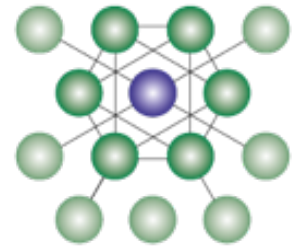


# Company Specification Template

# GBE



## Green Building Encyclopaedia

**Subject: Features Benefits Disadvantages Opportunities of NBS Based Company Specification Template**

Legend: F = Feature, B = Benefit, D = Disadvantage, O = Opportunity

### Content

- Specification Writing
- National Building Specification (NBS) Specification Library:
- NBS Software: (features of Both NBS Building and NBS Create)
- NBS Building:
- NBS Create:
- Company Specification Templates:
- D&B Contractor specific issues for Company Specification Templates
- Company commitment to maintain the Template
- Roll out of the Company Template Specification
- GBE offers support in the delivery of a Company Specification Template

### Specification Writing

- Is generally not enjoyed by the majority of Contractors, D&B Contractors and their Designers for a number of reasons:
- Construction Companies are used to working to a specification but not normally writing one
- Graphically minded designers are not at their best when reading and writing
- Designers get bored after a paragraph without a Hellman cartoon, drawing, diagram, picture, chart or table.
- Specifications are an interruption to designers normal tasks of designing and drawing
- Specifications happen infrequently and at long intervals so familiarity rarely establishes itself
- Requires a logical and meticulous mind to assemble and edit specifications
- Most want readymade specification libraries to get started
- Most want a software application to manage the process

### National Building Specification (NBS) Specification Library:

- F Specification library is maintained by others at National Master Document level
  - B Can be relied upon to be substantially up to date with current requirements (with 3 updates per annum)
  - B Up to date with current UK and EU legislation, regulation and contract practices.
  - B Up to date with EU rules and will evolve as Brexit takes effect
- F It aims to be competent and enables being green
  - F Some Green Clauses
  - B Enables compliance with 'BRE Green', BREEAM, etc.
  - D Needs more work to address Green Robustly
- F NBS has many readymade work sections made of many readymade clauses
  - F Detailed product Clauses and Assembly clauses
  - B Should avoid missing out any vital performance information
  - D Not always detailed enough about important criteria or performance characteristics
  - O Can copy a clause and with unlimited editing as required, to add detail, and then delete the original clause
  - F Tick or cross many readymade clauses, if they apply or not
  - B Editing process can be partly simple and partly fast
  - F 'insert-brackets' in other clauses allows completion of those clauses

- F General or Clause guidance note are there for completing 'insert-brackets'
- F Broad range of materials and methods of construction
  - B Addresses many current methods of construction
  - D It is not comprehensive some popular trades and methods of construction are missing
  - O Other specifications are missing and need to be added, (examples from GBS):
    - O A38 Waste minimization
    - O A90 Performance Specification
    - O G22 Cross Laminated Timber Panel (CLTP) Systems
    - O G26 Structural Insulated Panel Systems (SIPS)
    - O P14 Air and Wind tightness systems
    - O Z34 Hot Dip Galvanizing

#### **NBS Software: (features of Both NBS Building and NBS Create)**

- F Is a database that looks like word processing
  - D Can be infuriating to use, if used to work processing
  - D Not always detailed enough about important criteria or performance characteristics
  - O Can copy a clause and with unlimited editing, add details, and then delete the original clause

#### **NBS Building:**

- F Based on Common Arrangement of Work Sections (CAWS) classification (Chapter or work section order)
  - F Predominantly Trade-based Specification with some element Specifications
  - B Industry standard since 1987 still current today
  - D NBS wish to stop supporting NBS Building during 2018
  - B NBS Subscribers will probably not migrate to NBS Create to allow NBS Building to be unsupported
  - D BIM is driving adoption of Uniclass 2015 classification
  - D BIM is driving adoption of Uniclass and NBS Create
  - O An Elemental approach can be implemented in NBS Building
  - O All missing work sections can be added to NBS Building easily
- F Starts with a complete work section that has to be edited down
  - There is a lot to turn off or delete
- F Generates 200-400 page whole building project specifications
  - B Quite efficient in terms of numbers of words and pages

