



Specifications

No.		Check Box *
01	Determine form of conditions of contact or obtain copy of conditions of contract.	
02	Review project file and meet with PIC to determine any special conditions.	
03	Write preliminaries; check for compatibility with other parts of contract.	
04	Circulate proposed conditions of contract and preliminaries to client for review.	
05	Confirm whether QS will issue Bill of Quantities or Specified BOQ. Confirm basis of pricing (V07) and insurance requirements (V09).	
06	Review progress drawings and compile draft list of all specification sections and subsections likely to be required.	
07	Confirm specification sections titles with PIC and TL.	
08	Confirm specification format and style with PIC.	
09	Obtain SEng's specification sections, review and put into approved format.	
10	Send draft of structural sections to SEng for review and approval.	
11	Request list of all "builder's work" items from all other consultants.	
12	Determine if any sections are likely to require performance specifications; confirm with PIC. If affirmative, agree on method of performance testing.	
13	Prepare draft list of Australian Standards likely to be needed for reference; obtain those not in library.	
14	Issue draft preliminaries to BSEng; request text of any additions required by Building Services specifications.	
15	If BSEng presents "special conditions" specification, review for clauses to be added to preliminaries and advise that remainder be added to technical sections.	
16	Provide specification data request list to PIC to discuss with architectural team members.	
17	Confirm completion schedule for specification sections and related drawing groups.	
18	Develop suggested list of alternatives, confirm with TL and PIC. Review with client.	
19	Review drawings as completed; mark for deletion material descriptions and proprietary names found.	
20	Confirm specification of any required staging of construction; check against preliminary construction schedule.	
21	Check finishes schedule against specification index; confirm all finish materials are included.	
22	Confirm that final issue of drawings matches specified Schedule of Drawings exactly.	
23	Verify all specification cross-referencing.	
24	Eliminate all references as "by others"; determine and note responsible party.	
25	Check all specification references to drawings ("as indicated", "as shown") and verify they are so indicated, and that drawing references to specifications are covered.	
26	Check major equipment listings against drawings; verify motor ratings and voltages against electrical.	
27	Confirm schedule of monetary provisions.	
28	Obtain client agreement on contingency sum allowance and authority for expenditure.	