



## **TECHNICAL SPECIFICATION INSTRUCTIONS**



**Index**

Title page	p 1
Index	p 2
Introduction	p 3
Formatting	p 4
Nomenclature and Terminology	p 5
Accessibility Standards	p 7
Repair / Restore	p 8
Submittals	p 9
Manufacturer and Product Listings	p 10
Sole Source Products	p 11
Asbestos Abatement	p 12
Lead Paint Abatement	p 13
Allowances and Unit Prices	p 14
Engineering Services	p 15
Industry/Trade & Professional Associations	p 16
Quality Assurance	p 17
Special Experience	p 18
Warranties/Guaranties	p 20
Special Inspections	p 21
Quality Control Tests and Inspections	p 22
Commissioning	p 23
LEED	p 24



## **INTRODUCTION**

Welcome Project Specifier to the DDC Office Master Specification Technical Specification Instruction ( **TSI** ) module. The guidance provided here will assist you in making the necessary content/format edits to meet NYC DDC requirements.

The content of your specifications will be thoroughly reviewed and accepted as final by the A&E Technical reviewers, Bid Packaging reviewers, and A&E Management prior to distribution to ACCO for DDC Law's review.

DDC Law makes final determination of the suitability and acceptability of the Project Specifications Manual format and language content.

Failure to comply with all applicable City / Agency legal formatting / language restriction requirements may result in a rejection of the Project Specification Manual you have submitted, requiring correction and re-submission to satisfy your Contract obligations with the City of New York.



## **FORMATTING**

1. You the specifier are provided the following word documents for TOC formatting, Header/Footer information and required non-editable text:
  - a. DDC Template – TOC for Single Contracts
  - b. DDC Template – TOC for Multi Contracts.
  - c. DDC Template - Technical Specifications
2. You the Specifier are required to correctly enter the Project Identification ( **FMS No.** ), Document **Issue Date** and **Project Title** for each page of Specification Sections included in the Project Manual. Correct **Section Title / Number** as required.
3. Pagination. You the Specifier will be required to keep track of the number of pages in each Specification Section and where a Section ends in an odd number sequence, provide an additional page so that all Sections in the Project Manual end in an even numbered sequence. Retain header / footer formatting for all pages. This pagination requirement is MANDATORY. Failure to comply with this requirement will result in a rejection of the Project Specification Manual you have submitted.



## **NOMENCLATURE AND TERMINOLOGY**

### 1. General Formatting:

- a. Issue Dates in headers for all Specification Sections **MUST** be updated with each submission and resubmission. Specification Section numbers and titles must be identical to those shown on Table of Contents.
- b. All Specifications must be formatted as a standard 3-part CSI Master format.
- c. If one part is not used, write in " Not Used ".
- d. Do not use **colored**, underlined, *italicized*, or **CAPITALIZED** letters in body of text.
- e. Eliminate all brackets [ ] from body of text.
- f. Do not reference Specification Sections not included in the project.

### 2. Content revisions:

- a. Avoid / delete language that conflicts with, or duplicates DDC General Conditions.
- b. Revise " authorities having jurisdiction ", or " authorities", or " governing regulations " or " governing agencies " to either an applicable Code, Standard, Entity, Department, or City Agency, or omit if not applicable.
- c. References to specific Articles of the New York City Building Code must refer to the Code edition that the work is being filed under (i.e. 1968, 2008, 2014 Code, etc.)
- d. When referencing the DDC General Conditions, do not use the term " Division 1 ", use instead " DDC General Conditions " and do not include a specific section number, except where indicated in the " Standard Technical Specification Template " as non-editable text.
- e. When requesting Contractor to engage a professional engineer, add " **licensed in the State of New York .** "
- f. Do not use language that includes " **Wages** ", " **Insurance** ", " **Liability** ", or " **Indemnification** ".
- g. Avoid the terms " **train** " or " **training** ", use instead " **instruct** ", " **instructing** ", " **instruction** ".
- h. Eliminate registration symbol ® or trademark symbol ™ following product listings.
- i. Avoid terms such as " **Design team** ", " **Construction manager** ", " **Representative of NYC .** "
- j. Do not include the phrases such as " **prior to bid** " or " **at the time of bid** ", as they conflict with the City of New York Procurement Policy Guidelines.
- k. Do not include text that requires Contractor to visit site before submitting bid. Pre-bid walkthrough is not mandatory.

