

MASTER SYLLABUS

COURSE NO., HOURS, AND TITLE: ARC 492 – 2
Professional Practice II:
Specifications

COURSE DESCRIPTION:

Understand the function of a “Project Manual” with technical specifications as a contract document and the relationship of technical specifications to architectural drawings. Research, organization, format, and content of various sections of the Project Manual-Technical Specifications document. Not for graduate credit. Prerequisite: ARC 342 and major in architectural studies or consent of school director.

PREREQUISITE TO: None

COURSE OBJECTIVES:

Upon completion of this course, the student will:

1. Acquire a basic understanding of architectural Project Manual content and its function as part of a set of construction documents.
2. Acquire a basic understanding of the roles and contractual relationships among the Owner, architect, consultants, contractors, and fabricators/suppliers.
3. Be familiar with the 16 Divisions of the CSI Format for General & Technical specifications and with the general content of each Division.
4. Research, develop, and write technically precise descriptions for several general and technical specification sections from several of the sixteen CSI Divisions using the proper format, style and language, for purposes of review and construction.
5. Discuss the concept of ‘sustainable design’ and research “Green” building products to encourage their wide spread use and encourage “sustainable construction practices” such as job site recycling and healthy building construction.

TOPICAL OUTLINE:

Topics	Percentages of Time
I. Project Manual/Technical Specifications	55%

- A. The role of the project manual
 - B. Relationship between drawings and the project manual
 - C. Organization of the project manual
 - D. Physical format and style
 - E. Types of specifications
 - F. Specification materials and language
 - G. Specification writing procedures and the use of computers
 - H. Specification reference sources
 - I. General requirements
 - J. Bidding requirements
 - K. Bonds, guarantees, and warranties
 - L. Addenda
 - M. General and supplementary conditions
 - N. Construction observation
 - O. Construction management
 - P. Owner – architect - contractor relationships
 - Q. Five phases of the architectural basic services
 - R. Future of architecture
- II. Research Projects & Written General Requirements and Technical Specifications related to ARC 425 project 45%
- A. Manufacturer's literature
 - B. Samples or mock-ups
 - C. Shop drawings
 - D. Example specifications

TEXTBOOKS:

Required:

Construction Specifications Institute. (2000). *Manual of practice*. Alexandria, VA: Author.

Recommended:

Ramsey/Sleeper. (2000). *Architectural graphic standards* (10th ed.). New York, N.Y.: Wiley.