

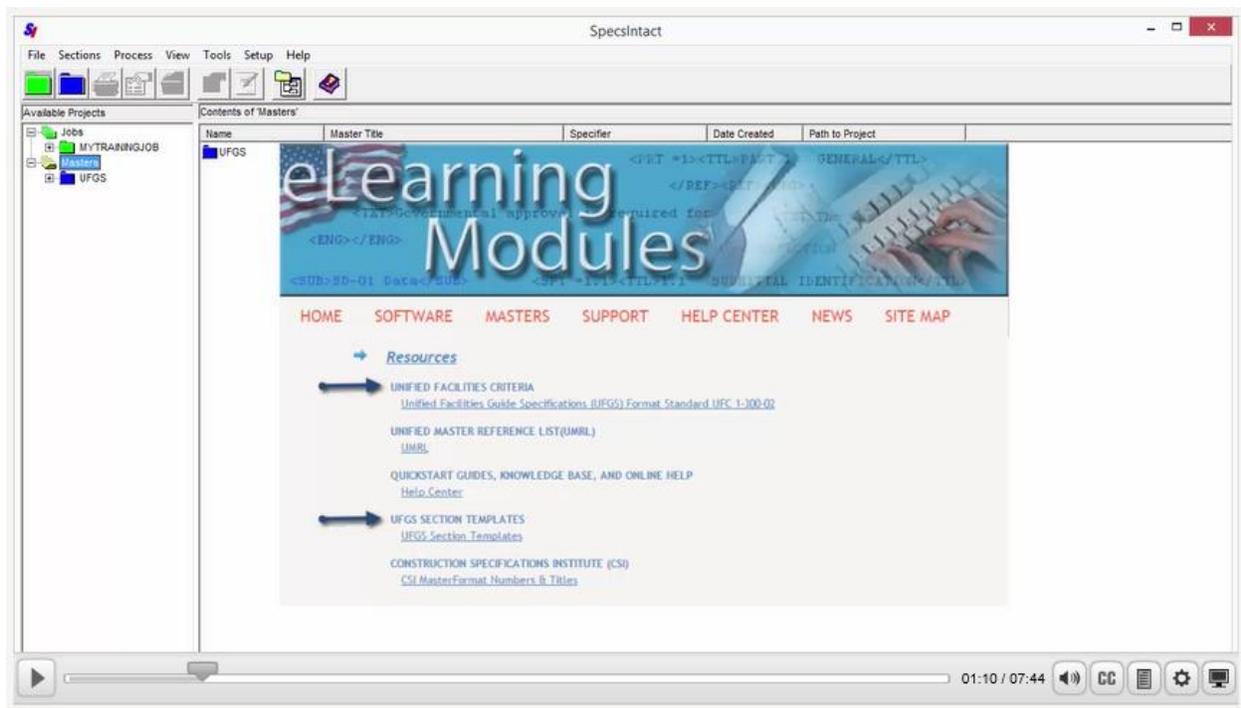
SpecsIntact eLearning Modules Transcript

