



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

I n f o r m a t i o n f o r S p e c i f i e r s

1	Introduction.....	1
2	Understanding two-part specifications.....	2
3	Selecting the appropriate VSBA project specification.....	2
4	Structure of Part A and Part B.....	3
5	Editing Part B Project components requirements.....	4
6	Printing and compiling the specifications.....	7
7	Procedure for specifiers.....	8
8	Other NATSPEC resources.....	9

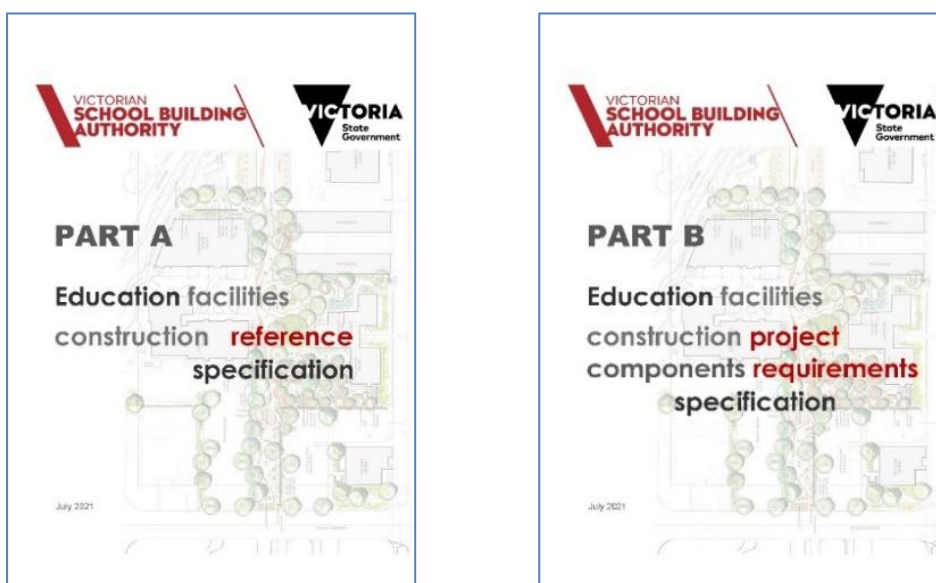
1 INTRODUCTION

Specifications for Victoria School Building Authority (VSBA) projects

VSBA project delivery and major construction project documentation requires a two-part specification comprising the appropriate VSBA Part A *Education facilities construction reference specification* and completed VSBA Part B *Education facilities construction project components requirements specification*.

NATSPEC developed and annually updates the Part A Reference specification and associated Part B *Template* files in conjunction with the Department of Education and Training, Victoria. These documents are aligned with the National Construction Code (NCC), Victorian regulations and the Building Quality Schools Handbook (BQSH).

The Part A Reference specification PDFs set out the VSBA requirements for construction quality of Capital and Minor Works projects. The Part B MS Word *Template* files provide for specifiers to document the project specific requirements.



Copyright and licence to use the VSBA Reference Specification

Consultants engaged to design and document VSBA projects must subscribe to the NATSPEC package appropriate to their profession. For VSBA projects designed by the specifier, the contractor need not be a NATSPEC subscriber.

NATSPEC maintains a list of subscribers at www.natspec.com.au/about/subscribersnew.

Accessing the documents

The Part A Reference specification PDFs and associated Part B MS Word *Template* files can be downloaded by NATSPEC subscribers from SPECbuilder under **Subscription Downloads**.

By default, the VSBA files are available to all Victorian NATSPEC subscribers, except for BUILDING Domestic subscribers. Non-Victorian subscribers that are working on a VSBA project must contact NATSPEC to arrange access.

