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CSI's Core Values

- ✓ Foster innovation and creative thinking.
- ✓ Honor and embrace our diversity.
- ✓ Encourage personal and professional growth.
- ✓ Make knowledge-based decisions.
- ✓ Strive for cooperative solutions.
- ✓ Promote stewardship of the environment.
- ✓ Promote and recognize individual and team excellence.
- ✓ Celebrate camaraderie.
- ✓ Keep promises, and trust others will do the same.
- ✓ Value the needs of those we serve.



President's Message

"Nobody will ever deprive the American people of the right to vote except the American people themselves and the only way they could do this is by not voting."

Franklin D. Roosevelt



CSI'S ELECTION IS NOW OPEN!

CSI members in good standing as of January 1, 2011, with the exception of student and intermediate members are eligible to cast their vote. At the National level, vacancies will be filled for the following offices:

President-Elect candidates:

- Sheryl Dodd-Hansen (candidate by petition)
- Gregory Markling (nominating committee selection)

Vice President (Professional) candidates:

- Daniel Hargreaves
- Mitch Miller

Secretary candidates:

- Lane Beougher
- Bob Kenworthy

Director-at-large candidates:

- Leslie Schlesinger
- Ujval Vyas
- M. Keith West

The Spokane CSI Chapter supported Sheryl Dodd-Hansen's petition for placing her name on the ballot as a nominee for President-Elect. Bob Kenworthy is a nominee for Secretary. He is a member of the NW Region's Mt. Rainier Chapter and has been instrumental in advocating and advancing regional and national policies. We wish them both success in the election.

CSI members will also be asked to approve a Bylaws amendment to combine the "Professional Member" and "Industry/Associate Member" classifications into a single "Professional Member" classification. It will also change the name of the existing "Intermediate Member" classifications to "Emerging Professional Member". The proposed changes will help dispel some of the subtle favoritisms towards Professional members and will eliminate the suggestion of a membership hierarchy among voting members. Additionally, the amendment will change the basic member classifications to "Student", "Emerging Professional" and "Professional", corresponding to the typical career path. It also will allow "Emerging Professionals" to be full participants in chapter and region activities, formally recognizing a practice that has been already implemented in some chapters and regions.

Membership equality is an important issue, one that has been brought before the membership several times over the last 40 years. The Institute believes the proposed amendment not only resolves that issue, but also reinforces CSI's core value of membership diversity, and supports membership growth.

If you have not received your Ballot Control Number, e-mail Paul Nentwig at pnentwig@intelliscaninc.com. For other election questions contact election@csinet.org. Please vote! Voting ends on March 1, 2011.

Doug Heyamoto, CSI, AIA
Spokane CSI President

Announcing the CSI / AIA Joint Meeting, March 24th 2011



Featuring a tour of the Spokane Regional Plan Center's new facility



*March 24th 2011, 5:30 - 7:30 pm, \$20 Buffet
Spokane Regional Plan Center, 209 N. Havana, Spokane WA 99202
RSVP to AIA Spokane - (509)747-5498 or office@aiaspokane.org*



CONSTRUCTION SPECIFICATIONS INSTITUTE 2011 NW REGION CONFERENCE

Hosted by
Willamette Valley Chapter
June 15 – 19, 2011
Eugene Hilton & Conference Ctr.

Go to www.csispokane.org for
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- ✓ View the complete newsletter archives and photo highlights from past events.
- ✓ Help support CSI Spokane: Advertise on the website for just \$320 per year!

CSI Spokane Scholarship Applications are now available online!

CSI is again offering 2 student scholarships in 2011. The presentation "How Do Specifications Contribute To The Overall Success of a Construction Project" is available to view and download online, along with the application. If you know of any students that meet the eligibility requirements, please direct them to our website. Essays are due March 4.

[Click here for
Essay Topic
Presentation](#)

[Click here for
Scholarship
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It's not too late to register today for the spring Construction Documents Technologist (CDT) Exam

Registration deadline: February 26, 2011

Exam testing period: March 28 through April 9, 2011

[Learn more or register now by clicking here](#)

Why take the CDT Exam?

- Learn how a project unfolds from conception to delivery
- Understand the documentation involved
- Get listed in the Directory of other Certified professionals

The CDT exam gives you a conceptual understanding of construction, and concrete skills in construction documentation. For example, professionals who hold CSI's CDT are better able to manage the complexities of a LEED project because they understand how to incorporate LEED requirements into a Project Manual to ensure they are executed during construction.

CSI has been using the CDT program to train architects, contractors, contract administrators, specifiers, and manufacturers representatives in the fundamentals of construction documentation for more than 30 years. It's the foundation you need to gain the competitive advantage.

