

E d u c a t i o n f a c i l i t i e s
c o n s t r u c t i o n s p e c i f i c a t i o n

INSTRUCTIONS TO SPECIFIERS

Editing and reading the specifications

The worksections in Part A (the reference specification) are non-editable and the requirements included are generic and common for most education facilities projects. The Part B worksections are editable and describes the project specific requirements. Read Part A in conjunction with Part B and edit Part B worksections, as appropriate, for the project as follows:

- Complete the worksections list by checking the worksections required for the project.
- In Part B, delete any text which is redundant and include requirements for the project in the schedules and where prompts are provided.
- If there is text in Part A which is not applicable or not fully applicable to the project, include a modifying clause in Part B to replace the corresponding clause in Part A.
- If there are requirements not included in Part A, include additional text/clause(s) in Part B.

Guidance text, instructions and advice on completing each Part B worksection, are included to assist specifiers. See the 0014 guidance file, *Part B specification guidance* (do not include this file in the specification), and the green text at the beginning of each worksection.

Order of precedence

The requirements of Part B and other project specific contract documents, including drawings and conditions of contract, take precedence over Part A.

Printing and compiling the specifications

Before printing the Part B worksections, turn off the *Guidance* (hidden) text. Bind all workgroups appropriate for the project as separate Part A and Part B volumes as follows:

- Part A: Complete project details on the project cover page (in the 0011 *Project cover page* file) and include it with either:
 - . The combined reference specification (*DET Victoria reference specification (Part A)*); or
 - . The individual workgroups combined together in numerical order. For all projects, include the 01 *General* workgroup.
- Part B: Complete project details on the project cover page (in the 0011 *Project cover page* file), and compile this with the Part B cover page (the 0012 *Part B cover page* file), the completed worksections list (the 0013 *Worksections* list file), followed by the workgroup cover pages and the workgroups in numerical order.