2 UNDERSTANDING TWO-PART SPECIFICATIONS

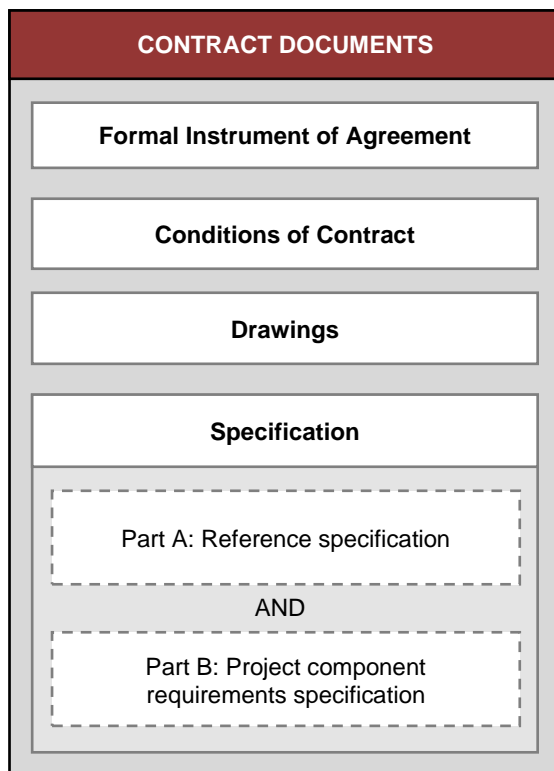
What is a two-part specification?

A two-part specification has two parts that are read together: a generic, fixed Part A (Construction reference specification) and a project specific Part B (Construction project components requirements). Part A and Part B are complementary. The specifier must coordinate the content by documenting the project specification requirements in Part B. The requirements of Part A must not be duplicated in Part B. The requirements of Part A apply to the project unless modified by the requirements of Part B, the drawings or other contract documents.

Two-part specification and construction contracts

Both Part A and Part B must be identified as contract documents. If there are discrepancies between the two parts of the specification, the requirements of Part B take precedence over Part A, as set out in Part A 0171 *General requirements* and Part B cover page (reverse side).

Make sure the tenderer/contractor uses the latest version of Part A by including the dated document as part of the tender document set.



Both Part A Reference (identified by date) and Part B of a two-part specification are included as contract documents.

The Part A Reference specification used on site must be the same version as the Part A Reference specification identified by date in the contract documents.

Read the Part B Project components requirements in conjunction with the Part A Reference specification and other project specific documents, including drawings and schedules.

3 SELECTING THE APPROPRIATE VSBA PROJECT SPECIFICATION

Select the appropriate Part A Reference specification based on the contract to be used and the value of the proposed work, using the following as a guide:

Value (excl. GST)	DET Contract	NATSPEC Reference
< \$1 million	Simple Works	Part A Minor works
> \$1 million	Minor Construct only	Part A Capital Works
	Major Construct only	Part A Capital Works
	Design and construct	Part A Capital Works

Confirm Reference specification selection with the VSBA Project Manager, particularly if proposing to vary from the guide value ranges.

Worksections

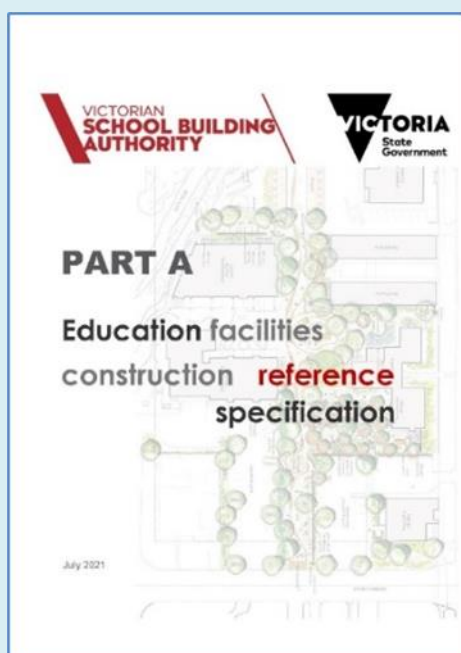
NATSPEC uses the term worksection to describe the foundation unit of a specification. Some worksections are trade based (e.g. brick and blockwork), while others follow processes (e.g. windows, lining) or systems (e.g. mechanical systems). Worksections are numbered according to the National Classification System. The VSBA specifications include worksections from the [National Classification System](#) that are suitable for most education facilities and projects.

For each worksection in Part A there is a corresponding worksection in Part B that when completed has the effect of modifying the requirements of Part A worksection.