#### **NBS Create:**

- F Based on Uniclass II classification (Chapter or work section order)
  - B BIM is driving adoption of Uniclass in CAD and NBS Create in Specification
  - B Industry standard since 1997 and of growing importance with BIM
  - B Predominantly Elemental, Sub-elemental and Component Specifications
  - B Complimentary with:
    - Elemental Performance requirements of the Building Regulation
    - Elemental BRE Green Guide to Specification
    - Elemental Pricing Guides
    - Elemental Approaches and readymade BIM models
    - Elemental Robust Details
    - Elemental Company Standard Details or Standard Approaches
  - F Any missing work sections can be added to NBS Create
  - D Adding new work sections and supporting clauses needs a great deal more care and attention
  - D Uniclass splits the elements from their performances, assemblies and components each with their own Uniclass classification codes
- F Facilitates the gradual development of the specification without lots of unedited clauses
  - B Evolves through briefing, designing, detailing, specifying, tendering, post tender value engineering, contracting, supervising, facilities managing
  - B Starts small grows as the knowledge grows than shrinks to suit the purpose
- F Starts with an empty work section that needs to be built up
  - F Clauses can be assembled from readymade parts that need to be chosen and populated
  - D Can be intimidating and slow to create a work section
- F Generates 500-1200 page whole building project specifications
  - D Sounds quite inefficient in terms of numbers of words and pages

#### **Company Specification Templates:**

- F Both NBS Building and NBS Create enable its users to set up Company template Specifications
- B Templates can be pre-edited to part complete the specification before any projects are created from it
- F Company Templates are linked to NBS Specification Library and can be made into a bespoke version of it
- F Project Specifications are linked to the Company template, the bespoke version of NBS Specification Library
- B Templates help create project specifications with less work to do and therefore be done more quickly

- F Can be used as repository of Corporate Knowledge, in the right place, at the right time
- F Company Policy can be turned into Company actions via the specification software
- B Clauses can be made Mandatory by choosing them at Company template level, making them unable to be undone or turned off at project level
- F Company guidance notes can include: Company guru notes, hyperlinks to office intranet, links to external internet, links to files on servers, images, cad files
- B All the right information is available, in the right place, at the right time, to inform competent decision
- F Work sections can be deleted and clauses can be crossed or turned off at Company template level and not be available at project level
- F Bespoke work sections covering missing methods of construction can be added, with the guidance of Company Gurus and manufacturers and they can have both Company general and clause guidance notes
- B Methods of construction used by the Company can be easily adopted when the specification is readily available too
- F Versions of clauses can be created and 'insert-brackets' populated with preferred products, materials, accessories or systems, manufacturers or suppliers
- B Once the specification clause is created at Template level it can be chosen at project level with very little effort, except perhaps choosing the colour or size
- B A level of consistency can be achieved by having ready made competent and consistent clauses
- B With a high level of non-english mother tongues in our Companies today spelling errors or poor grammar can be avoided if more clauses are already written and populated
- F We are familiar with readymade standard details and objects in BIM
- B These details and objects can come with readymade standard clause
- F Versions of clauses can be left unedited and Company Guidance notes can have optional text to use to complete the 'insert-brackets'
- B A specification clause with or without pre-edited 'insert-brackets' at Template level can be left un-ticked and then edited within the 'insert-bracket' at Project level
- F Versions of clauses can be created to suit the procurement method and Company clause guidance notes clarify which version to use, if it is not obvious
- B Time can be saved editing the same changes in every project specification.
- F There is room in work sections to add additional clauses to make the specification bespoke to the Company
- F The ticking of clauses at Company Template level enable faster editing of project specification
- D It is essential that great care is taken when ticking at Template level to ensure all possible scenarios are considered and the clause will not be a problem in any situation.
- O If there are lists of possible options within a clause, they should always be in a 'insert-bracket' and left unticked so they can be edited at project level and ticked at project level only.

### **D&B Contractor specific issues for Company Specification Templates**

- When working to Employer's Requirements or Brief then there are performance requirements to be met:
- All of the applicable requirements must be communicated to ensure compliance is achieved
- And when Value Engineering, Cost cutting and Substitution occurs then the criteria by which equivalency will be judged and demonstrated, needs to be recorded:
- Examples: (not exhaustive)
  - Client Requirements
    - Rooms Schedules and Rooms Data Sheets
  - Town and Country Planning Requirements
  - Building Regulations
  - BREEAM
    - BRE Green Guide to Specification
  - Warranty / Guarantee periods
    - Design Life
    - Component Life Manuals
  - Recycled Content
  - Test evidence of Performance requirements
  - And many others
- These need to be recorded in the appropriate part of:
  - Preliminaries
  - Whole Building Performance Requirements
    - (e.g. A90 Performance Specification work section)
  - Trade Performance Requirements
    - (in each trade work section specification before subtitle 'Product Types')
  - Elemental Performance Requirement Clauses
    - (in each elemental specification before subtitle 'Product Types')
  - Product Performance Requirements
    - (in each component specification clause)
- At the opposite end of the spectrum
  - Factory Inspections