### 3. Refer to list on following page for required language edits:



Revise:	To:
" Architect "	" Commissioner "
" Architect's Representative "	" Commissioner "
" Project Engineer "	" Commissioner "
" Architect / Engineer "	" Commissioner "
" Owner's Representative "	" Commissioner "
" Design Professional "	" Commissioner "
" Landscape Architect "	" Commissioner "
" Owner "	" City of New York "
" Delegated-Design "	" Engineering Services "
Language that conflicts with, or duplicates DDC General Conditions	Avoid / Delete
authorities having jurisdiction authorities governing regulations governing agencies	Either an applicable NYC Code, Standard, Entity, Department, or City Agency, or omit if not applicable
References to specific Articles of the New York City Building Code	the Code edition that the work is being filed under (i.e. 1968, 2008, 2014 Code, etc.)
" Division 1 "	DDC General Conditions
professional engineer	Add " licensed in the State of New York ."
Wages Insurance Liability Indemnification	Delete/Replace.
train training	instruct instructing instruction
registration symbol ® or trademark symbol ™	Delete
prior to bid at the time of bid	Do not include
Text that requires Contractor to visit site before submitting bid	Do not include
Repair	Refer to "REPAIR AND RESTORE" Article
Shall	Revise to "Will", "Must", or "May" based on intent



### **ACCESSIBILITY STANDARDS**

- 1- In the body of the specification text, any reference made to **"ICC A117.1"** must be revised to **"ICC A117.1-2009"** to reflect the adopted version of this ANSI Standard in the current New York City Construction Code.
- 2- Where "Accessibility Standard" paragraphs require the specifier to select text from a number of bracketed options, the following text must be selected: **"the USDOJ's 2010 ADA Standards for Accessible Design"**, and **"ICC-117.1"**, with the 2009 suffix also added to the "ICC-117.1".
- 3- Below is an example such a paragraph, after the required edits:
  - A. Accessibility Standard: Comply with applicable provisions in the USDOJ's 2010 ADA Standards for Accessible Design and ICC A117.1-2009.



#### **REPAIR AND RESTORE**

- 4- "Repair" vs "Restore" or "Restoration": Repair work is considered an operating maintenance cost item, and not a capital expense. The term's context in the body of the specifications must be reviewed before the term is revised. Below are some guidelines:
- a. Revise the term "Repair" to "Restore" or to "Restoration" when it is used to identify a major scope of work.
  - b. Revise the term "Repair" to "Restore" or "Restoration" when it is part of the title of an Article or paragraph within specification sections, and where it is subsequently used in that same article and paragraph.
  - c. Minor repair work that is clearly identified as a required resultant of other construction work can remain identified as repair.





### **SUBMITTALS**

- 1- DDC General Conditions Section 013300 "Submittal Procedures" establishes the administrative and procedural requirements for Submittals. Avoid or delete Submittal language and Submittal requirements that conflict with or duplicates language already indicated in this section.
- 2- Do not include "Maintenance Material Submittal" or "Extra Material Submittal" or "Attic Stock Material Submittals". Additional stock items are not considered a Capital expense, unless required by code per items described in note 3.
- 3- When required by code, such items can be included and must be called out as "Site Inventory". A reference to the relevant code section must also be called out.



## **MANUFACTURER AND PRODUCT LISTINGS**

- 1- When listing Manufacturers or Products, use the following listing formats. (Bulleting and indentations vary).
- 2- Performance requirements that establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements must ALWAYS be indicated in Part 2 of the specifications, and the consultant must verify that all manufacturers indicated offer products meeting these performance requirements.