Module: Chapter 7 - Creating a New Master and UFGS Section

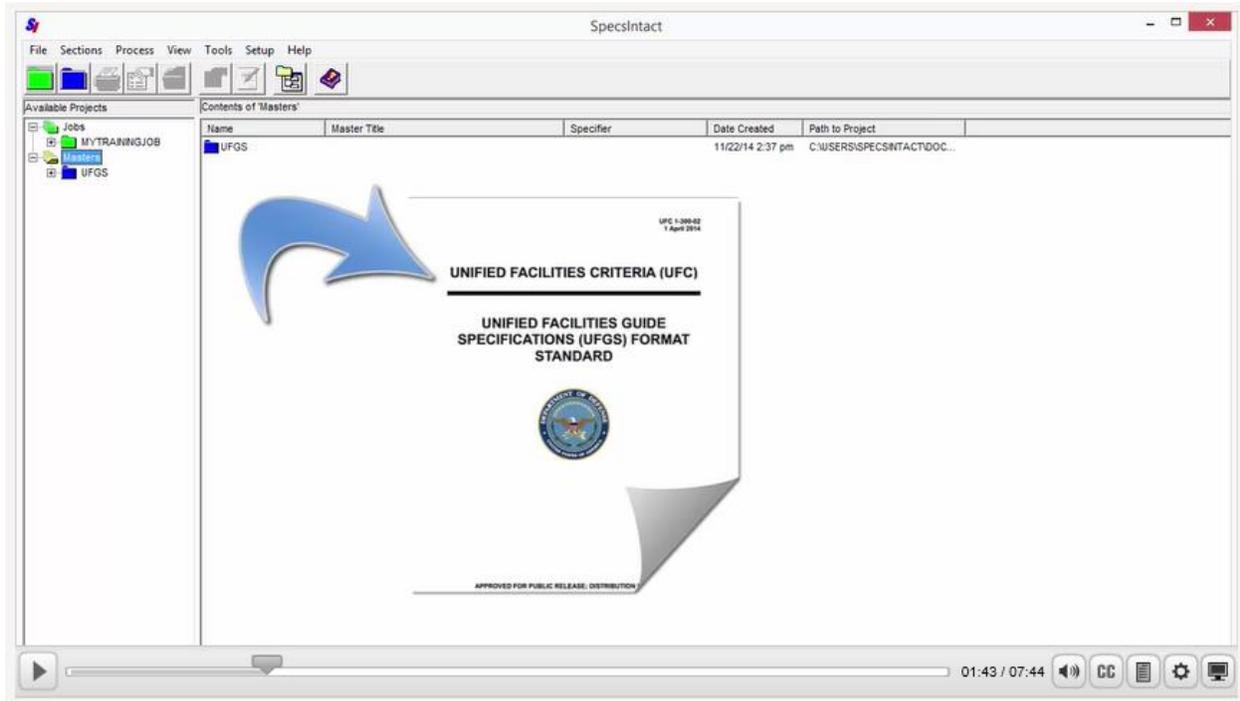
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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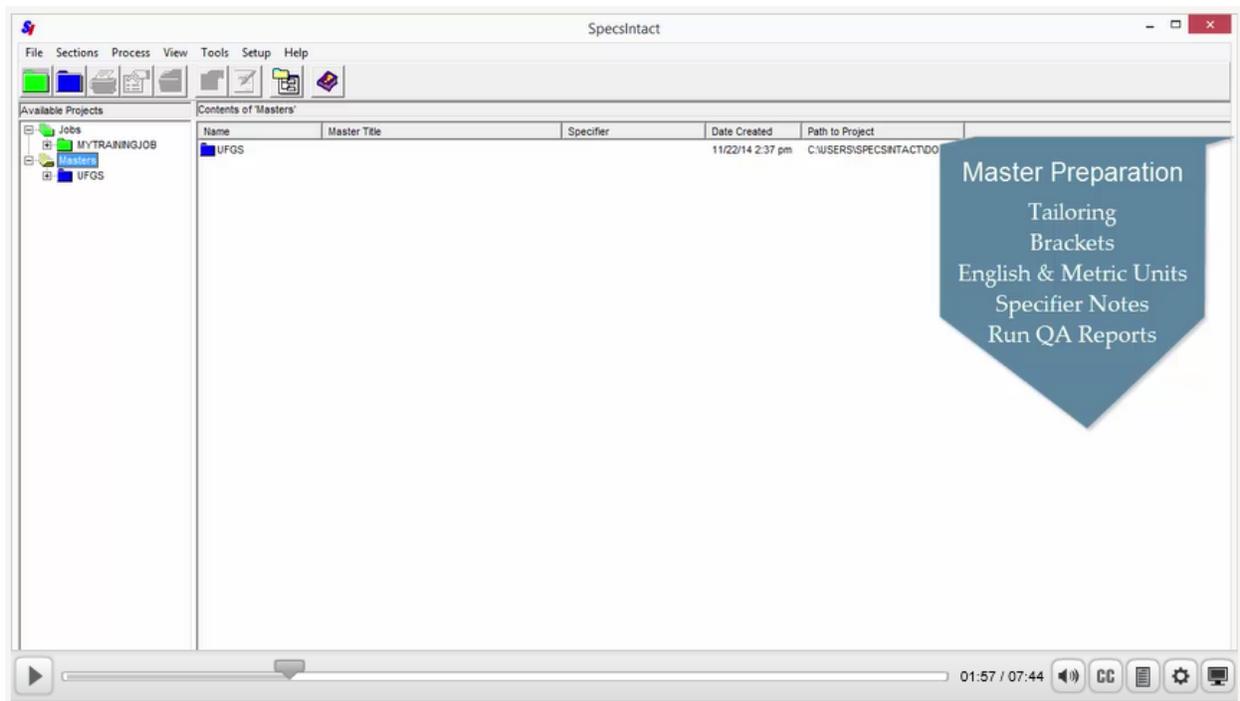
The purpose of this module is to focus on the steps you need to take in order to create a new Master as well as how to add the UFGS Section Template in order to create a new Section. The new Section you are creating might be for the UFGS or a Section that is unique for a Project and unavailable in the UFGS Master. In a later series of modules we will focus on the requirements for editing a new Master Section. Regardless of the task at hand, you always want to create a unique Master with a name that is easily recognizable to you, since it will be listed in the SI Explorer with your other Masters. Before you start this process, I recommend that you visit the Resources section on the eLearning Modules page in order to download the Unified Facilities Guide Specifications (UFGS) Format Standard UFC 1-300-02 as well as the most recent UFGS Section Template and follow the download instructions that are provided.



The UFC 1-300-02 provides guidance for the preparation of the Unified Facility Guide Specifications (UFGS). The purpose of the UFGS is to translate design criteria into construction requirements for specifiers to incorporate into construction Contracts. The UFC 1-300-02 and UFGS Section Template is based on the Construction Specification Institutes (CSI) Section Format. Both documents are updated concurrently.

