

MANUAL OF PRACTICE

PART 01 - INTRODUCTION



Construction
Specifications
Canada

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PREFACE

The Construction Specifications Canada (CSC) Manual of Practice (MOP) was initially published in 1978. This published document was an outgrowth of the development of a Construction Specifiers Handbook compiled by Ryerson University which was derived from the Specification Writers Association of Canada (SWAC) Specification Writing Correspondence course that was developed in the early 1960's. The Manual of Practice was last updated in 1992 with minimal updates to the initial published document content that was initially issued in 1978.

Although the quality of the information in the initial six (6) volume document maintained its relevance, the content required extensive updating. There had been no significant discussion amongst the Membership-At-Large about redeveloping or renewing the MOP. Fiscal restraints made it difficult to implement the updating tasks which resulted in removal of the last published version.

At the Montreal Conference in May 2000, a Members Forum was convened by Past President Burt Barteaux, FCSC, MRAIC who challenged attendees to participate in the redevelopment updating of this valuable Association document. In the wake of the Forum interested groups and individuals from Chapters across the country provided input into the proposed updated document's structure, developing a CSC matrix that used the parallel process being executed by the CSI as a guide. The evolution of the document matrix and continued liaison with CSI, resulted in final structure of the 10 part document being presented for ratification by the CSC Board of Directors in October 2002.

Since that time Requests for Proposals (RFPs) have been issued and contracts awarded for the updating and/or redevelopment of significant sections of the document. This process was completed in May 2006. At various stages to completion of the documents, Parts of the MOP are being translated into French. The final translation of the technical content of this document is scheduled for completion in 2007.

This document has been developed over the last five years through the effort of a dedicated core group of volunteers who have provided both their professional expertise and personal time to the development, review and publication of this document. CSC wishes to acknowledge the efforts of the following individuals:

Document Authors:

- Part 01 – Instruction: Peter Semchuk, FCSC, RSW, CCCA, CET, LEED AP;
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- Part 08 – Glossary: Mary Friesen, FCSC, RSW.
- Part 09 – Appendices: Wayne Watson, FCSC, RSW;
- Part 10 – References: Wayne Watson, FCSC, RSW;

CSC would also wish us to acknowledge the efforts of the volunteers who have given of both their professional and personal time to provide review comments and technical commentary during document production. CSC wishes acknowledge the following individuals:

- Document Coordinators Team Lead: Peter Semchuk, FCSC, RSW, CCCA, CET, LEED AP;
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INTRODUCTION

The initial stages of development of the document were done in conjunction with our American partners, the CSI. This process commenced in 1997 with the initial stages of development of the counterpart document to the MOP, the Project Resource Manual (PRM) developed and published by the CSI and McGraw-Hill in January 2005. This cooperative development with our American counterpart was initially executed in the early 1960's with the development, publication and implementation of Standards of Practice. A close working relationship with CSI continues to exist in the form of mutual development and publication of technical and professional documents. This relationship has resulted in the joint publication of UniFormat™, MasterFormat™, SectionFormat™ and PageFormat™, and the Omniclass™ Classification Tables.

The MOP will be recognized by the construction industry throughout North America as the basis on which construction specifications and Project Manuals should be prepared and administered and how products should be represented to the construction industry in Canada. Although other publications, journals, articles and electronic tools exist in the market place to aid owners, designers, specifiers, contract administrators, contractors and facility managers in their tasks, the MOP is intended to provide a detailed source of information on facility life cycle theory and practice.

The CSC MOP has become the standard for specification practice for the life cycle of a facility. The document is also designed to be an accessible resource for all project participants. It is intended to serve and provide support, information and data for mutually dependant processes of design, construction and facility use.

CHANGES FROM PREVIOUS ADDITIONS

This current addition of the MOP is a departure from the previous organization and structure of the last published version dated January 1992. The previous organization of the MOP was as follows:

- Part A – Specifying Principles: This section dealt primarily with specification language, writing, production, methods, master specification outlines and the Project Manual.
- Volume B – Bidding and Contract Principles: This section dealt primarily with bidding, contract requirements, bid and contract award and related methods and procedures for modifying these documents and contract continuance in warranty.
- Volume C – Administrative Principles: This section dealt with general comments, administrative and temporary facilities applicable to all parties on and off the construction site.
- Volume D – Technical Specification Principles: This section dealt with technical information in digest form under each of the individual divisions and sections of work.
- Volume E – Appendices: This section included acronyms and abbreviations and copies of MasterFormat™, SectionFormat™ and PageFormat™ documents.
- Volume F – Resources: This section contained industry standard forms published by the Canadian Construction Documents Committee (CCDC) and related associations. Address of national association offices and related provincial, regional and municipal agencies providing companion documents to CCDC were also included.

The initial Forum conducted following the Montreal Conference in May 2000 and the subsequent redevelopment of the structure of the MOP resulted in the development of a final document matrix which redefined the structure of the MOP from the initial six (6) volume component structure to a ten (10) part structure to be included in two expandable/updated volumes. The new MOP is organized and structured as follows:

- Part 01 – Introduction
- Part 02 – Project Delivery
- Part 03 – Conceptual Planning
- Part 04 – Design
- Part 05 – Construction Documents
- Part 06 – Construction
- Part 07 – Facilities Management
- Part 08 – Glossary
- Part 09 – Appendices
- Part 10 – References

These ten (10) individual parts/chapters are divided to address the various stages of project development from the initial stages of conceptual planning through to project commissioning, occupancy and facility operations. The chapters of each of the parts of the MOP are constructed to ensure that the individual components can be expanded or edited to suit changing trends and processes within the design and construction industry. Segmenting and dividing the MOP into these Parts allows for the content of the document to be updated and edited to reflect current industry requirements and helps maintain its long-term currency. This is typical of all of the individual parts and particularly Part 08 – Glossary which forms a resource base for all of the current registered and certified education programs initiated through the Education Certification Committee (ECC).

The development of this document commenced in 1998 with CSC actively participating in the development of the Project Resource Manual (PRM) in conjunction with CSI. CSC's involvement was to participate as an observer and to take part in the development of our American counterpart's document development and to communicate the process to the Board of Directors and Executive Council at CSC in order to determine an appropriate course of action and development process for updating and republication of the MOP. CSC and the CSI have had a close relationship which continues to exist in the form of mutual development and publication of various technical and professional documents. CSC wishes to take this opportunity to acknowledge the efforts of the CSI in providing a development system to CSC in the republication of its own MOP.

CONCLUSION

It is the intention of CSC that the content of each of the individual Parts of the MOP represents technical and resource information required to initiate, design, construct and operate projects/facilities through their life cycle. The content and structure of this document is designed to adapt to current and future technical resource needs related to the facility, design, construction, operation and maintenance requirements. This document will be maintained as a living resource adjusting to the continuing and ever changing needs of the Design, Construction and Facilities/Operations Industries throughout Canada.

It is the intention of CSC and the document authors to ensure that this MOP remains a dynamic and current reference document utilized by all members of the design and construction industry. It is with this intent that CSC extends the opportunity to our Membership-At-Large to submit constructive comments and requests for update or revisions to the Chair of the Technical Studies Committee (TSC) who will assume overall responsibility on behalf of the Association and the Board of Directors for maintaining the relevance and currency of this document.

Submissions from individual members related to comments or revision requests can be submitted to the Chair Technical Studies Committee (TSC) c/o of the CSC Association Office:

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