Those familiar with NATSPEC worksection *Templates* will recognise the structured hierarchy of clauses, subclauses, paragraphs and tables in Part A and the prompts and schedules to be completed in Part B.

Workgroups

To assist navigation of the specification, NATSPEC groups worksections into the following workgroups: 01 General, 02 Site and ground works, 03 Structure, 04 Enclosure, 05 Interior, 06 Finish, 07 Mechanical, 08 Hydraulic, 09 Electrical, 10 Fire and 20 Conveying.

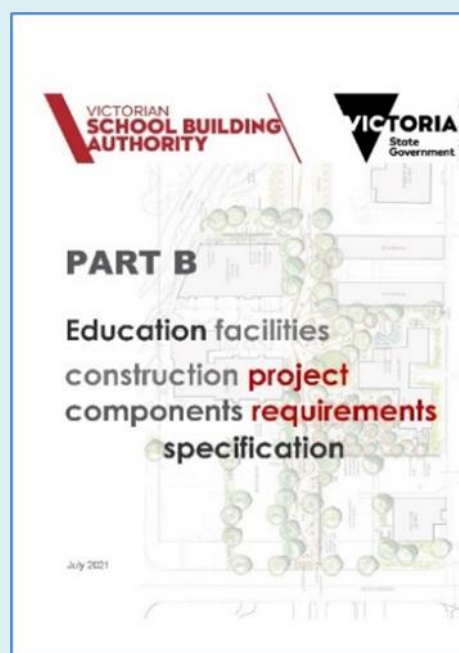


Part A: Reference specification

The worksections in Part A are provided as PDF files and cannot be edited. The requirements included are generic and common for most education facilities projects. Each worksection in Part A (except *0171 General requirements*) includes GENERAL, PRODUCTS and EXECUTION requirements.

There is a separate PDF for each workgroup in the specification. These include details of the **Referenced documents**, including Australian Standards, cited in each Workgroup.

There is also a consolidated PDF including all workgroups.



Part B: Project components requirements

The worksections in Part B are provided as MS Word files. They include prompts and schedules that must be deleted or customised to describe project specific requirements to be read in conjunction with the fixed Part A.

There is a separate MS Word file for each workgroup in the specification.

There is also a MS Word file Project cover page to be used for both Part A and Part B, a worksections list for worksections included in the specification and a separate PDF cover page for each workgroup.

5.1 GENERAL

The worksections in Part B are provided as MS Word files. They include prompts and schedules that must be deleted or customised to describe project specific requirements to be read in conjunction with the fixed Part A.

Minor works and Capital works specifications have separate Part B MS Word files to complement the Reference specification. Check that the current and appropriate Part B MS Word files are being used.

5.2 PART B WORKSECTION TEMPLATE STYLES

The text of each Part B worksection follows the order and structure of the associated Part A worksection and is formatted using MS Word styles - a predefined combination of font style, colour, size, spacing and in some cases numbering (www.natspec.com.au/natspec-template-word-styles-or-what-is-the-coloured-writing) and includes the following:

- Worksection abstract in *Guidance* text, providing brief guidance on its application and issues to consider.
- **SELECTIONS** schedules for documenting generic products or systems by their properties. Indicate their locations either in the schedules and/or on the drawings.
See NATSPEC TECHnote GEN 024 for guidance on using and editing schedules.
- [complete/delete] prompts to be completed by the specifier, or deleted if not applicable.

- *Optional style text (blue text on grey shading), a form of MS Word Hidden text.*

Optional style text is text that specifiers may incorporate into the specification in some instances, for example **DESIGN** clauses in Design and construct contracts.

Optional style text is accompanied by *Guidance* text where the *Optional style text* may be appropriate. It is another form of *Hidden* text that can be incorporated into the specification if changed to *Normal* style. If the style is not changed, it will be turned off with other *Hidden* text.

- *Guidance text (green boxed text).*

All text within these boxes is provided as guidance for developing worksections in the specification and does not form part of the final specification. Before printing, delete or hide this *Guidance* text from the document using the hidden text *Hide* and *Delete* functions of your word processing system.

See NATSPEC TECHnote GEN 029 to learn more about design and specification *Guidance* text in NATSPEC worksections.