***Manufacturer's listing: When listing only manufacturers, indicate a minimum of three (3) manufacturers that offer products meeting performance requirements listed, and add "Or approved equal", per below: Do NOT use the [available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following] option.***

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Manufacturer A
  2. Manufacturer B
  3. Manufacturer C
  4. Or approved equal.

***Basis-of-Design Product listing: In addition to the basis-of-design product description, product attributes and characteristics must be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. When indicating a Basis-of-Design Product, list a minimum of two (2) additional manufacturers offering comparable products that meet those listed performance requirements, and add "Or approved equal": BOD Product can be either listed on the drawings or in the specification, per below.***

- A. Basis-of-Design Product: Subject to compliance with requirements, provide [product indicated on Drawings] < Insert manufacturer's name; product name or designation > or comparable product by one of the following:
1. Manufacturer A
  2. Manufacturer B
  3. Or approved equal.

***Three Product Listing: When listing three (3) products, each of which meet listed performance requirements, add "Or approved equal", per below:***

- A. Product: Subject to compliance with requirements, provide one of the following:
1. Manufacturer A; Product name/number
  2. Manufacturer B; Product name/number
  3. Manufacturer C; Model name/number
  4. Or approved equal.

- 3- Do not include proprietary catalog cut sheets or literature in specifications.



**SOLE SOURCE PRODUCTS**

- 1- In instances where a specific single proprietary product is deemed necessary, the Client must submit a formal justification memo to the DDC for approval for its use as a 'Sole Source' product, during the Construction Documentation phase.
- 2- Upon DDC approval, the manufacturer and product can be listed in the specification per the following format, along with the Product's performance requirements. (bulleting varies based on location in Part 2).
  - B. Sole Source Product: < Insert manufacturer's name and product name or designation >
    1. No Substitutions Permitted.
    2. OR
  - A. Sole Source Manufacturer: < Insert manufacturer's name >
    3. No Substitutions Permitted.



## **ASBESTOS ABATEMENT**

- 1- The Consultant must review and coordinate with the DDC Project Manager for inclusion of the required Allowance and Asbestos abatement specification sections which must also be listed in the Table of Contents. These sections are prepared by the DDC Environmental and Geotechnical Services Unit and provided to the Consultant as PDF Files.

- 2- For Single Contract projects involving demolition / renovations and NO Asbestos Abatement, the following section must be included:

Section 02 80 13 "GC Work Allowance for Incidental Asbestos Abatement"

- 3- For Multiple Contract projects involving demolition / renovations and NO Asbestos Abatement, the following sections must be included:

Section 02 80 13 "GC Work Allowance for Incidental Asbestos Abatement"

Section 22 00 13 "Plumbing Contractor Work Allowance for Incidental Asbestos Abatement"

Section 23 00 13 "HVAC Contractor Work Allowance for Incidental Asbestos Abatement"

Section 26 00 13 "Electrical Contractor Work Allowance for Incidental Asbestos Abatement"

- 4- For Single Contract projects involving Asbestos Abatement, the following sections must be included:

Section 02 80 13 "GC Work Allowance for Incidental Asbestos Abatement"

Section 02 82 13 "Asbestos Abatement"

- 5- For Multiple Contract projects involving Asbestos Abatement, the following sections must be included:

Section 02 80 13 "GC Work Allowance for Incidental Asbestos Abatement"

Section 02 82 13 "Asbestos Abatement"

Section 22 00 13 "Plumbing Contractor Work Allowance for Incidental Asbestos Abatement"

Section 23 00 13 "HVAC Contractor Work Allowance for Incidental Asbestos Abatement"

Section 26 00 13 "Electrical Contractor Work Allowance for Incidental Asbestos Abatement"



**LEAD PAINT ABATEMENT**

- 1- When applicable and included in the Construction Contract, the Consultant must include in the specifications and list in Table of Contents the following section which is prepared by the DDC Safety and Site Support Unit and provided to the Consultant as a PDF file, and:

Section 02 83 19 Lead-Based Work Procedures

- 2- Sections that refer to the removal of existing paint that may contain lead must include references to OSHA requirements specifying compliance with regulatory agencies for the removal and disposal of lead contaminated paint.