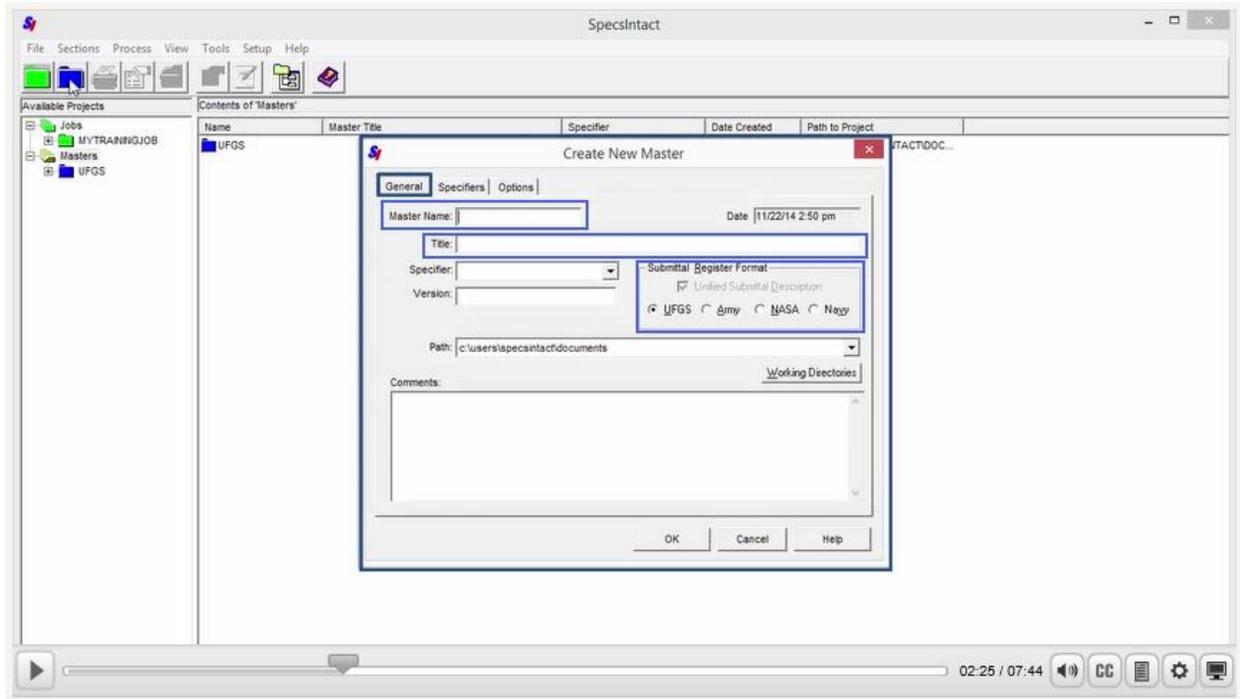


Creating Sections for a Master is very different from editing Sections in a Job. When preparing a Master Section for the UFGS Master, you are required to correctly insert Tailoring Options, Brackets, English and Metric Units, as well as Specifier Notes. It is also important to periodically run the Quality Assurance Reports to assist you in correcting any issues that arise during the development phase. The Verification Reports for Masters are different from the ones used in Jobs to ensure the Section is properly formatted and error free.