Before editing the Part B worksections, specifiers can turn on the *Guidance* (hidden) text to see guidance.

Automatic numbering

NATSPEC identifies each subsection, clause and subclause by headings, e.g. GENERAL, **INSPECTION**, **Notice** (Heading 2, Heading 3, Heading 4). As the Part B worksection files use the MS Word automatic numbering function, the clause numbers in Part B may not correspond with those in Part A. Specifiers can manually adjust clause numbers in Part B, if required.

5.3 CUSTOMISING PART B - GENERAL

Read Part A in conjunction with Part B and customise Part B worksections for the project as follows:

- Complete the *0013 Worksections list* by selecting the worksections required for the project.
- Complete or delete all prompts and schedules.
- Review *Optional* style text and change to *Normal* style text or delete.
- Review content in Part A, check if appropriate to the project. Delete, add, amend or replace Part A text as appropriate in the corresponding worksection of Part B.
 - . For example, the content of Part A *0421 Roofing – combined* could be modified as follows:

To ADD to the requirements of the Part A Reference, add the following text to Part B:

2 PRODUCTS

Add to the requirements of Part A as follows:

2.4 ROOF LIGHTS

General

<Insert text.>

3 EXECUTION

3.1 INSTALLATION

Add to the requirements of Part A as follows:

Metal separation

<Insert additional text.>

To DELETE from the requirements of Part A Reference, add the following text to Part B:

2 PRODUCTS

Delete from the requirements of Part A as follows:

2.1 SLATE ROOFING

To REPLACE the requirements of the Part A Reference, add the following text to Part B:

3 EXECUTION

3.1 INSTALLATION

Replace the requirements of Part A as follows:

Metal separation

<Insert text to be replaced> with <Insert replacement text.>

Silence in the specification

If a prompt or part of the **SELECTIONS** schedules is deleted, or left uncompleted, one or more of the following may occur:

- The corresponding Part A text may not apply and will not be contractually binding.
- The default selection, if there is one, in Part A may apply.
- Selections may be left to the contractor's discretion.

Proprietary specifying

Part A worksections do not identify proprietary products or systems. The required characteristics or properties of a product or system are specified by reference to other documents such as Australian Standards, default performance values or by description. The contractor must select a product or system that meets documented requirements.

For some products and systems, including those critical to NCC compliance, Part A also requires the contractor submit evidence of conformity.

Under government competition and procurement policies, a product that may conform to the specification may not be excluded. SELECTIONS **Schedules** in Part B worksections may be completed by nominating proprietary products and systems. However, **MATERIALS AND COMPONENTS, Substitutions** in Part A *0171 General requirements* states:

Identified proprietary items: Identification of a proprietary item does not necessarily imply exclusive preference for the identified item, but indicates the necessary properties of the item.

0171 General requirements also includes details of information to be provided if substitutions are proposed by the contractor. Any proprietary specification should document the desirable attribute of that product or system so that any proposed substitutions can be adequately assessed. Part B *0171 General requirements* includes *Optional* style text that may be included requiring the contractor to bear any costs associated with the assessment.

Hold points and witness points

Part A Reference does not nominate any hold points. If required, these may be added to Part B worksections.

Part A worksections may include an **INSPECTION, Notice** subclause. These are a list of potential witness points. See [NATSPEC TECHnote GEN 009](#) on hold points and witness points.

Permit approvals

Part A *0143 Preliminaries* notes permits, authority approvals and other authorisations, including payment of fees, is part of the contract work unless documented otherwise. Part B *0143 Preliminaries* includes a schedule where the specifier can document prior applications and approvals received.

5.4 01 GENERAL WORKGROUP

The 01 GENERAL Workgroup includes content that should be brought to the attention of all subcontractors and must be included in all VSBA specifications.

0143 Preliminaries

This worksection is relevant to the site requirements of the principal, including OHS, VSBA hoardings, project signboards, project site meetings and progress reports.

Part B can be adapted for either AS 2124 building contract for Major and Minor works or AS 4300 Design and Construct building contract for Capital works.

