

For guidance on how to get started using the Department of Education and Training (DET), Victoria specification, see the attached brochure and the following FAQs for common questions from consultants who have started using the specification. This document will be continually updated as NATSPEC progressively receives more queries.

1. **Clause numbering:**

NATSPEC currently identifies each clause by headings, e.g. **INSPECTION, Notice** (Heading 3, Heading 4). The clause numbers in Part B may not correspond with those in Part A, as the specification files use the Word automatic numbering function. If required, adjust clause numbers in Part B manually.

2. **Omitting items included in Part A (the Reference specification) which are not applicable to the project:**

Allow for an omission clause/subclause in Part B with the same headings as the corresponding clause/subclause in Part A, for example:

For partial omission:

**INSPECTION**

**Notice**

Omit: Exclude the following inspections required in Part A:

- XXXX

Full omission

**INSPECTION**

**Notice**

Omit: Delete clause **1.2 INSPECTION** of Part A.

Replacing a clause

**INSPECTION**

**Notice**

Omit: Delete clause **1.2 INSPECTION** of Part A and replace with the following:

**Notice**

<Insert replacement text>

3. **If an item is required for the project but is not covered in Part A or Part B:**

Allow for new text in a worksection provided in the DET specification applicable to the item required or create a new worksection if none are provided, for example:

Create new text within a worksection

For a special stone paving, include a new clause in either the *0275 Paving - mortar and adhesive bed* or *0276 Paving - sand bed* worksection.

Create a new worksection

If a new worksection is required and not included in the DET specification, check your NATSPEC subscription package and include that worksection into Part B of the specification according to the classification number. For paving on pedestals, include the *0279 Paving – on pedestals* worksection after the *0278 Granular surfaces* worksection. If there is no NATSPEC worksection,

create a new worksection to the classification number allocated in the *National Classification System* (downloadable from the NATSPEC website) and the NATSPEC template, e.g. *1012 Escalators and moving walkways*.

4. **Searching for requirements in the specification files:**

Part A is a fully searchable pdf document for quickly locating required items. A search can be conducted on multiple documents at the same time if they are located in the same folder.

5. **Specifying proprietary items:**

Check with the Department if this is allowed, currently there is no list of preapproved or prequalified items. The reference specification does not refer to any proprietary item.

6. **Editing schedules:**

Turn on *Guidance* (hidden) text before editing. This provides explanations on what to include or consider for each requirement. Specifiers can choose to fill in the schedules provided at the end of each worksection under **SELECTIONS**, add additional schedules if none are provided, consolidate all schedules in a separate section (e.g. a room finishes schedule), or include them on drawings or in another document. This is for the specifier to determine what is best for the project.

7. **Submissions, Products and Execution subsections:**

- The **SUBMISSIONS** clause include submittals required by the contractor for approval or in an informative capacity. It may refer to the PRODUCTS or EXECUTION clause as evidence of conformance, e.g. evidence of FRL (fire resistance level) for a product.
- **PRODUCTS** describe the properties required for a material or product.
- **EXECUTION** describes requirements for completing works for the trade or installation, e.g. it may describe performance measurement methods (e.g. testing), work method or conditions for performing the works.

8. **0121 Tendering, 0143 Preliminaries and 0171 General requirements:**

- Part B of these worksections can be edited as any other worksection. Add items currently not included or nominate items to be omitted from Part A if they are not applicable for the project.
- **0121 Tendering:** Include items which needs to be included in the tendering stage.
- **0143 Preliminaries:** This worksection is addressed to the head contractor and only includes items exclusively required by the head contractor.
- **0171 General requirements:** This worksection is applicable to all contractors/subcontractors, include here items which may affect more than one trade.

9. **Where to put items which are applicable to more than one worksection:**

- **Tactile indicators and stair nosings:** This may be included in the applicable floor finish worksection, e.g. *0631 Ceramic tiling*, *0652 Carpets* or *0383 Sheet flooring and decking*. If the same requirements are repeated for more than one finish, include it in one worksection and reference the applicable clause in the other worksection(s).
- **Pinboards sheet or acoustic fabrics:** For stick on acoustic fabric tiles/fabric, include in the *0511 Linings* worksection as a finish type for the wall lining. For fabricated pinboards, include in *0551 Joinery* or *0572 Miscellaneous furnishing* worksection for proprietary boards/screens.