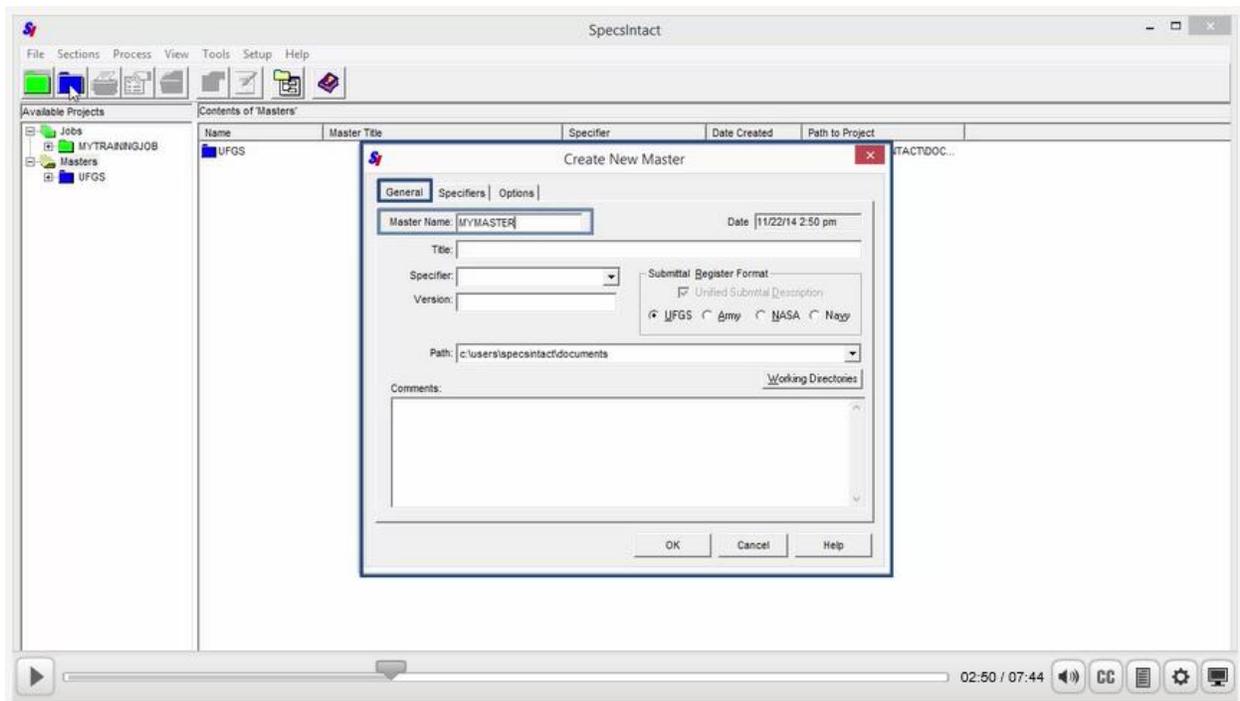


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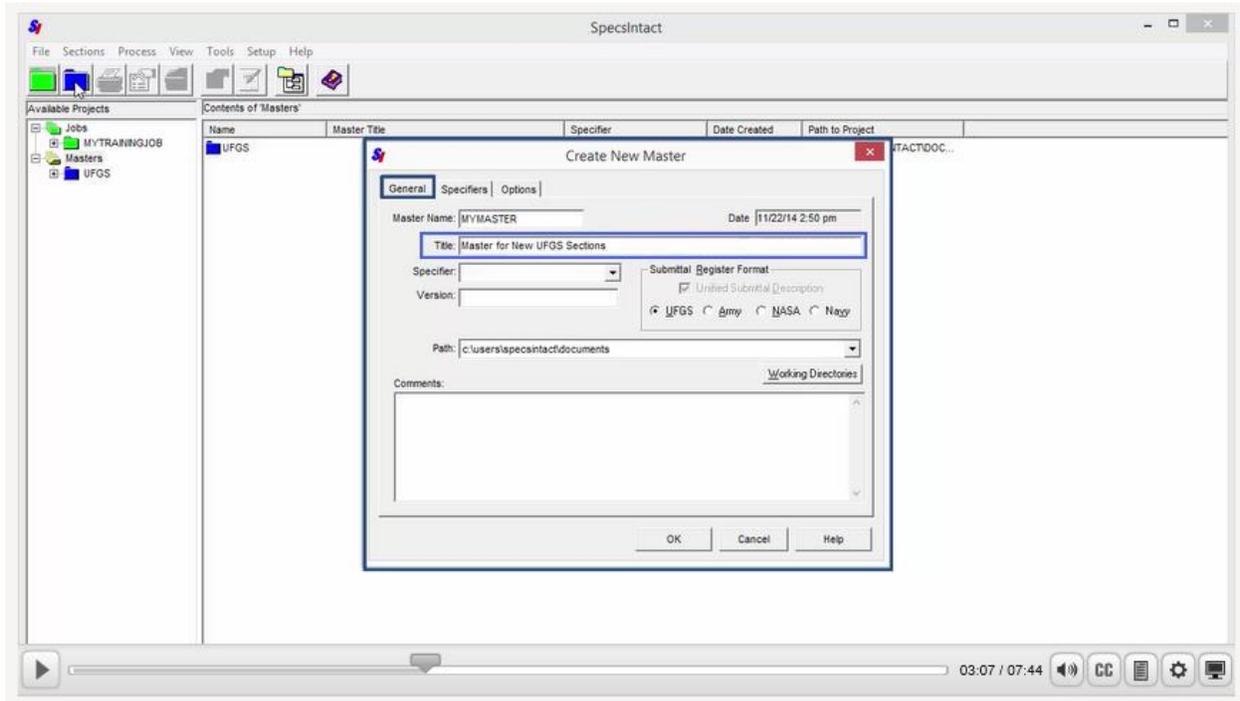
Let's begin by selecting the **New Masters folder** on the Explorer's Toolbar. On the General Tab, there are three required fields you must complete when setting up your Master, the Master Name, Title, and the Submittal Register Format.



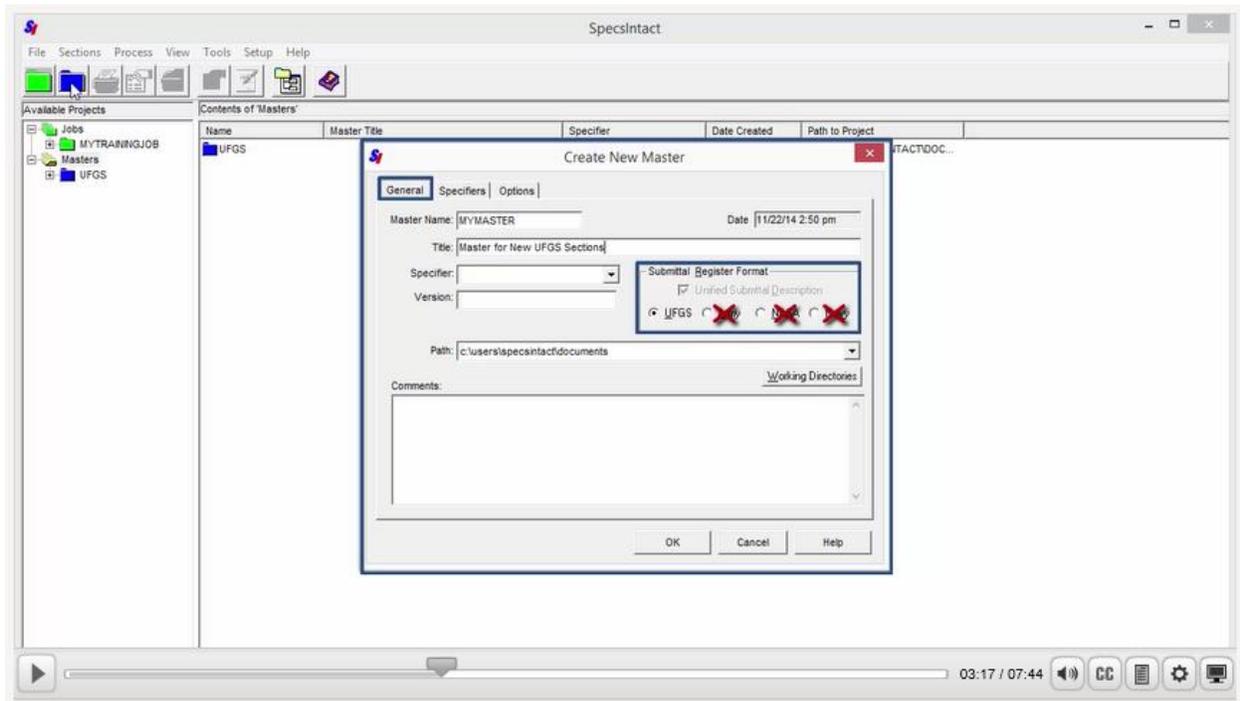
The Master Name identifies your Master in both the SpecsIntact Explorer as well as Windows Explorer. A Master Name can be up to 16 letters and numbers with no special characters or spaces. For this exercise, let's name this **Master MYMASTER**.