**ALLOWANCES AND UNIT PRICES:**

- 1- Apart from Asbestos and Lead Abatement sections which are prepared by the DDC and provided to the Specifier, **NO** "Allowance" or "Unit Price" Articles must be included in any other technical specification sections being prepared by the Specifier.
- 1- If Allowances or Unit prices are being considered for a particular portion of the work, consultant must coordinate with DDC Project manager to include items in Volume 1 of the Bid Booklet.



### **ENGINEERING SERVICES:**

- 1- If considering the inclusion of Engineering Services for the purposes of verifying compliance with performance requirements as indicated in the construction documents, identify the requirements for electing such services, and review with DDC project manager if delegating the design to the contractor for that portion of the work is the best means of achieving the indicated performance and design criteria and review with Commissioner for approval.
- 2- Any professional engineer who is not the engineer-of-record is limited in the performance of delegated design (engineering services) based on New York State Department of Education laws and regulations. The engineer of record is required to review and approve any engineering services submittals based on the performance requirements that the engineer of record had prepared. Refer to excerpt below.

Excerpt from the New York State Department of Education, Office of Professions website

Weblink: <http://www.op.nysed.gov/prof/arch/archguide-b7.htm>

## **B. Practice**

### **7. Design Delegation**

---

1. Effective in June, 1996, it was clarified that a design professional may delegate certain responsibilities to others, such as fabricators, manufacturers of system components, product manufacturers, etc. This change allows the principal design professionals to continue to rely upon fabricator or manufacturer-designed building systems or products without breaching the rules of unprofessional conduct. All parties must adhere to a protocol established by the Board of Regents. It is critical that design professionals:
  - do not abdicate their responsibility for the design of their work by delegating to others,
  - fabricated building systems and/or components, when specified under performance criteria - either in whole or part
    - must be designed by New York licensed design professionals.

The Regents require such professionals to sign and certify their design. Even though the fabricators' professional signs and certifies his/her design, the principal design professional is still required to "review and approve" the fabricator's submission.



**INDUSTRY / TRADE AND PROFESSIONAL ASSOCIATIONS:**

- 1- As per DDC General Conditions Section 014200 "References", references to industry or trade or professional societies or organizations (herein noted as associations), or references to standards established by these associations can be included in the specifications.
- 2- The specifier must verify compatibility of all Trade/ Industry and professional association standards with NYC Construction code requirements provisions. The provisions of the NYC Construction code that adopt different or earlier dated versions must govern.
- 3- Requirements in "Quality Assurance" Articles for entities to have memberships in, or to have accreditation by, or to have certifications from these associations MAY be allowed as part of the Qualification Requirements of entities, or of personnel employed by those entities, if the Consultant deems such requirements are necessary for the quality of the work, and if the following criteria are met:
  - a. Memberships / accreditations / certifications by such associations requires education and / or training for the applicable work.
  - b. Verification that enough entities in possession of such memberships / accreditations /certifications exist in the tri-state area, so as not to pose a conflict with City of New York Procurement Policy Board regulations.
- 4- Prior to maintaining such requirements in individual specifications, the consultant must verify items a and b. DDC will review such requirements and make a final determination for their inclusion.





