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John C. Stennis Space Center
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John C. Stennis Space Center

PREPARATION OF CONSTRUCTION

SPECIFICATIONS

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SUBJECT: Preparation of Construction Specifications		

Document History Log

Revision	Date	Originator(s) /Phone	Description
Basic	04/07/09	Chris Williamson, x8-1906	Initial release. Supersedes SSC-STD-99-006.
A	12/04/14	Ben Stephens x8-2792	Five-year review. Format and grammatical changes made. Updated references and acronyms. Revised 4.2.10: Refined Field Tests and Submittals process; and added, "The specifier shall review the submittal register for duplications, omissions, and errors prior to final release." "FOSC" changed to "NASA or its designee" in all references throughout document.
A-1	02.12.16	R. Carol Wolfram x8-1164	Administrative change. Replaced "FOSC" and "NASA or its Designee" with "SACOM" throughout document.

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1.0 INTRODUCTION

1.1 Purpose

Developed by the National Aeronautics and Space Administration (NASA), SpecsIntact was designed for use by engineers, architects, specification writers, project managers, and construction managers to combine all or parts of existing specifications to create a unique specification for a given project. The SpecsIntact system and format allows for interchanging master text sections between agencies to promote uniformity, minimize duplication, and reduce the maintenance cost of common master text sections. NPR 8820.2 states, "For all CoF [Construction of Facilities] project specifications, designers shall use SpecsIntact, i.e., the Uniform Facilities Guide Specifications (UFGS) found in the Whole Building Design Guide (WBDG) (see <http://specsintact.ksc.nasa.gov/> and <http://www.wbdg.org/>). For equipment or systems not adequately specified by using the UFGS, the designer may use professional judgment." This John C. Stennis Space Center (SSC) standard (SSTD) presents a general guideline for selecting the content to describe the quality and type of workmanship and materials required for construction procurement at SSC. The format and specification standards described herein are developed for the NASA SpecsIntact automated system.

1.2 Applicability

This standard provides an established format for the orderly arrangement of material in the preparation of new or revised construction specifications at the John C. Stennis Space Center (SSC). This standard is applicable to all NASA SSC organizations preparing construction specifications for CoF projects.

1.3 Requirements

For design by contract, one of the following will be provided.

1. A requirement in the Architect and Engineering firm's work statement to utilize SpecsIntact for development of project specifications;
2. An electronic copy of the necessary software and Master Text to Architect and Engineering firm as appropriate; or,
3. Master Text or Local Master Text for "redlining" and "inputting" by the SpecsIntact Clerk. If an electronic copy of the software and master text is provided, the User's Guides and support numbers are contained in the SpecsIntact program.

For hardware and software requirements and detailed instructions on using the SpecsIntact software, see the SpecsIntact Quick Start Guide.

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2.0 REFERENCES AND APPLICABLE DOCUMENTS

Documents listed within this section are to be used as reference material in the preparation of Construction Specifications. Applicable documents shall be the latest version unless otherwise specified.

ASME Y14.38, *Abbreviations and Acronyms for Use on Drawings and Related Documents*
Construction Specifications Institute (CSI) Manual of Practice, *Reference*
MIL-STD-12, *Abbreviations for use on Drawings and in Specifications, Standards and Technical Documents*
MIL-STD-3007F, *Standard Practice for Unified Facilities Criteria and Unified Facilities Guide Specifications*
NASA SpecsIntact – SpecsIntact Learning Guide Series, *Reference*
NPR 8820.2, *Facility Project Requirements*
SPR 1440.1, *Records Management Program Requirements*
SSTD-8070-0005-CONFIG, *Preparation, Review, Approval, and Release of SSC Standards*
U.S. Government Printing Office Style Manual (GPO), *Reference*

3.0 RESPONSIBILITIES

Responsibilities for the maintenance, control, use, and application of this SSTD are as follows:

- NASA SSC and contractor organizations are responsible for review and approval of changes to or cancellation of this SSTD in accordance with SSTD-8070-0005-CONFIG.
- Synergy-Achieving Consolidated Operations and Maintenance (SACOM) Engineering Services Department (ESD) shall support the NASA SSC Center Operations Design & Construction Project Management Division with development, review, approval, and release of changes to or cancellation of this SSTD in accordance with SSTD-8070-0005-CONFIG.
- Users of this SSTD shall comply with its requirements, ensure use of the correct version of this SSTD and the documents it references, and inform the appropriate organization of needed changes in accordance with SSTD-8070-0005-CONFIG.
- SACOM Computer-aided Design and Drafting (CADD) supervision and Central Engineering Files (CEF) are responsible for the application of this standard in work practices, as applicable.

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4.0 TECHNICAL SECTIONS

4.1 SpecsIntact System

SpecsIntact is an abbreviation for "specifications kept intact", an automated system for using a standard master text of construction specifications to develop a construction specification for a particular project. The master text contains detailed specifications for most activities. In some instances, there is a need for more than one specification provision for a single activity. SpecsIntact allows the extraction of all or parts of multiple specifications to be combined to create a unique specification for these projects. It is the responsibility of the specification writer (specifier) to select and edit those provisions appropriate to the project and to provide additional new text as required. Drawings define the magnitude and configuration of a project, and the technical specifications determine the quality of materials and workmanship.

The master text is divided into 48 divisions, which are further subdivided into sections. Each section is divided into three parts: Part 1 – General, Part 2 – Products, and Part 3 – Execution. Division 01 contains General Requirements, while divisions 02 through 48 are technical divisions. Division titles are listed in Appendix C.

Each section is identified by a six-digit number (e.g., 23 00 00). The first two digits indicate the division of which the section is a part (Division 23 for our example).

Other than format, all portions of a section are subject to changes, as required. If not completely suitable for a project as stated, words, sentences, paragraphs or an entire part may be augmented, modified, or marked "Not Applicable". Unique requirements should be added.

In certain instances, the master text may not cover specialized needs due to such items as local codes that may be imposed, geological and climatic conditions, or specialized project needs that may exist. To accommodate these specialized needs, sections must be modified to reflect those local requirements, or a new section must be generated.

4.2 Specification Content

4.2.1 Cover Page

The cover page shall contain the name of the specification, specification number, date, and the preparer information.