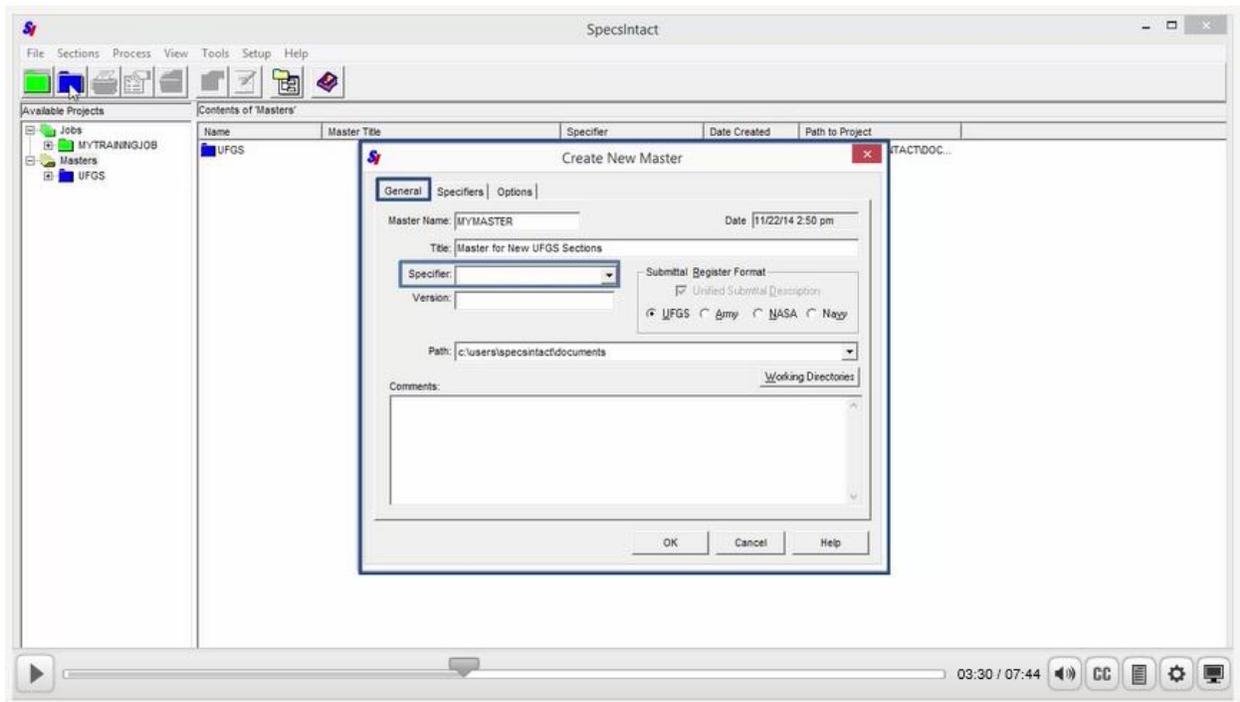
The Title can be typed in Title Case or UPPERCASE, and contain no more than 64 characters. For this exercise why don't we use Title Case and enter **Master for New UFGS Sections**.



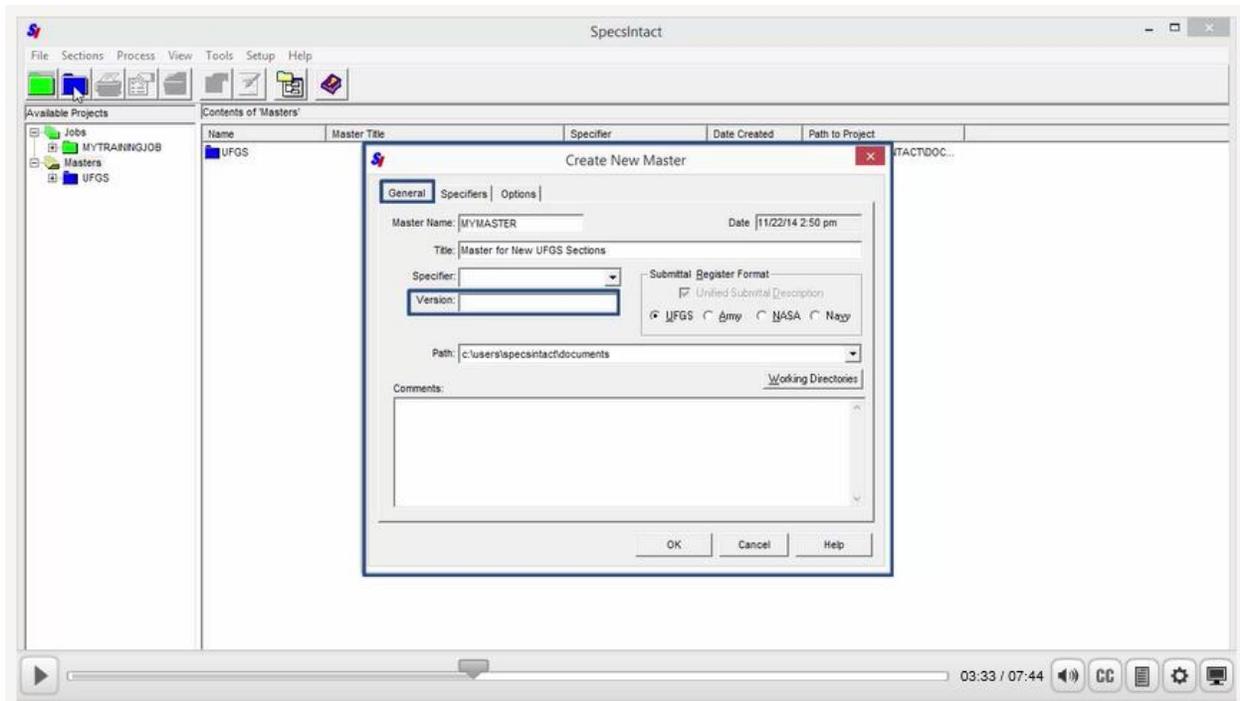
The last required field on this tab is the Submittal Register Format. The default for creating a new Master is UFGS. The other formats should not be used and are only there for backward compatibility with older SpecsIntact Masters. The other fields are not required, but are available in the event you so choose.