As the cornerstone of CSI's certification program, it's also prerequisite to CSI's advanced certification exams:

- Certified Construction Specifier (CCS)
- Certified Construction Contract Administrator (CCCA)
- Certified Construction Product Representative (CCPR)

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TECH TALK

Preparing Specs

By Sherry Harbaugh, CSI, NCARB, CCS, SCIP, LEED AP

How do you write a specification when you have nowhere to start? Where do you go?

Many architectural firms prepare specifications in a number of ways. While some subscribe to a Master Specification System, others may edit old specs, ask a product representative, or browse the internet. Here are some pros, cons, and other tips.

Master Specification Systems: There are many commercial master guide specification systems available for purchase on a subscription basis; Arcom MasterSpec, BSD Speclink, Spectext, to name a few more recognizable, and there are several more still. These masters are typically full-length, all discipline encompassing specifications. They are updated regularly, are based on *MasterFormat* section numbers and titles, and use the principles of *SectionFormat* to organize the information within the Sections. Having a master guide, in whatever form that takes, provides the firm with standardization of office policies and procedures throughout projects, improved efficiency in specifying products, reduces errors and omissions, and reduced exposure to liability.

Editing Old Specs: It's nice to have your own library of specifications. Tried and true these have stood the scrutiny of the Contractor and have been updated, or not, to include the latest code standards, and now includes the last construction issue that came up on Project Headache. The thing to watch for of course when editing old spec, is what *isn't* there. What was taken out for that project that we need to include for this one? Then there is the danger of leaving in references that we don't need. A classic example is leaving in a reference to an elevator, when you are working on a 1 story building. Gives the Contractor ammunition we don't need to provide!

There comes a time when you don't have an old spec, and even the commercially available systems do not have a specification that covers that one new product you need to include for the upcoming Project.

Where do you start?

Use your Product Representative. It can be scary to call a technical representative. But it can also save you bundles of time in terms of frustration and web surfing. I can honestly say that I have never been repeatedly pestered by anyone that I contact for product information. Why should I? I'm already asking about their product! Makes sense. So don't be afraid to call. They don't know you, you can ask anything you want regardless of the simplicity of the question, and you will get an answer.

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Preparing Specs (continued from Page 5)

Use Web Resources: If you use your search engine to find say, metal roofing, you will get thousands of hits that mean nothing. You can of course search for the manufacturer's website to see if they have specs posted online. Most of them do these days, other times you may need to submit a request or make a phone call.

There are a few reputable websites that are specific to your spec writing needs, and are available to you at no charge. In some cases these sites are also free to manufacturer's listings, so you see more than just the manufacturer's that can afford to pay for the advertising. Here are a few to consider:

- **Arcat.com** has what they call a Spec Wizard. If a manufacturer is listed on their site, they have a spec for their product. They write the specs if the manufacturer does not have one, in MasterFormat and SectionFormat and in a text format that is compatible with most of our word processing capabilities. They will also link you to the manufacturer's website.

- **4Specs.com** is a terrific resource when you are looking for comparable products. You only need to know the Division of the product you want to specify or they have a search engine that can pull up references for 'bleachers' for instance, and hit manufacturer's that have bleachers. A bonus of 4Specs is that it indicates which sections have specs on their site. Browse similar product manufacturers for a guide spec, hopefully one that is downloadable in a text format, and you're half way home.

- **McGraw Hill Construction Sweets Network:** I'm sure you all remember the product binders, Sweets Libraries. They are online, check it out at products.construction.com for specifications available through their site.

- **SpexPlus:** This is fairly new to me, and I admit I have not used it. But it contains specifications written by manufacturers. It is free to users, and as I understand, updated regularly.

With the increasing amount of information on the Internet, there are probably more out there that I have not heard of nor touched subject on. Surf away, and share your discoveries!

Ask an Associate: Someone else may have already done the deed for you. Where did you see the product used? Who was the architect, or who was the specifier? Make the call. This may be more intimidating than calling a manufacturer's representative in some cases! Bottom line though, we're all in this together, learning and sharing knowledge for a brighter future. You might just learn that the product is not such a good choice afterall.

Having a master guide, in whatever form that takes, provides the firm with standardization of office policies and procedures throughout projects, improved efficiency in specifying products, reduces errors and omissions, and reduced exposure to liability. When faced with having to develop a new section for a specific project, edit the spec you find and decide to use. Match your office standards in both responsibility presented by the manufacturer, and make it look like the rest of your spec. No need to make it too obvious. Modify it to make it your own; chances are your office will use it again.