

How to Use NL Master Specification Guide for Public Funded Buildings

(Mandatory application for Building Contracts tendered for Transportation and Works)

1. It is the intent that only documents specific to a given buildings project will be compiled and published at time of public tender. NL Master Specification Guide technical specification sections will be made available for downloading from <http://www.tw.gov.nl.ca/works> in Microsoft Word format. Specification sections specific to a building project are to be downloaded and edited to suit the required scope of work.
2. Each NL Master Specification Guide section edited for a building project shall contain in the header the project number, project name, NMS Specification Section Name and Number, Issued for Project Date YYYY/MM/DD. In editing the NL Master Specification Guide Sections, deleted items are to remain within the document and be identified using the Track Changes command of Microsoft Word. Additions to the document are also to be identified using the Track Changes command of Microsoft Word. The following Track Changes setup is required for identifying the additions and deletions (using Microsoft Word 2003):
 - a. Insertions to be set to “Italics”, color: “Dark Blue”.
 - b. Deletions to be set to “Strikeout”, color: “Red”.
 - c. Formatting to be set to “None”.
 - d. Changed Lines to be set to “Outside Border”, color: “Auto”.
 - e. Balloons to be set to “Never”.
3. New Specification Sections Added:
 - a. where the current NL Master Specification Guide does not contain a standard specification section for this particular aspect of the Work (eg. Section 14 20 06 – Passenger Elevators), that section is to be created in Microsoft Word format. Each new specification section shall contain in the header the project number, project name, NMS Specification Section Name and Number, New Issue Date YYYY/MM/DD. The specification index shall include the new section name and number with the heading “New” after the section name.
4. Re-Issued NL Master Specification Guide Sections:
 - a. on occasion the NL Master Specification Guide sections may require extensive re-editing to match the project specific requirements (eg. Section 25 90 01 – EMCS: Site Requirements Applications and Systems Sequence of Operations). In this case, the specifier may elect to “Re-Issue” a NL Master Specification Guide section. Each Re-Issued specification shall contain in the header the project number, project name,

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the DTW Specification Section number and name, and the Re-Issue Date YYYY/MM/DD. Include in the specification index, after the section name, the heading “Re-Issued” for all sections reissued.

5. NL Master Specification Guide sections may contain errors or omissions which remain undiscovered at time of publication. Once discovered, such errors or omissions may be corrected by the specifier as part of the editing process in creating the building project specification. Alternately, Design & Construction Division, Department of Transportation and Works, on behalf of the NL Master Specification Guide committee, will make corrections to the posted NL Master Specification Guide sections as required.
6. A full Specification Index Template is located at <http://www.tw.gov.nl.ca/works>.
7. For a given building project being tendered, the following project specific documents will be prepared:
 - a. Cover Sheet
 - b. Index
 - c. Standard Front End Contract Documents
 - d. List of Drawings
 - e. Specification Sections specific to the building project.
8. Technical specification sections and standard front end contract documents will be published in PDF format on a CD Rom disk and provided to Tendering and Contracts Division, once authorized by the Project Manager for distribution to bidders.
9. The Issued for Tender Drawings take precedence over the Technical Specifications with respect to products and materials identified specifically for a building since the technical specification may present more than one choice of materials or products (e.g. rigid insulation).