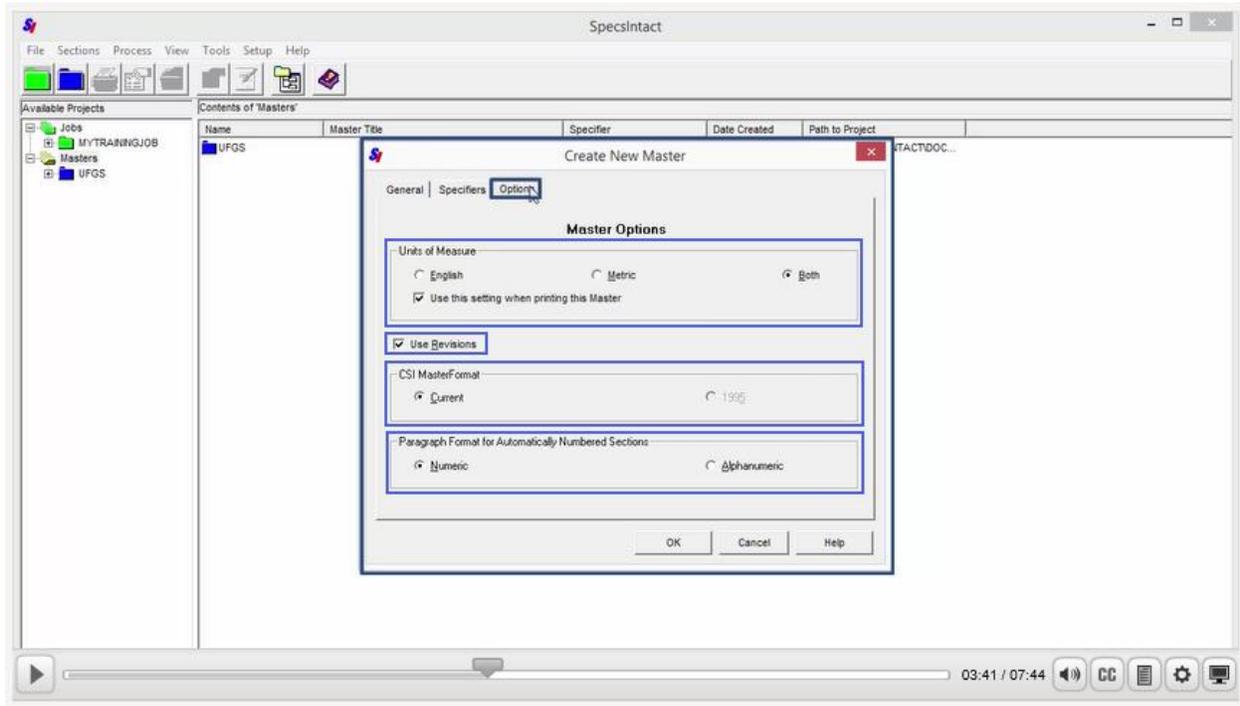
The Specifier can be assigned to a Master, but not individual Sections.



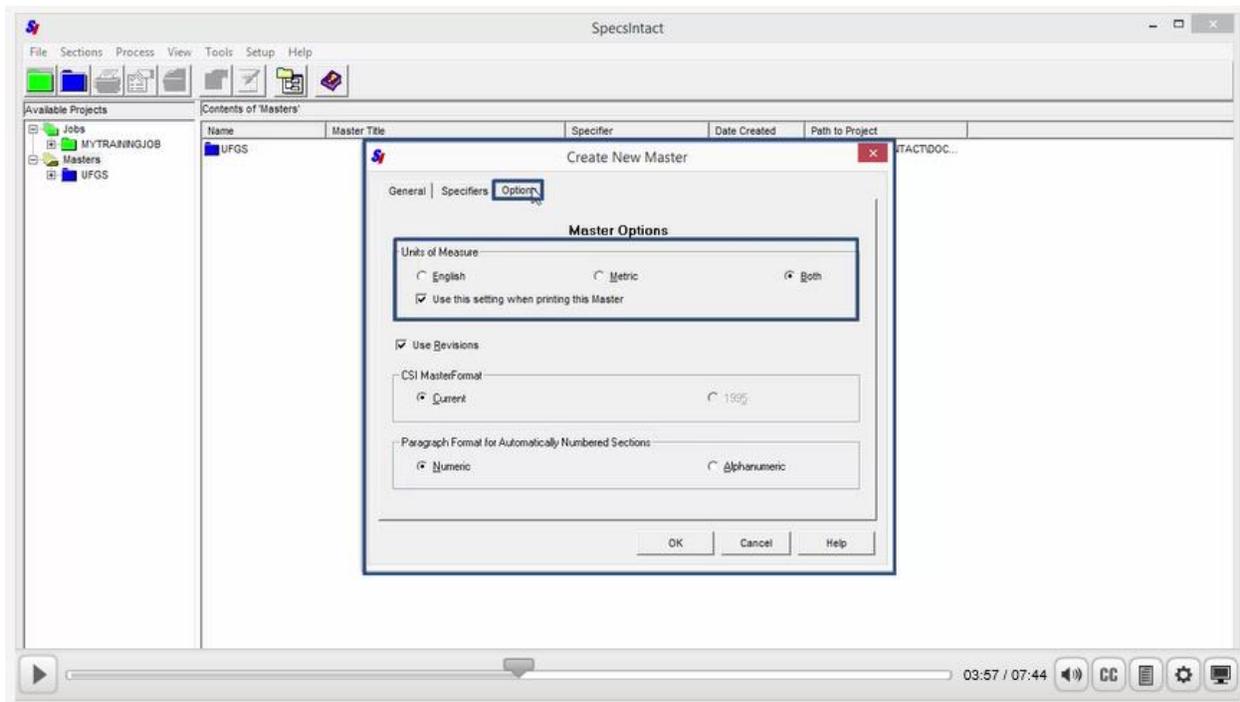
The Version allows you to assign version-tracking information to your Master, such as Rev. A, Rev. B, etc.



