



Plans & Specification Reading

Summary:

- This course will enhance an existing basic understanding of construction specifications and general plan reading.
- There will be instruction/discussions/exercises on the specification types of both the new MasterFormat system and older Divisional system specification format and the bidding process/procedure.
- Plan reading instruction/discussions/exercises will include commonly used scales (metric & imperial), drafting conventions, drawing order and symbols.
- Instruction will be in the form of lecture with illustrations and exercises handed out at the end of each day and reviewed next class.

Prerequisites:

- o Working knowledge and experience with the following items:
- o New Masterformat Specification system
- o Older Divisional Specification system
- o Construction Drawings (Civil, Architectural, Mechanical & Electrical)
- o Construction symbols, scales, legends, schedules
- o Construction Information Management (RFI's, CCO's, CO's, Trade Submittals, etc.)

Days 1 & 2:

- Introductions, Registrations, Agenda, Housekeeping, Outline
- Specifications (Masterformat & Divisional)
- Tender and Contract Documents and Interpretation
- Turnover from estimating team to site execution/construction personnel
- Construction Information Management (RFI's, CCO's, CO's, Trade Submittals, etc.)
- Discussions regarding specification interpretations, schedules, data submittals, shop drawing submittals, specification RFI's, change order requests, logs, etc.
- Take away exercises to be completed for following week class.

Days 3 & 4:

- Review of previous weeks exercises
- "Issued for Tender" and "Issued for Construction drawings"
- Architectural drawings review for specifics (Demolition, Civil, Foundation, Structural) with discussions regarding symbols, interpretations, details, schedules, submittals, shop drawings, As-Builts, RFI's, change order requests.
- Take away exercises to be completed for next class.

Day 5:

- Review of previous weeks exercises
- Mechanical construction drawings review.
 - o Plumbing drawings specifics for symbols, schematics, equipment, etc.
 - o Heating drawings specifics such for lines, symbols, schematics, equipment, etc.
 - o Ventilation drawings specifics for ducts, insulations, equipment (AHU's), etc.
- Electrical construction drawings review.
- Additional discussions regarding symbols, interpretations, details, schedules, data submittals, shop drawing submittals, As-Builts, RFI's, change order requests.
- Close out documentation, commissioning and O & M manuals.