- Due Diligence
- Pre Qualification Questionnaire
- Responsible Sourcing
- Ethics
- Financial stability
- Services offered
- Price agreements payment terms
- In any procurement method additional information can be included in the preliminaries or work sections:
  - Supply chain information:
    - Manufacturer Name and contact details if direct delivery
    - Supplier Name and contact details if delivery is to the Sub-contractor
    - If delivered from the Company's own warehouse
    - With Company General guidance notes and Company clauses guidance notes as applicable
  - Multiple companies may be listed and their status can be recoded showing order of preference
    - This information can be:
      - Pre-edited an pre-ticked if mandatory or left un-ticked if optional
      - Included in the 'insert-brackets' as multiple choice to be edited down by the project specifier.
      - Or the company clause guidance notes can list the options, which the project specifier chooses from, copies and pastes into the clause 'insert-brackets'.
  - Suppliers can be spread amongst all the relevant work sections of the specification, some occurring in multiple locations
- These can be recorded at the beginning of the Materials Clauses or the Workmanship clauses
  - They can be added between the work section header and the subtitle: 'Product types'
  - Or to example clause 201 just after subtitle 'Workmanship'

### **Company commitment to maintain the Template**

- Having decided to develop a Company template specification within NBS Building or NBS Create it must then be maintained for as long as the subscription service is maintained.
- NBS updates its services 2-3 times a year
- Its library of clauses gets updated and selectively work sections get overhauled when the sector or its reference publications change
- Every time the NBS updates, the Company Specification needs to be validated against the new NBS clauses
- Validation: A change in an NBS clause that has been modified in the Company Template needs to be compared with the bespoke clause and the bespoke clause updated as necessary.
- This process is handled in a bespoke part of the software to make it as painless as possible.
- It remains a challenge for most users.
- If a project is created between NBS updates it is tempting to not validate it against any NBS updates, unless big changes have occurred that need to be engaged with.
- Validation of the Company template specification needs to occur before a new project is started.

### **Company Template as a Company Overhead**

- Since the development of the Company template potentially improved the efficiency of all project specifications they its development could be considered as a Company overhead and its costs shared between all projects
- Its maintenance could also be considered as a Company overhead
- If a Project is about to start then the NBS update validation should be carried out first and this could be considered either as a Company overhead or a project cost.

### **Roll out of the Company Template Specification**

- If the Company uses the template specification as a means to drive Company Policy into Company Action then the use of the template needs to be considered as a mandatory requirement.
- The Company staff members need to be introduced to the Features and Benefits so they can see the benefits are real and relevant to them and their projects.
- Training will and coaching may need to be provided to ensure everybody knows how to use it, where to find the files and how to implement them.

### **GBE offers support in the delivery of a Company Specification Template**

- Guidance in the choice of platform NBS Building or NBS Create or even in NBS Disk and Binder Service
- Guidance on or writing the bespoke clauses
- Converting Preferred Supplier Lists, Product, Manufacturer or Suppliers lists to fit NBS work sections in CAWS or Uniclass classification
- Proposing work section and clause number for locations of all bespoke clauses/guidance notes in every work section and feeding back into the preferred supplier lists to enable easy relocation for updating
- Proposing approaches and seeking stakeholder agreement or buy-in
- Guidance in the NBS approach to specification writing, style, language, and what to avoid.
- Auditing and editing clauses proposed by Company staff.

- Proposing wording of clauses for Company review and feedback, updating to suit feedback
- GBE writing the clauses and guidance notes directly
- Imputing all clauses and guidance notes including selective input to 'insert-brackets' on to Company PCs direct into servers
- Imputing remotely using Company Laptop with roaming capability remote login imputing direct into NBS software in Company Server.
- Support in the delivery and roll out across all divisions
  - Launch events
  - NBS Software training and if required coaching
  - Use of the template files, their location and integration and project linking
- Reviewing and updating Manufacturers/Suppliers lists using hard copy for comparison and soft copy for editing
- Reviewing and validating service after every NBS Update 2-3 times per year

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