- **Mirrors:** For glass mirrors, include in the *0467 Glass component* worksection. For polished stainless steel mirrors, include in the *0552 Metalwork – fabricated* worksection. Alternatively, include both in the *0467 Glass component* worksection and reference the applicable clause in the *0552 Metalwork – fabricated* worksection.
  - **Bollards:** If these are external and part of landscaping, include in the *0261 Landscape – furniture and fixtures* worksection. If it is internal (e.g. in a carpark), include in the *0552 Metalwork – fabricated* worksection. If both situations are applicable, include in one worksection and cross reference the applicable clause in the other worksection.
  - **Window/louvre controls/attenuators:** Include in the *0451 Windows and glazed doors* or *0456 Louvre windows* worksection. If both situations are applicable, include in one worksection and cross reference the applicable clause in the other worksection.
  - **Appliances:** Include gas appliances in the *0824 Fuel gas* worksection for gas appliances or if there are both electric and gas appliances, include in a consolidated appliances fixtures schedule.
  - **Sanitary fixtures:** If there are fixtures which are part of the cubicle systems, include in the *0525 Cubicle systems* worksection, include other fixtures in the *0811 Sanitary fixtures* worksection. Alternatively, include all fixtures in a consolidated sanitary fixtures schedule.
10. **Providing feedback:**  
Email NATSPEC at [www.mail@natspec.com.au](mailto:www.mail@natspec.com.au) with **DET, Vic specification feedback** as the subject.
11. **Further information:**
- DET's document downloads, including the Building Quality Standards Handbook (BQSH):  
<http://www.education.vic.gov.au/about/programs/infrastructure/Pages/inclusive-new-schools.aspx>
  - NATSPEC subscriber list:  
<http://www.natspec.com.au/about/subscribersnew>

## Worksections available to use on education projects

0013 (Part B; 01 General) provides a list of worksections likely to be used on the Department's education projects. Designers can indicate those appropriate to the project.

### 01 GENERAL

- 0121 Tendering
- 0143 Preliminaries - AS 2124
- 0171 General requirements
- 0172 Environmental management
- 0181 Adhesives, sealants and fasteners
- 0182 Fire-stopping
- 0183 Metals and prefinishes
- 0184 Termite management
- 0185 Timber products, finishes and treatment
- 0186 Building IT components
- 0193 Building access safety systems

### 02 SITE AND GROUNDWORKS

- 0201 Demolition
- 0221 Site preparation
- 0222 Earthwork
- 0223 Service trenching
- 0224 Stormwater – site
- 0241 Landscape – walling and edging
- 0242 Landscape – fences and barriers
- 0250 Landscape – gardening
- 0251 Landscape – soils
- 0252 Landscape – soft surfaces
- 0253 Landscape – planting
- 0254 Irrigation
- 0255 Landscape – plant procurement
- 0256 Landscape – establishment
- 0261 Landscape – furniture and fixtures
- 0271 Pavement base and subbase
- 0272 Asphaltic concrete
- 0273 Sprayed bituminous surfacing
- 0274 Concrete pavement
- 0275 Paving – mortar and adhesive bed
- 0276 Paving – sand bed
- 0277 Pavement ancillaries
- 0278 Granular surfaces

### 03 STRUCTURE

- 0310 Concrete – combined
- 0331 Brick and block construction
- 0341 Structural steel
- 0342 Light steel framing
- 0343 Tensioned membrane structures
- 0344 Steel – hot-dip galvanized coatings
- 0345 Steel – protective paint coatings
- 0346 Structural fire protection systems
- 0381 Structural timber
- 0382 Light timber framing
- 0383 Sheet flooring and decking

### 04 ENCLOSURE

- 0411 Waterproofing – external and tanking
- 0423 Roofing – profiled sheet metal
- 0431 Cladding – combined
- 0451 Windows and glazed doors
- 0453 Doors and access panels
- 0454 Overhead doors
- 0455 Door hardware
- 0456 Louvre windows
- 0457 External screens
- 0461 Glazing
- 0467 Glass components
- 0471 Thermal insulation and pliable membranes
- 0472 Acoustic insulation

