REFERENCE WORKBOOK FOR CONSTRUCTION PRODUCT REPRESENTATIVES

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Consultants to Architects
Showing Architects the Materials World

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our man-made environment. They are professionals who are registered or licensed by a province or territory in order that the public may be assured that individuals calling themselves architects or engineers have the qualifications necessary to practice. They must register or must be licensed annually. The annual renewal may require continuing education and/or specific hours of practice.

One of these design professionals must assume the overall management control of the design process and consequently the responsibility and liability for the design of the project. In the example of building projects, the architect generally assumes this role and becomes responsible for obtaining and coordinating the input of all other subconsultants. The consultant enters into a consulting contract with the client (owner) to provide professional services for a building project.

In turn, the architect will engage subconsultants to perform specialist services. Practically all building projects require engineering input for the structural, mechanical, and electrical components. These three disciplines are the prime engineering subconsultants to the architect. Other specialists such as acoustics consultants, building science technicians, code analysis specialists, specifiers, and product representatives are becoming common.

The Specifier

When a consulting firm is commissioned to design a structure and prepare documents to communicate that design to the people who will build the structure, it is the specifier who is responsible for developing the specifications by becoming familiar with the type and nature of the project and the owner's requirements. Depending on the size of the design office, the specifier may be the design consultant, another individual on staff, or a consultant specifier. They draw upon a vast range of experience in the construction industry to ensure that the appropriate materials are specified.

Familiarity with the project is achieved by attending project briefing sessions, preliminary discussions and meetings, and by reading minutes of related meetings. Results of these meetings must be integrated into the specifications. Because of the nature of the construction process and the specifier's responsibilities throughout the design, bidding, final selection of contractor and actual materials used on the job site, it is important for the product representative and the specifier to work closely together. It is their joint efforts and knowledge that will best meet the needs of the owner and minimize problems during construction and over time.

The specifier has an in depth knowledge of industry standard documents used in the development of specifications; a broad knowledge of the construction industry standards, materials, and construction methodologies. Because of the specifiers involvement in early specification drafts, the development of the final Project Manual, the bidding process, and construction, they are in a position to influence the materials and products used during the construction process. By providing specific information regarding the capabilities of products, relevant industry specific standards that may apply to products being represented, and local codes, etc. the product representative can act as an indispensable support to the specifier.

2 DOCUMENTS

CHAPTER 2.1 - CONSTRUCTION DOCUMENTS

Introduction

Modern complex construction projects are designed and built by specialists using many different products and systems. Effective communication among industry participants is essential for successful completion of the work. Important factors in effective communication are uniformity and standardization. Without a standardized system, information retrieval is difficult.

CSI/CSC have jointly developed a number of documents that ensure that the uniformity required is achieved. These documents include *MasterFormat*, *Uniformat*, *SectionFormat*, and *PageFormat*.

Organizational Documents

MasterFormat is a standardized system of numbers and titles for organizing construction information by four principle groups complemented by Divisions, Sections, and Levels. *MasterFormat* and *UniFormat* functionally coexist. While *MasterFormat* is concerned with the structure and sequencing of information and documentation, UniFormat is concerned with the systems with a building. Each accommodates many levels of subject complexity and each organizes subjects into as many subordinate levels as are necessary to achieve clarity and flexibility.

SectionFormat provides a uniform approach to the presentation of subjects and article headings within each section. *PageFormat* provides an orderly and uniform presentation of the text within construction documents.

MasterFormat
The *MasterFormat* classification is structured into four principle groups.

- Bidding requirements - documents subjects associated with the bid process including bid forms and supporting bid information.
- Agreement, contract forms, and conditions of the contract - including the contract award process and associated forms.
- Administrative, procedural, and temporary requirements for specifications - subjects which are the bridge between the second group and the fourth group, addressing general project requirements common to all parties in the project and presented as Division 1.
- Construction materials, products, assemblies, systems, and activities associated with quality, installation, or placement - subjects for construction materials and activities whether for specifications, data filing, or costing and presented as Division 2 to 16.

This approach has been accepted throughout the North American construction industry to:

- organize bid, contract documents and specifications,