## **QUALITY ASSURANCE**

- 1- Experience requirements **EXCEEDING** the three (3) years' minimum, and/or requiring Installer's Certification / Authorization by the manufacturer or Installer's requirement of having completed a specific number of projects all fall under "**Special Experience**" and require Legal/ACCO (Agency Chief Contracting Office) approval.
- 2- In determining the Special Experience requirements, the consultant must:
  - a. Verify whether minimum three (3) years' experience requirement is acceptable for this work.
  - b. Verify whether the product manufacturer requires installers be "properly trained" as opposed to "Approved and/or Certified". Approved and/or Certified requires the "Special Experience" language.
  - c. If work is deemed to require "Special Experience", coordinate all submission requirements with DDC Project Manager. See SPECIAL EXPERIENCE below for language to be included.
- 3- Qualification Requirements language in the "Quality Assurance" paragraphs must be revised to avoid the following terms:
  - a. If a Product or a System is specified, verify whether the manufacturer requires installers be "**properly trained**" as opposed to "**Trained and Approved by manufacturer**" or "**Certified or Authorized by manufacturer**". Approved / Certified / Authorized by manufacturer requires the "Special Experience" language. Insert the most appropriate "Special Experience" equivalent to those requirements. Otherwise, revise "**trained and approved by manufacturer**" to "**properly trained by manufacturer**", or "**properly trained**".
  - b. Language requiring that Installer or Fabricator has completed **a specific number of projects** is considered "Special Experience". Insert the appropriate "Special Experience" equivalent to those requirements.
- 4- Dept of Labor, Bureau of Apprenticeship and Training: Requirements that Installers engage skilled workers with certifications of Apprenticeship or other craft-training programs certified by the Dept of Labor, Bureau of Apprenticeship are not required. Omit such requirements.
- 5- Manufacturer-warranted roof systems and Historic work-related specification sections always require "Special Experience" qualifications.
- 6- Welding Qualifications: Welding Qualifications may remain as indicated if required by the NYC Construction code, or if otherwise required or specified for public safety.
- 7- "Informational Submittal" Articles in the specifications must be edited to reflect the actual Qualification Requirements placed in the "Quality Assurance" articles.
- 8- Testing Agency qualifications: Supplementary qualifications for testing agencies may be kept when testing by independent testing agencies is called for, but subparagraphs indicating qualifications of Individual Agency Personnel (ie Field Supervisor, etc) must be deleted.
- 9- "Special Experience" requirements require Legal/ACCO (Agency Chief Contracting Office) approval. Consultant must coordinate submission requirements with DDC Project Manager.



## **SPECIAL EXPERIENCE**

- 1- When Special Experience is required, select from the following paragraphs, and insert verbatim in the "Quality Assurance" Article of the technical specification that requires it.
- 2- Other, supplementary qualification language in the "Quality Assurance" articles may remain but must be revised so as to avoid conflicting or parallel requirements.

**a. Installer Qualifications:**

The contractor or subcontractor performing the work of this section must, within the last five (5) consecutive years prior to the bid opening have successfully completed in a timely fashion at least three (3) projects similar in scope, size and type to the required work.

**b. Installers requiring approval / certification / authorization by Manufacturer:**

The contractor or subcontractor performing the work of this section must, within the last five (5) consecutive years prior to the bid opening have successfully completed in a timely fashion at least three (3) projects similar in scope, size and type to the required work. In addition, the contractor or subcontractor must be approved, or certified, or authorized by the manufacturer, and must be eligible to receive the manufacturer's warranty.

**c. Fabricator Qualifications:**

The contractor or subcontractor performing the work of this section must, within the last five (5) consecutive years prior to the bid opening have successfully completed in a timely fashion at least three (3) projects similar in scope, size and type to the required work.

**d. Installers or Fabricators with Historic Experience:**

The contractor or subcontractor performing the work specified of this section must, within the last five (5) consecutive years prior to the bid opening, have successfully completed in a timely fashion at least three (3) projects similar in scope, size, and type to the required work, based on architectural style, construction method and materials and age of building for this particular project. One such prior project of the three must have involved a landmarked building, as officially designated by the City, State or Federal government.

**e. Installers of [typical, standard] Manufacturer-Warranted Roof Systems:**

The contractor or subcontractor performing the work of this section must be a company regularly engaged in performing roofing projects with its own workforce and have successfully completed in a timely fashion at least three (3) roofing projects similar in scope, size and type to the required work within the last three (3) consecutive years prior to the bid opening. At least one of those projects must have been performed within the last twelve (12) months. The three (3) qualifying projects must have utilized one or more of the roofing systems specified for the project being bid herein, been installed by the contractor's or subcontractor's company utilizing its own workforce and must have qualified for, and have been issued, the warranty provided by the manufacturer of the roofing system. In addition, the contractor or subcontractor must be a certified or authorized installer for the manufacturer's roofing systems specified herein and shall submit proof of same.



