



Checklist Method - Defined

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Byun Partners

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Overview

- I use a checklist approach to writing specs (in addition to reviewing drawings).
- Despite all of our best efforts, Checklist method makes producing specs more practical, logical, and more economical (saves you money).
- Did you know that the most effective way to control project cost is with written quotes? Let us give you a fixed-fee spec proposal.

Features & Benefits

- Spec veteran with 20 years plus experience as in-house and as independent.
- I personally write all specs. There are no intern practicing on your project.
- Your specs will be prepared based on AIA MasterSpec and Specsintact for military projects.
- I subscribe to AIA MasterSpec, so you don't have to (you save \$2,999/year).

Project Types

- Education.
- Healthcare.
- Hospitality.
- Multi-family.
- Mix-use.
- Custom single family – not so much.
- Project List: <http://www.byunpartners.com/projects.htm>

Outline Specs – Not recommended for the following reasons

- 1. Everyone has a different idea/version of what short spec “format” is.
- 2. For me, short spec should be derived from full spec for a specific project. Now it cost more to shorten the full spec to a short spec.
- 3. Everyone wants a short spec that will work for every project. – Not possible, since every project is little different.
- 4. Short spec will not help you when you get into trouble. But we need spec when we are in trouble. Best to go with full spec or none at all.
- 5. Better alternative is show whatever you need on the drawings and eliminate short spec.
- 6. Sheet spec is also full of contradictions/ full of things you don't need; because they are not edited for a specific project.
- 7. Sheet spec is great if you are doing same cookie cutter type of projects. (Lucky you)

Spec process - Initial

- Once written proposal is signed, we will set up an arch team/spec writer teleconference to kickoff spec process. We will discuss among others:
 - 1. Best mode of communication.
 - 2. Basis of design products. Use of checklist. Client may have standard products list we need to follow.
 - 3. Div 1 - based on AIA master spec vs client specifics.
 - 4. Consultants' specs.
 - 5. Finish schedule.
 - 6. Door schedule. Door hardware sets and spec are by door hardware consultant. (Free service from Assa Abloy, Allegion, or Dorma/Stanley – currently there is a backlog of 3 week wait and 2 week turn-around time. Please plan your schedule accordingly.)
 - 7. Project schedule.
 - 8. Start gathering electronic cutsheets (product datasheet). Treat this exercise as if you reviewing submittal during construction administration. You want to pick out any options. It will be a change order if want it after the bid.
 - 9. Do we need a spec section for a particular product? For an off the wall \$30 dollar product, No. General rule is if you are selecting a product with defaults, locate the item on drawings and identify model number and manufacturer. If you want options, yes, we should have a spec for it.

Spec process - Review

- 1. Progress project spec will be emailed to you in pdf at every milestone. (At least once at 50% for you to get some sort of comfort level)
- 2. You can markup progress spec and email back to me or you can upload to website like Bluebeam and collaborate.

Specifications - Deliverables

- Single document pdf in both single and double sided printing. Each section bookmarked for ease of navigation between spec sections.
- Architectural spec sections in MS Word zipped for your archive.

What is your next step?

- 1. Email or use Drop Box to send me progress architectural drawings in pdf.
- 2. Start compiling the checklist.
- 3. I will review and send you a written spec proposal in less than 24 hrs. If am in the office; less than 2 hours.

Tip of Day

- 1: Everything you'd ever wanted to know about 1,000 spec sections? You can't. Befriend your manufacturer's rep. It's their job to know their products.
- 2: Include consultant info on spec TOC. During construction administration, seek that consultant for answers. Don't waste time trying to figure out who wrote the spec section then.
- 3: 80% of the firms lose money during Construction Administration (CA) phase. Don't be one of them by writing your specs correctly in the first place.

Parting Notes

- 1: I discourage writing DD level outline spec. Normally they are incorrect and total waste of money and time. Convince the client they don't need it.
- 2: Incorporate consultants' specs as-is (consultant to provide their specs in pdf format for print ready, NO word processing will be provided. They are responsible for all phases of the project; SD, DD, constructability comments, agency approvals, bidding, RFIs, and Change Orders). I simply can't accurately put a price if I need to do it. Too many variables.
- 3: Construction Administration question and RFIs will be handled by hourly bases. (Limited spec reviews are included in flat fee, I just don't want to be the CA guy)
- 4: Why I do not carry any kind of insurance? Architect provides me with a Basis of Design (BOD) or other explicit criteria on which to base project specification. I offer "technical assistance" in determining the BOD or other criteria as an added service and format these design decisions to CSI 3-part specification where contractor can accurately bid. As you can see, I do not make design decisions.

Checklist Available – 24/7

- Download latest version at

<http://www.byunPartners.com/Documents/CheckList.pdf>

Backup information (All on the website)

- Project List: <http://www.byunpartners.com/projects.htm>
- Client List: <http://www.byunpartners.com/clients.htm>
- Resume: <http://byunPartners.com/documents/ArchEng%20-%20David%20Byun.pdf>
- Bio: <http://byunPartners.com/documents/David%20Byun%20-%20bio.pdf>
- Los Angeles Manufacturer's Rep Finder: <http://byunPartners.com/documents/LArepFinder.pdf>