Part B may include school policies, site security arrangements, occupancy constraints, adjoining properties constraints, principal's site office and other temporary facilities, provisional sums, requirements for progress photographs, authority requirements, survey requirements, principal-supplied items, separate contracts, some aspects of cost adjustment and pest eradication.

0171 General requirements

This worksection draws together administrative material which is common to the technical worksections for new work, interiors, and alterations and additions, including services and it should be brought to the attention of subcontractors and others using that material. *0171 General requirements* covers topics such as referenced documents, interpretation, inspection and tests, samples and contractor's submissions, materials and components, bushfire resistance, installation, marking and completion. It sets out the precedence of specification documents and includes a minimum warranties period table.

Part B may include the Bushfire Attack Level (BAL) and atmospheric corrosivity category of the site.

018 Common requirements subgroup

The *018 Common requirements subgroup* covers material relating to more than one worksection, rather than repeating the same material over many worksections and includes Adhesives, sealants and fasteners, Timber products, finishes and treatment, Fire-stopping, Metals and prefinishes, and Termite management.

5.5 CUSTOMISING PART B - DESIGN AND CONSTRUCT

The Capital Works specification is suitable for VSBA Design and Construct projects.

The term Design and Construct (also known as D&C) is used to describe a wide variety of project delivery approaches that vary in the degree of design by the contractor. See NATSPEC TECHreport TR 03 on specifying design and construct for mechanical services. It discusses some of the issues and presents a range of approaches for preparing design and construct specifications that can be applied more generally.

For Design and Construct tender documentation, the Capital Works Part B Project components requirement specification will be completed by inhouse or external consultants to define the project design requirements.

Part A 0143 Preliminaries 1.1 **GENERAL, Conditions of contract** calls up the amended form of General Conditions of Contract provide by way of the building contract. Complete the prompt in Part B 0143 Preliminaries 1.1 **GENERAL, Conditions of contract** to select AS 4300 for Design and Construct projects. This is noted in the associated *Guidance* text.

The following Part B worksections include *Optional* style text, and related *Guidance*, that can be changed to *Normal* style text to document the contractor's design responsibilities including design development, program, submissions, designer qualifications, alternative design solutions, design documents, errors and omissions. (Note: *Optional* style **DESIGN** related text is a form of MS Word *Hidden* text and must be changed to *Normal* style text or deleted before printing the Part B document.)

- 0143 Preliminaries: *Optional* style subclauses for additional requirements. This worksection also includes prompts for items that vary between the contracts.
- 0171 General requirements: *Optional* style text for contractor design, submissions and requirements at completion.
- 0172 Environmental management: *Optional* style subclauses for contractor documented control plans.
- 0221 Site preparation: *Optional* style subclause for tree removal.
- 0241 Landscape – walling and edging: *Optional* style subclause for existing site stones.
- 0343 Tensioned membrane structures: **DESIGN** clause for contractor design.
- 0346 Structural fire protection systems: *Optional* style subclause for system grade and thickness.
- 0381 Structural timber: **DESIGN** clause for contractor design.
- 07 Mechanical workgroup: *Optional* style text under **DESIGN** clause for contractor design.
- 08 Hydraulic workgroup: *Optional* style text under **DESIGN** clause for contractor design.
- 09 Electrical workgroup: *Optional* style text under **DESIGN** clause for contractor design.
- 10 Fire workgroup: *Optional* style text under **DESIGN** clause for contractor design.

