

Deltek

Tips to Enhance Drawings and Specifications

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Agenda

- » Why **accurate** specifications are important
- » What elements make a **strong** specification
- » How to **ensure** the language in drawings matches the specifications
- » Ways to **improve** accuracy, reduce errors and boost efficiencies

Why **Accurate** Drawings and Specifications are Important – *Its IMPACT*



Quality of Bids

Incomplete Drawings and Specs. A small mistake could be the difference between making or losing money, adding extra to cover items that are not clear



Miscommunication

Mistakes on the drawings and in the specs. This culminates in conflicts with questions on which one governs **RFIs** - leading to change orders



Project Schedule

Negative impact on a well-planned construction schedule. Time spent on conflicts and omissions can impact project budgets and all-around team profits



Conflicts

Inconsistent processes. The graphic information on the drawing is not aligning with the information in the specs and vesa-versa

Elements That Make **Strong** Specifications and Drawings

Construction Documents



Project Team

- » What is **YOUR** attitude toward specs?

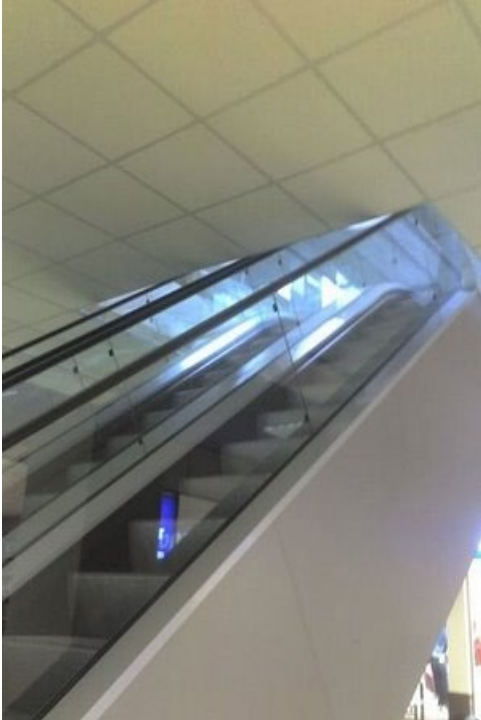
Some put specs on the back burner. Some think of them as job trailer door stop. *Remember drawings and specs must work as **one** document.*

Example: It's not just specifying the type of window flashing. It's synching with the drawings to show how it should be done.

- » What is **YOUR** attitude toward the construction of the project?

Whether you are working on floor plan dimensions, head and jamb details, placing tags, or doing keynotes, would someone other than you understand that information?

Other Reasons to have Accurate Drawings and Specs





Tip: How to **Ensure** Drawings and Specs Are Coordinated

- » Define team roles and responsibilities
- » Make clear communication protocols
 - Who will be the lead for keeping track of the drawing and spec coordination communication?
 - Who will be lead for the content production of the drawing and spec coordination?

Tips: Ways to **Improve** Drawings and Specifications Communication



Clear

Reduce conflicts between specs and drawings
Is it drywall or gypsum board?

Say it once and in the right place



Concise

Is there enough information to bid-it and build-it



Correct

Check for grammar, spelling, punctuation and reference to other sections/details



Complete

Ensure the drawings, spec descriptions and products align

As indicated on drawings - as indicated in specs



Coordinated

Coordinate what goes in specs and not in drawings

Confirm who covers what with consultants

The 4 C's (and 5th) of specifications



Make it a Team Priority

- » Aim for **accurate and strong** drawings and specifications.
- » **Ensure** the language in the drawings and specifications unite.
- » Doing these things will **improve** and boost efficiencies in reducing errors in the drawings and specifications for successful projects **NOW** and in the Future.

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Q&A





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