both situations are applicable, include in one worksection and cross reference the applicable clause in the other worksection.
- **Appliances:** Include gas appliances in the *0824 Fuel gas* worksection for gas appliances or if there are both electric and gas appliances, include in a consolidated appliances fixtures schedule.
- **Sanitary fixtures:** If there are fixtures which are part of the cubicle systems, include in the *0525 Cubicle systems* worksection, include other fixtures in the *0811 Sanitary fixtures* worksection. Alternatively, include all fixtures in a consolidated sanitary fixtures schedule.

10. **Providing feedback:**

Email NATSPEC at www.mail@natspec.com.au with **DET, Vic specification feedback** as the subject.

11. **Further information:**

- DET's document downloads, including the Building Quality Standards Handbook (BQSH):

<https://www.education.vic.gov.au/Documents/school/principals/infrastructure/vsba-building-quality-handbook.pdf>

- NATSPEC subscriber list:

<http://www.natspec.com.au/about/subscribersnew>