- f. **Installers of Roof System tie-in to maintain existing Roof System Warranty:** (Fill in Manufacturer and Product and remove [ ] brackets)

The contractor or subcontractor performing the work of this section must be a company regularly engaged in performing roofing projects with its own workforce and have successfully completed in a timely fashion at least three (3) roofing projects similar in scope, size and type to the required work within the last three (3) consecutive years prior to the bid opening. At least one of those projects must have been performed within the last twelve (12) months. The three (3) qualifying projects must have utilized [Product] by [Manufacturer], been installed by the contractor or subcontractor's company utilizing its own workforce and must have qualified for, and have been issued, the warranty provided by [Manufacturer]. In addition, the contractor or subcontractor must be a certified or authorized installer for the [Product] by [Manufacturer], specified herein and shall submit proof of same.

- g. **Manufacturer:**

The manufacturer providing material or equipment specified in this section must, for the past five (5) years, have been regularly engaged in the manufacture of material or equipment similar in type to that required for this Project. Such material or equipment provided by the manufacturer must have been in satisfactory service for not less than five (5) years.



### **WARRANTIES / GUARANTIES**

- 1- Contractor's Guaranty Obligation (**Two (2) years for Roofing, Waterproofing, Joint Sealants, and Tree and/or Plant Material, and One (1) for all other work**) is shown in Schedule B Addendum to the General Conditions and should NOT be repeated in the technical specifications.
- 2- Do not call out Installer's warranties, as they are considered the same as the Contractor's Guaranty. See item 1.
- 3- Joint warranties such as between Installer and Manufacturer are not permitted. If electing such a warranty, verify it can be provided solely by manufacturer prior to retaining, and revise term such as "Installer and Manufacturer" to "Manufacturer" in warranty articles.
- 4- Review all other Warranties with DDC Project Manager before finalizing Specifications.
- 5- If specifying a manufacturer's Special Warranty, identify warranty period and note it as starting from date of Substantial Completion. In addition, identify all "Manufacturer's Warranties" on Schedule B of the Addendum to the General Conditions.
- 6- Maintenance Programs are NOT a Capital expense therefore cannot be financed with Capital Funds.
- 7- If any type of Maintenance Service or Maintenance Program, such as an "Initial Maintenance Service" or "Maintenance Service Agreement", or "Software Service Agreement" is specifically required or needed as part of a Warranty and / or Guaranty, the term shall be universally revised to "Guaranty Service Agreement".
- 8- Do not provide duration periods of "Guaranty Service Agreement" that exceed the corresponding length of the Contractor's Guaranty Obligation for that work, as indicated in item 4.



### **SPECIAL INSPECTIONS**

1. When " Special Inspections " (Controlled Inspections) are required, they are performed under a separate contract undertaken by the City of New York. Where applicable, the " Special Inspections " Article must be edited to indicate " City of New York will engage " per following examples:
  - A. Special Inspections: City of New York will engage a qualified special inspector [*in some sections identified as a testing agency*] to perform the following special inspections.
    - a. List requirements, or reference the NYC Construction Code Chapter 17, relevant articles.
2. For Cast-In-Place Concrete Form TR-3 (Technical Report for Concrete Design Mix), testing is paid for by the Contractor. Where required, this additional Article must be inserted:
  - A. The contractor shall be responsible for, and bear all costs associated with the filing and securing of approvals, if any, for Form TR3: Technical Report Concrete Design Mix, including, but not limited to, engaging the services of a New York City licensed Concrete Testing Lab for the review and approval of concrete design mix, testing, signatures and professional seals, etc., compliant with NYC Department of Buildings requirements, for each concrete design mix.
3. Refer to article 1.9, Section 014000 QUALITY REQUIREMENTS of DDC Standard General Conditions, for additional information regarding Special Inspections.
4. Coordinate "Special Inspections" indicated in the specifications with those listed on the DOB filing drawings.