### 05 INTERIOR

- 0511 Lining
- 0520 Partitions – combined
- 0525 Cubicle systems
- 0527 Room dividers
- 0531 Suspended ceilings – combined
- 0551 Joinery
- 0552 Metalwork - fabricated
- 0553 Stainless steel benching
- 0572 Miscellaneous furniture
- 0573 Fire extinguishers and blankets
- 0574 Window coverings
- 0581 Signage

### 06 FINISH

- 0611 Rendering and plastering
- 0612 Cementitious toppings
- 0621 Waterproofing – wet areas
- 0631 Ceramic tiling
- 0651 Resilient finishes
- 0652 Carpets
- 0654 Engineered panel flooring
- 0655 Timber flooring
- 0656 Floor sanding and finishing
- 0657 Resin based seamless flooring
- 0671 Painting
- 0672 Textured and membrane coatings
- 0673 Powder coatings

### 07 MECHANICAL

- 0701 Mechanical systems
- 0712 Water heating boilers
- 0715 Tanks, vessels and heat exchangers
- 0721 Packaged air conditioning
- 0722 Room air conditioners
- 0723 Evaporative air coolers
- 0731 Fans
- 0732 Air filters
- 0741 Ductwork
- 0744 Ductwork insulation
- 0745 Attenuators and acoustic louvres
- 0746 Air grilles
- 0748 Chilled beams
- 0751 Mechanical piping
- 0752 Mechanical piping insulation
- 0753 Water treatment
- 0771 Automatic controls
- 0781 Mechanical electrical
- 0784 Motors and starters
- 0791 Mechanical commissioning
- 0792 Mechanical maintenance

### 08 HYDRAULIC

- 0801 Hydraulic systems
- 0811 Sanitary fixtures
- 0812 Tapware
- 0813 Water heaters
- 0814 Hydraulic pumps
- 0815 Boiling, chilled and filtered water dispensers
- 0821 Stormwater – buildings
- 0822 Wastewater
- 0823 Cold and heated water
- 0824 Fuel gas
- 0825 Rainwater storage systems
- 0826 Greywater systems
- 0831 Hydrants
- 0832 Hose reels
- 0833 Sprinklers
- 0882 Hydraulic electrical - minor
- 0891 Hydraulic maintenance

### 09 ELECTRICAL

- 0901 Electrical systems
- 0911 Cable support and duct systems
- 0921 Low voltage power systems
- 0933 Power generation – photovoltaic
- 0941 Switchboards – proprietary
- 0942 Switchboards – custom-built
- 0943 Switchboard components
- 0951 Lighting
- 0961 Telecommunications cabling
- 0962 Television distribution systems
- 0963 Sound systems
- 0971 Emergency evacuation lighting
- 0972 Fire detection and alarms
- 0979 Lightning protection
- 0981 Electronic security

### 10 CONVEYING

- 1011 Lifts

## NATSPEC// Construction Information

NATSPEC is the trading name of Construction Information Systems Limited, ABN 20 117 574 606.

NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. It is impartial and is not involved in advocacy or policy development.

NATSPEC's major service is the provision of the comprehensive national specification systems endorsed by government and professional bodies. NATSPEC, the National Building Specification, is for all building structures, with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets. Packages include Urban and Open Spaces, Roadworks and Bridges, Public Utilities, and Maintenance.

NATSPEC's objective is to improve the quality of construction in Australia through its updating services and via the provision of information, tools, products and other services.

#### Stakeholders

- Air Conditioning and Mechanical Contractors' Association of Australia
- Australian Council of Built Environment Design Professions
- Australian Elevator Association
- Australian Institute of Architects
- Australian Institute of Building
- Australian Institute of Building Surveyors
- Australian Institute of Quantity Surveyors
- Chief Minister, Treasury and Economic Development Directorate (ACT)
- Construction Industry Engineering Services Group
- Consult Australia
- Dept of Finance (Federal)
- Dept of Finance (WA)
- Department of Finance, Services and Innovation (NSW)
- Dept of Housing and Public Works (QLD)
- Dept of Infrastructure (NT)
- Dept of Planning, Transport and Infrastructure (SA)
- Dept of Treasury and Finance (TAS)
- Dept of Treasury and Finance (VIC)
- Engineers Australia
- Master Builders Australia
- Standards Australia

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## DEPARTMENT OF EDUCATION AND TRAINING (DET) CONSTRUCTION SPECIFICATION

### Specification and Quality



The primary function of the drawings and specification is to give effect to design decisions. Many design decisions cannot be expressed in graphic form and therefore rely on words for their expression. Other decisions would be too tedious or impractical to be conveyed in graphic form. The drawings and specification complement each other.