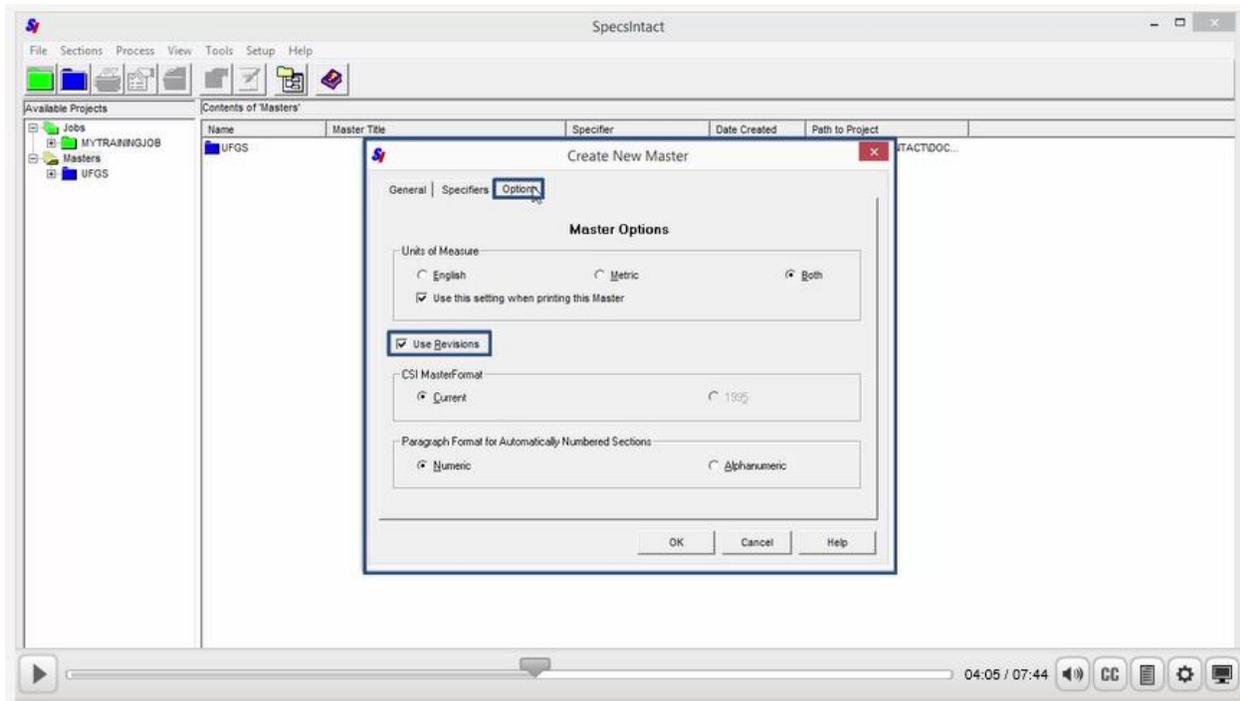
The settings on the Options Tab control the Units of Measure, whether you will use Revisions, the CSI Format, and whether the Master will use the Numeric or Alphanumeric numbering schemes. The required format for all UFGS is Numeric.



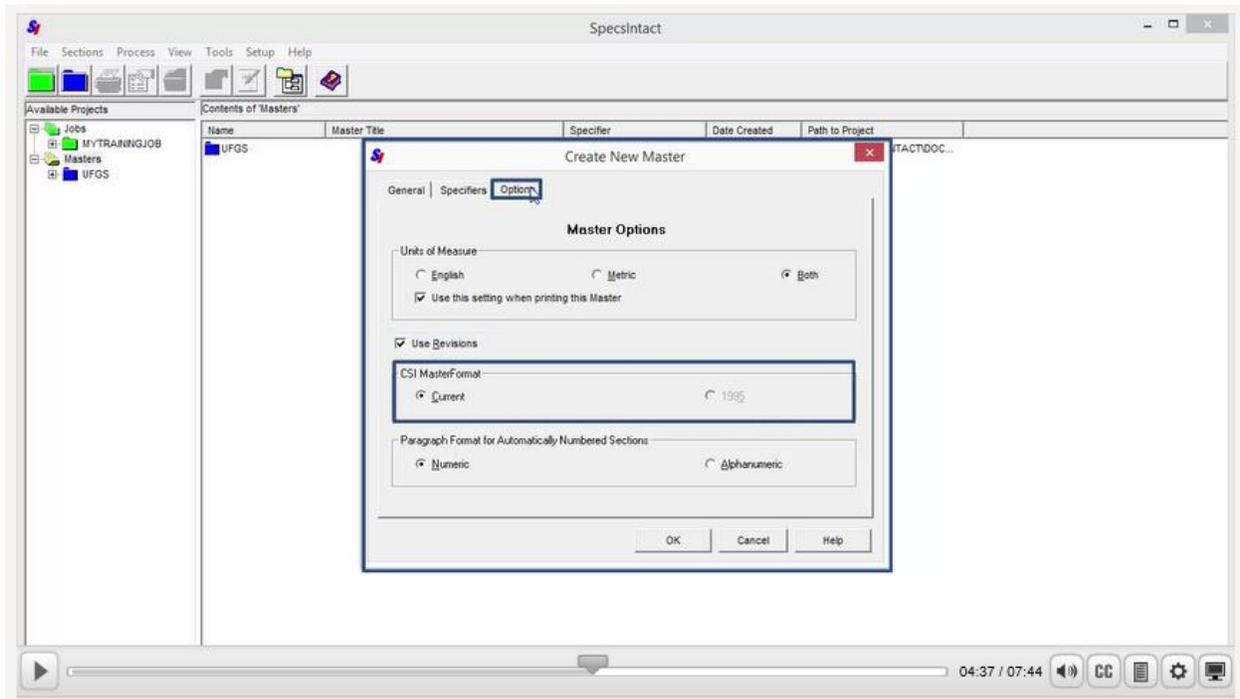
As you see the Units of Measure for a Master is set to use Both, as you are required to incorporate both measurements and tag them properly.