### **QUALITY CONTROL TESTS AND INSPECTIONS**

1. Based on the type and complexity of the work, and separate from the NYC Code-required Special Inspections, specifications may contain other required Quality Control testing, in which the specifier can select from one of the following options:
  - a. Contractor to engage the services of a qualified, or independent testing agency to perform testing.
  - b. Contractor to perform testing.
  - c. Contractor to perform testing with assistance of factory-authorized service representative.
  - d. Contractor to engage the services of a factory-authorized service representative to perform testing.
2. Specifier may select options c or d based on the nature of the work. If considering a testing agency, Specifier must review with DDC Project Manager before finalizing the specifications.
3. In specification sections where a testing agency is the only option listed for performing listed quality control testing, and such procedures are deemed desirable or necessary for the project, the Specifier must review with DDC Project Manager before finalizing the specifications.
4. If an independent testing agency is selected, qualification requirements in the "Quality Assurance" articles, and qualification submittals in "Information Submittals" articles must be retained in the specification section. Refer to DDC general Conditions Section 014000 for testing agency qualifications.



## **COMMISSIONING**

- 1) For projects which include Commissioning requirements, the Consultant must review and coordinate with the DDC Project Manager and DDC Commissioning Team the inclusion of the latest editions of the Commissioning Specification Sections.
- 2) Commissioning specification sections are located in various Division listings, as required by the project.
- 3) For projects which include Building Enclosure Commissioning, the following Division 1 specification section must be included with the rest of the Technical Specifications. It must be listed under Division 1- General Requirements, in the Table of Contents.

### ***01 91 17 " Building Enclosure Functional Performance Test Protocol "***

- 4) Any modification to Section 019113 " General Commissioning Requirements for MEP" and Section 019115 "General Commissioning Requirements for Building Enclosures"– which are both part of the DDC General Conditions – must be included in the Addendum to the General Conditions, and NOT as an individual technical specification section.



## **LEED**

- 1) For LEED requirements, refer to the following DDC General Conditions Sections:
  - a. 01 74 19, "CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL"
  - b. 01 81 13.03, "SUSTAINABLE DESIGN REQUIREMENTS FOR LEED v3 BUILDINGS"
  - c. 01 81 13.04, "SUSTAINABLE DESIGN REQUIREMENTS FOR LEED v4 BUILDINGS"
  - d. 01 81 13.13, "VOLATILE ORGANIC COMPOUND (VOC) LIMITS FOR ADHESIVES, SEALANTS, PAINTS AND COATINGS FOR LEED v3 BUILDINGS"
  - e. 01 81 19, "INDOOR AIR QUALITY REQUIREMENTS FOR LEED BUILDINGS"
- 2) DDC does **NOT** permit soliciting requirements for materials to be locally harvested or manufactured (i.e. within 100 miles) or FSC certified wood, but for LEED projects, DDC **REQUIRES** the tracking of these sustainable attributes for purchased materials.
  - a. "Sustainable Design Submittals" Articles must maintain the tracking requirements.
- 3) Specifications must **NOT REQUIRE** that "Manufacturers" or "Vendors" be certified for chain of custody by an FSC-accredited certification body.
  - a. "Quality Assurance" must be edited to **OMIT** text calling for such requirements.
  - b. "Sustainable Design Submittals" must **MAINTAIN** related text, to provide the tracking of regional materials and chain-of-custody documentation for purchased materials.
- 4) In Part 2 of the specifications, **OMIT** articles requiring local materials.
- 5) In Part 2 of the specifications, **OMIT** articles requiring certified (FSC) wood.
- 6) In Part 2 of the specifications, **OMIT** articles requiring that any product be "rapidly renewable".
- 7) "Rapidly renewable": The Specifier must **NOT** use this term in the specifications except if included as part of tracking text in "Sustainable Design submittals" Articles.