The quality of a building project is dependent on the documentation provided. The contract documentation includes the conditions of contract, the drawings, the schedules and the specification. Whilst the specification is a multi-purpose document, its primary function is to define precisely and

succinctly the quality required and the processes necessary for achieving it. Its role includes, but extends beyond, the selection of materials by defining the criteria for determining the acceptable quality of construction.

*"Unfortunately the level of quality that can be policed in the construction stage cannot be higher than that which is spelt out in the contract. If the building contract documents permit a sow's ear then all the quality control in the world cannot demand a silk purse."*

Bryce Mortlock  
NATSPEC Founder 1975  
AIA Gold Medalist



### The DET Two-part Specification

The Department of Education and Training specification is a two-part specification. It comprises of:

- **Part A:** The non-editable reference document containing generic requirements applicable to all the Department's projects. It represents the Department's quality standards and preferences.
- **Part B:** Editable Word files for documenting the requirements specific to the individual project.

### Accessing the DET specification and getting started

1. Login into iTWOcx and click on **Register** at the top left hand corner.
2. Click on **800: DET Standard Contracts** and then **810: DET NATSPEC Preliminaries and Trade Specification**.
3. You will see 3 folders, download the general instructions for editing, reading, printing and compiling the specification from **Instructions and Project Cover Page**.
4. Access specification files from the other two folders. You will notice that the reference specification files (Part A) includes a consolidated file of the full specification and files for the individual workgroups. Use these files as appropriate for your project, e.g. for projects requiring interior works only, the O2 and O4 Workgroups may not be required.
5. To get started with your project, use the worksections list (**0013 Worksections list – Part B**) to determine which worksections are applicable to your project. Select this on the list and delete the worksections not required from the Part B workgroups.

# Frequently Asked Questions

## Editing Part B files

1. See **0014 Part B** specification guidance for information on using two-part specification systems and background instructions on editing the Part B worksection files.
2. Complete or delete prompts (shown in brown text). For example, see the specification sample specification (on pages 2 and 3), if the projects requires items not included in Part A, nominate these where there is a prompt. If the Part A requirements are satisfactory, delete the prompt. Even if there are no prompts, the specifier can include additional items where required.
3. **Part B specification cover page**: Attach this pdf file to all specifications issued for DET projects

## Schedules

Specifiers can choose to fill in the schedules provided at the end of each worksection under **SELECTIONS** (see sample Part B specification), add additional schedules here if none are provided, consolidate all schedules in a separate section, include them on drawings or in another document. This is for the specifier to determine what is best for the project.

## 0143 Preliminaries, 0171 General requirements and 0121 Tender

1. Part B of these worksections can be edited as any other worksection. Add items not included and nominate items to be omitted if they are not applicable for the project.
2. **0143 Preliminaries**: This worksection is addressed to the head contractor and only includes items exclusively required by the head contractor.
3. **0171 General requirements**: This worksection is applicable to all contractors/subcontractors, include here items which generally affect more than one trade.
4. **0121 Tendering**: Include items which need to be allowed for in the tendering stage.

## Turning on and off Guidance Text

Turning on and off *Guidance* text is a feature of Word and instructions may vary according to your version of Word and your computer's operating system, e.g. PC, Windows and varying versions of each interface system. For instructions please refer to Training & Support/FAQs/Word Processing and Production at [www.natspec.com.au](http://www.natspec.com.au)

## Updating your office master

For education projects, updating your office master will no longer be required. NATSPEC will update the master specification annually and the specifiers need only to download the files and edit the Part B specification files for your project.

## Further information on editing specifications

For further information on editing, writing and reading specifications, download the **Specification writing paper** at [www.natspec.com.au/resources/techreport](http://www.natspec.com.au/resources/techreport).

## Sample of Part A Specification from the 0453 Doors and access panels worksection

**0453 Doors and access panels**

- Door manufacturer's standard hardware items.
- Finishes to prepared surfaces.
- Joints using proposed techniques.
- Proposed sections for frames, louvres and slats.

**Warranties**  
 Manufacturer's warranty: Submit the manufacturer's published product warranties.  
 Warranty period: To the **WARRANTY, Minimum warranties period table** in the *0171 General requirements* worksection.