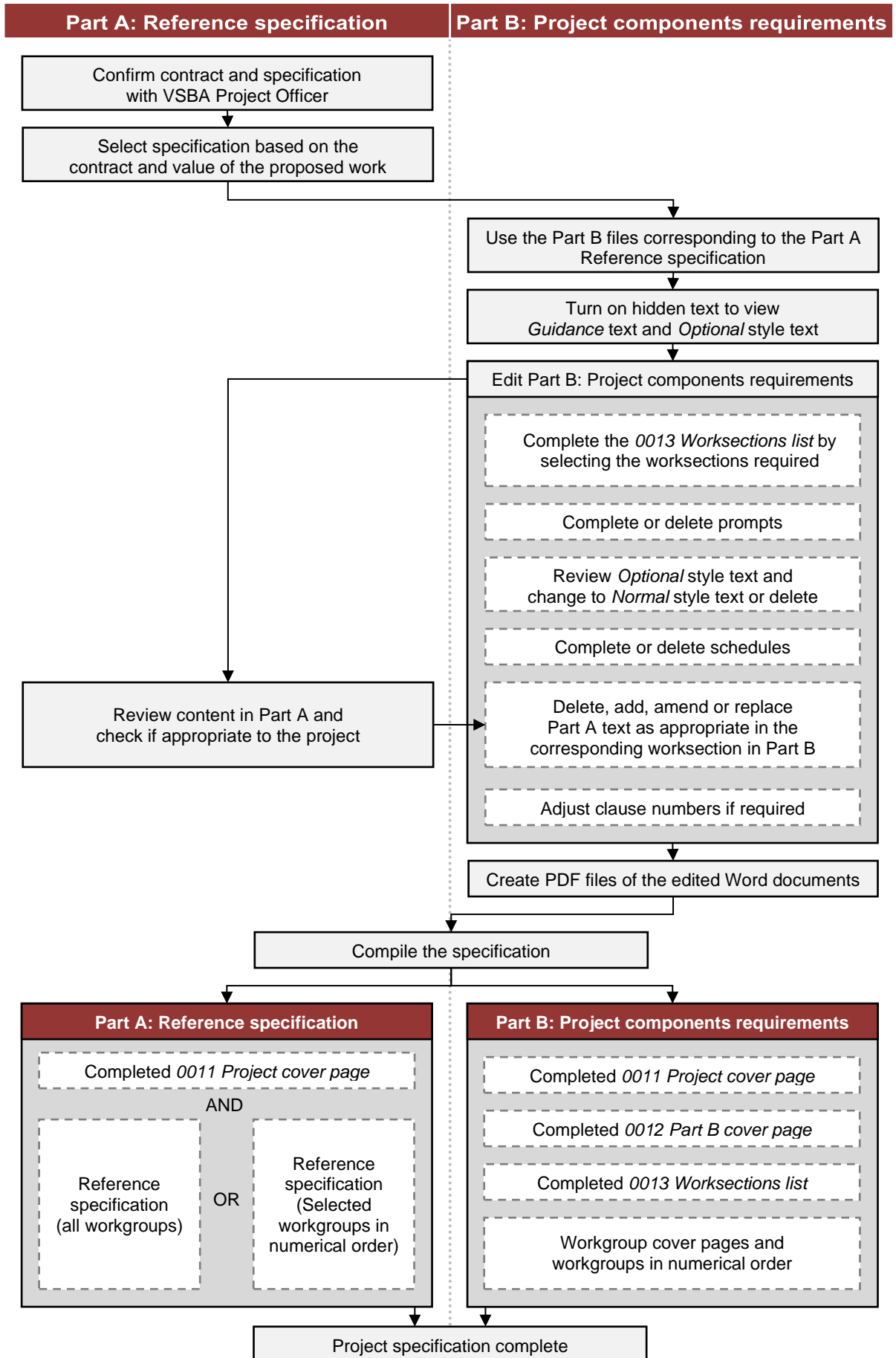
Design related *Optional* text in Part B 0171 *General requirements* provides for any project specification/reverse brief by the successful tender to be based on NATSPEC content and includes the VSBA Construction Specification by reference. In this case, the contractor must also subscribe to NATSPEC.

6 PRINTING AND COMPILING THE SPECIFICATIONS

Before printing the Part B worksections for issue, make sure the *Guidance* (hidden) text is turned off. Combine workgroups appropriate for the project as separate Part A and Part B documents as follows:

- Part A: Complete project details on the project cover page (in the 0011 *Project cover page* file) and include it with either:
 - . All workgroups (*VSBA reference specification (Part A)*); or
 - . Selected workgroups 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.

7 PROCEDURE FOR SPECIFIERS



8 OTHER NATSPEC RESOURCES

There may be projects for which the Reference specification is insufficient. Subscribers can use worksections available to them as part of their NATSPEC subscription. These are provided as searchable PDFs and as MS Word files.

In addition to the generic worksections, NATSPEC has a library of TECHnotes and TECHreports to assist specification writers.

These can be accessed on SPECbuilder.