

E d u c a t i o n f a c i l i t i e s c o n s t r u c t i o n s p e c i f i c a t i o n

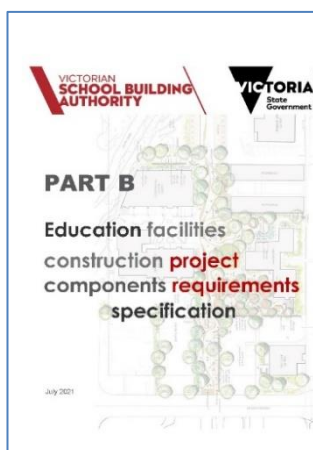
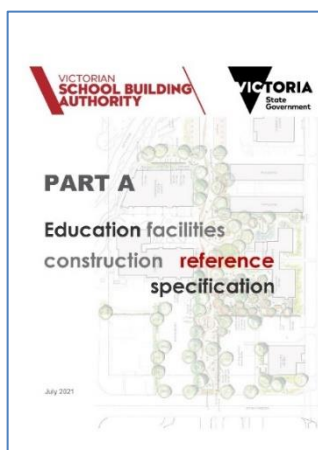
INSTRUCTIONS FOR SPECIFIERS

1 UNDERSTANDING TWO-PART SPECIFICATION

Introduction

A two-part specification includes both the fixed Part A document (the reference specification) and Part B, (the Schedules) customised to suit the project requirements.

The two are complementary and the specifier must coordinate the content.



Contract documentation

Contract documentation includes the following:

- General and special conditions of contract.
- Part A: Reference specification.
- Part B: Project component requirements.
- The drawings.
- Other cited documents.

Contractual issues

In a two-part specification, Part A must be identified and included by listing both Part A (including its date) and Part B, in the general conditions of contract as a contract document.

Make sure the tenderer/contractor uses the latest version of Part A by including the dated document as part of the tender document set.

It should be clear that the requirements of other contract documents override conflicting requirements of Part A, e.g. drawings, Part B.

Copyright

For VSBA projects designed by the specifier, the contractor need not be a NATSPEC subscriber. However, specifiers must be current subscribers.

Worksections

NATSPEC uses the term worksection to describe the foundation unit of a specification. Some worksections are trade based (e.g. brick and blockwork), others follow processes (e.g. windows, lining) or systems (e.g. mechanical systems).

Those familiar with NATSPEC worksection *Templates* will recognise the structured hierarchy of clauses, subclauses, paragraphs, prompts, tables and schedules. The text has been formatted using MS Word styles - a predefined combination of font style, colour, size, spacing and in some cases numbering. (www.natspec.com.au/natspec-template-word-styles-or-what-is-the-coloured-writing)

Part A: Reference specification

The worksections in Part A (the reference specification) are non-editable and the requirements included are generic and common for most education facilities projects. Part A worksections are provided as pdf files. There is a separate file for each workgroup in the National Classification System.

Part B: Project component requirements

The worksections in Part B are provided as MS Word files and must be customised to describe project specific requirements to be read in conjunction with the non-editable Part A: Reference specification. There is a separate file for each workgroup in the National Classification System.

Each Part B worksection includes the following:

- Worksection abstract, providing brief guidance on its application and issues to consider.
- **SELECTIONS** schedules for documenting generic products or systems by their properties. Indicate their locations either in the schedules and/or on the drawings.
Refer to [NATSPEC TECHnote GEN 024](#) for guidance on using and editing schedules.
- **[complete/delete] prompts** to be completed by the specifier, or deleted if not applicable.

- Optional text (blue text on grey shading), a form of MS Word Hidden

Optional style text is text that specifiers may incorporate into the specification in some instances, for example **DESIGN** clauses in Design and construct contracts.

Optional style text is accompanied by Guidance on when the *Optional* style text may be appropriate. It is another form of *Hidden* text that can be incorporated into the specification if changed to *Normal* style. If the style is not changed, it will be turned off with other *Hidden* text.

- **Guidance text (green boxed text).**

All text within these boxes is provided as guidance for developing worksections in the specification and does not form part of the final specification. Before printing, delete or hide this *Guidance* text from the document using the NATSPEC Toolbar or the hidden text *Hide* and *Delete* functions of your word processing system.

3 INSTRUCTION FOR PART A REFERENCE SPECIFICATION

Select the appropriate Part A Reference specification based on the contract to be used and the value of the proposed work using the following as a guide:

Value (excl. GST)	DET Contract	NATSPEC Reference
< \$1 million	Simple Works	Part A Minor works
> \$1 million	Minor Construct only	Part A Capital Works
	Major Construct only	Part A Capital Works
	Design and construct	Part A Capital Works

Confirm Reference specification selection with the Project Manager, particularly if proposing to vary from the guide value ranges.

4 INSTRUCTIONS FOR EDITING PART B

Use the Part B Minor or Capital Works files that correspond to the selected Part A Reference specification.

Before editing the Part B worksections, turn on the *Guidance* (hidden) text to see guidance .

Read Part A in conjunction with Part B and edit Part B worksections for the project as follows:

- Complete the *0013 Worksections list* by selecting the worksections required for the project.
- Complete or delete all prompts.
- Review *Optional* style text and change to *Normal* style text or delete.
- Review content in Part A, check if appropriate to your project. Delete, add, amend or replace Part A text as appropriate in the corresponding worksection of Part B.
 - . For example, the content of *0421 Roofing – combined* could be changed as follows:

2 PRODUCTS

Delete the following clause.

2.1 SLATE ROOFING

Add clause as follows:

2.4 ROOF LIGHTS

General

<Insert text.>

3 EXECUTION

3.1 INSTALLATION

Amend subclause text as follows.

Metal separation

<Insert your replacement text.>

3.5 KEYING

Insert additional text to subclause as follows:

Keying requirements

<Insert your additional text.>

- Note: If you delete a prompt or part of the **SELECTIONS** schedules, or leave it uncompleted, one or more of the following may occur:
 - . The corresponding Part A text may not apply and will not be contractually binding.
 - . The default selection, if there is one, in Part A may apply.
 - . Selections may be left to the contractor's discretion.

5 PRINTING AND COMPILING THE SPECIFICATIONS

Before printing the Part B worksections for issue, turn off the *Guidance* (hidden) text. Bind all workgroups appropriate for the project as separate Part A and Part B volumes as follows:

- Part A: Complete project details on the project cover page (in the *0011 Project cover page* file) and include it with either:
 - . The combined reference specification (*DET Victoria reference specification (Part A)*); or
 - . The individual workgroups combined together in numerical order. For all projects, include the *01 General* workgroup.
- Part B: Complete project details on the project cover page (in the *0011 Project cover page* file), and compile this with the Part B cover page (the *0012 Part B cover page* file), the completed worksections list (the *0013 Worksections* list file), followed by the workgroup cover pages and the workgroups in numerical order.