**1.4 INSPECTION**

**Notice**  
 Inspection: Give notice so that inspection may be made of the following:

- Door frames in place before building in to masonry.
- Door frames installed before fixing trim.

**2 PRODUCTS**

**2.1 FRAMES**

**Aluminium frames**  
 General: Assembled from aluminium sections, including accessories such as buffers, pile strips, strike plates, fixing ties or brackets and cavity flashing, with provision for fixing documented hardware.  
 Threshold: If the frame includes a threshold member, provide a self-draining section with anti-skid surface.

**Steel frames**  
 General: Continuously welded from metallic-coated steel sheet sections, including accessories such as buffers, strike plates, spreaders, mortar guards, switch boxes, fixing ties or brackets, and cavity flashing with provision for fixing documented hardware and electronic security assemblies, and prefinished with a protective coating.  
 Base metal thickness:

- General: Minimum 1.1 mm.
- Fire-resisting doorsets: Minimum 1.5 mm.
- Security doorsets: Minimum 1.6 mm.

Metallic-coating class to AS 1397 interior: ZF100.  
 Finish: Grind the welds smooth, cold galvanize the welded joints and shop prime.  
 Hardware and accessories: Provide 4 mm backplates and lugs for fixing hardware including hinges and closers. Screw fix the hinges into tapped holes in the backplates.

**Timber frames**  
 Hardwood: To AS 2796.1:  
 - Grade: Select.  
 Softwood: To AS 4785.1:  
 - Grade: Select.

Joints:

- Morticed head and through tenons.
- Trenched head:
  - . Bare faced tenons on jambs.
  - . Full let-in jambs.

**2.2 DOORS**

**General**  
 Doors: Proprietary products manufactured for interior or exterior applications and for the finish required.

Standard inspections required for most projects.

Interior class selected. Select Exterior class in Part B.

General door requirements nominated in Part A.

## Sample of Part B Specification from the 0453 Doors and access panels worksection

**1.2 INSPECTION**

**Notice**  
 Additional inspections: In addition to those required in *Part A*, give notice so that inspections may be made of the following:

- [complete/delete]

Omit: Exclude the following inspections required in *Part A*:

- [complete/delete]

List variations to *Part A*.

**2 PRODUCTS**

**2.1 FRAMES**

**Steel frames**  
 Metallic-coating class to AS 1397 exterior: [complete/delete]

The industry standard metallic coating is ZF100. This may not be suitable for all locations, e.g. external doors and doors subject to moisture or corrosive atmosphere, where a Z275 or Z450 coating or a stainless steel frame maybe more appropriate.

**2.2 DOORS**

**Construction**  
 Edge strip location: [complete/delete]

Choose Fix to stiles or Fix all round.

**2.3 ANCILLARY MATERIALS**

**Weather bars**  
 Type: [complete/delete]

Document here or refer to a detail. Weather bars are used either as a barrier between sill and building fabric (or sub sill), at the junction between sill and door leaf or in place of a sill. Weather bars have been traditionally associated with purpose made joinery. Where sill profiles, timber agencies (e.g. Timber & Building Manufacturers Association. NSW) or proprietary profiles do not allow for the inclusion of a weather bar; specify a proprietary seal or threshold section. As a secondary role, the weather bar can serve to protect the sill rebate from damage in high traffic areas. When used as a single item without a sill and acting as a floor finish divider, specify under the appropriate worksection (e.g. *0526 Terrazzo precast, 0612 Cementitious toppings, 0631 Ceramic tiling*). The profile, material and method of fixing to the building fabric require clearance from the edges of the building fabric e.g. concrete slabs. For embedded weather bars, document corrosion resistant materials. The BCA covers thresholds at BCA D2.15.

**3 SELECTIONS**

**3.1 DOOR TYPES SCHEDULE**

**Flush doors construction schedule**

Property	A	B	C
Door type			
Thickness (mm)			
Core material			
Facing material			
Face veneers: Timber species or group			
Face veneers: Veneer quality			
Face veneers: Matching arrangement			
Edge strip thickness (mm)			

Add further inspections or omit inspections not required for the project.

Select requirements for exterior class not covered in Part A.

Requirements additional to those required in Part A.

Requirements additional to those required in Part A.