DESIGN AND SPECIFICATION GUIDANCE TEXT IN NATSPEC

This TECHnote discusses how NATSPEC worksection *Templates* include guidance in the form of 'hidden' *Guidance* text to help specifiers select the most appropriate worksections and edit *Template* content to create a project specification. *Guidance* text is updated in line with the latest codes, standards, materials, and construction techniques to assist designers fulfil their duty of care, chain of responsibility, and professional practice regulatory responsibilities.

What is *Guidance* text?

Guidance text appears as boxed, green text in all NATSPEC worksection Templates, unless hidden. It can be found near, usually below, the related *Template* text. It is written for the designer and specification writer, not the contractor constructing the project, and must be deleted before issuing the specification.

Worksection abstracts and introductory guidance

Introductory *Guidance* text to each worksection includes a worksection abstract for a brief overview to assist selection, a list of worksections which may have related material, a list of worksections that cross reference the worksection, a summary of content which is not included in NATSPEC, contract documentation recommendations for the trade or system, and relevant information on Ecologically Sustainable Development (ESD).

General information or instruction

Guidance text may provide some explanation of the issue and reasoning behind the default *Normal* text specification requirements to assist the specifier review the default text against project requirements. It may instruct the specification writer on when it might be appropriate to include additional text or delete generic text, include NATSPEC *Optional* text (another form of hidden text), listing alternative products or methods available. It may also include instructions for documentation outside of the specification. For example:

> General: Use strike plates supplied with the locks or latches. Do not provide universal strike plates.

> The use of universal strike plates can cause malfunction of door hardware items such as door closers.

Information on standards and documents cited

Guidance text may provide background information on referenced standards, alerting the specifier to related standards, NCC citations, superseded versions cited by the NCC and standards for atypical structures. For example:

> Standard: To AS 1905.1.

> AS 1905.1 is cited in the NCC for installation of hold-open electromagnetic devices for sliding fire doors, and for required fire doors.

Completion of [complete/delete] prompts

Guidance text under a [complete/delete] prompt may include a selection list or instruction for the specification writer on how to complete the prompt. Delete the prompt if it is not required. For example:

> Panel opacity: [complete/delete]

> Select from Transparent or Opaque. Delete if not required.

References to other NATSPEC TECHnotes or TECHreports

Guidance text references TECHnotes and TECHreports where available. TECHnotes and TECHreports can be found on the NATSPEC website. and include information which is typically applicable to multiple worksections and unsuited to the *Guidance* text format. For example:

> Fire-resistance level: Tested to AS 1530.4.

> Refer to NATSPEC TECHnote DES 020 for information on fire-resistance levels.

Guidance text

All text within these boxes is provided as guidance for developing this worksection and should not form part of the final specification. This *Guidance* text may be hidden or deleted from the document using the hidden text Hide and Delete functions of your word processing system. For additional information visit FAQs at www.natspec.com.au.

Using *Guidance* text within the NATSPEC Word worksections

Show/Hide

Use the paragraph marker button to show or hide all the hidden text.

Or you can use the keyboard shortcut -> Ctrl + Shift + 8 (don't use the 8 on the number pad).

Delete

Delete the *Guidance* and O*ptional* text from your document after completing specification. The simplest way to delete all this text from your document is to use the Find and Replace feature of your word-processing program. The following instructions are for Microsoft Word (both Windows and Macintosh). This method will strip all the text formatted hidden out of the document.

- Open Find and Replace – Home ribbon – Replace or Ctrl H on your keyboard
- In the **Find what:** box Insert the characters ^? – this is shortform for "any character"
- Click on the **More** button (bottom left)
- Click on the **Format** button (bottom left)
- Select **Font**
- Insert a tick next to **Hidden text** and press **OK**
- Click on **Replace All**

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References to other NATSPEC worksections

Guidance text references to other worksections highlight where the specifier should check for repetition or conflict between worksections. For example:

Exposed fixings: Match exposed fixings to the material being fixed.

For corrosion resistance guidance, refer to *0171 General requirements* and *0185 Timber products, finishes and treatment.*

References to other subsections or clauses in the same worksection

Some *Guidance* text is intended to prompt the specification writer to review the information and/or requirements under the subsection or clause mentioned and to make sure the information included is consistent and correctly located. For example:

Type tests: Submit results, as follows:

Type tests are carried out off-site. However, submission of evidence of a successful type test may be called up here for requirements specified in SELECTIONS or PRODUCTS, if there are no SELECTIONS.

Requirements needing verification outside of NATSPEC

This *Guidance* typically relates to project specific requirements and is intended to prompt specification writers to check and verify information beyond the scope of a generic master specification. For example:

Security: Locate exposed fixings to lock furniture on the inside faces of external doors and on the inside faces of internal doors to lockable rooms.

Check the specific requirements for individual building classification usage.

Completion of schedules

SELECTION Schedules typically include *Guidance* text related to each Property to assist completion. For example:

	D1	D2	D3
Manufacturer			
Finish			
Entrance handles			
Door stop series			

The codes in the header row of the schedule designate each application or location of the item scheduled. Edit the codes to match those in other contract documents.

Finish: e.g. SCP, SSS.

Entrance handles: Select type, e.g. Offset D-handles or specify by manufacturer and product name and/or code.

Door stop series: Select type, e.g. Floor mounted or specify by manufacturer and product name and/or code. Can also specify requirements such as: Wall mounted where possible, Floor mounted elsewhere.

Referenced documents

Each worksection *Template* concludes with a list of standards and other documents cited in the worksection in *Normal* and/or *Guidance* text. This includes the designation, full title, and current edition. If required, the specifier can create a list of documents incorporated in the project specification by deleting standards that are not being cited, including those cited in *Guidance* only, and changing the remainder to *Normal* style text.

To print or not to print
Showing or hiding the text doesn't affect whether or not the hidden text in the document prints or not. To set the printing options for hidden text go to File/Options then choose Display on the left side panel. At the bottom either check or uncheck the Print hidden text option.

To search
Guidance text is also available in the fully searchable pdf version of your package highlighted to show changes since the previous *Update*.