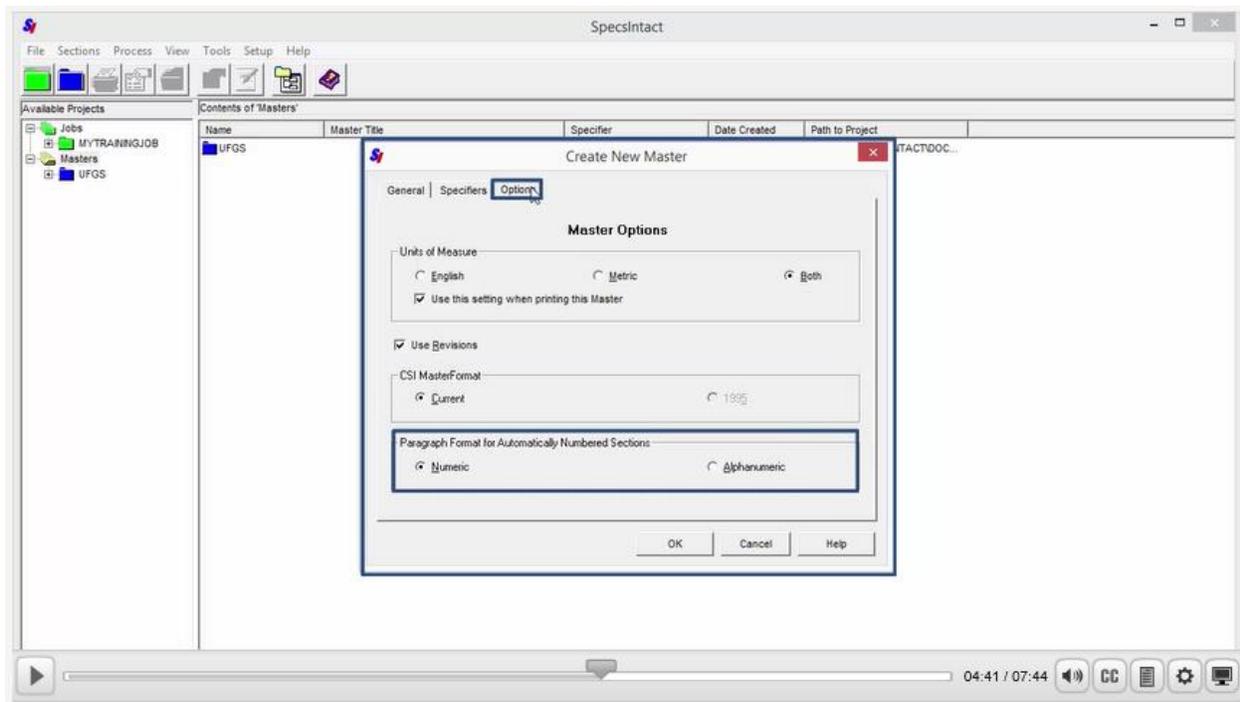
The option to Use Revisions is the default setting. Before moving on, I would like to share some information about Revisions. When you are creating a new Section from scratch Revisions are unnecessary, especially when starting with the Section Template. If you are updating an existing Master Section then you are required to use Revisions. In some cases, you may have a Master that is a mixture of new Sections and ones that are being revised. If this is the case, the SI Editor allows you to turn the Revisions off while editing individual Sections.



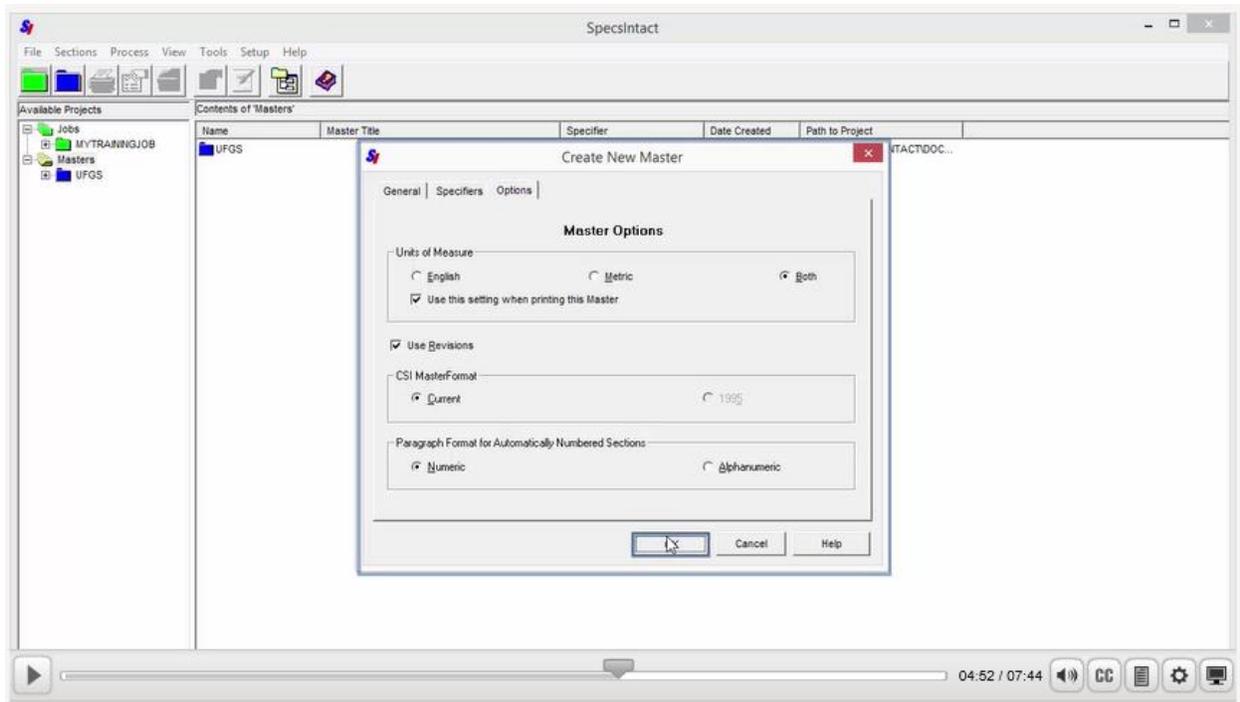
The CSI MasterFormat should always reflect Current.



The Paragraph Format for Automatically Numbered Sections, is set to Numeric since it is a tri-agency requirement.

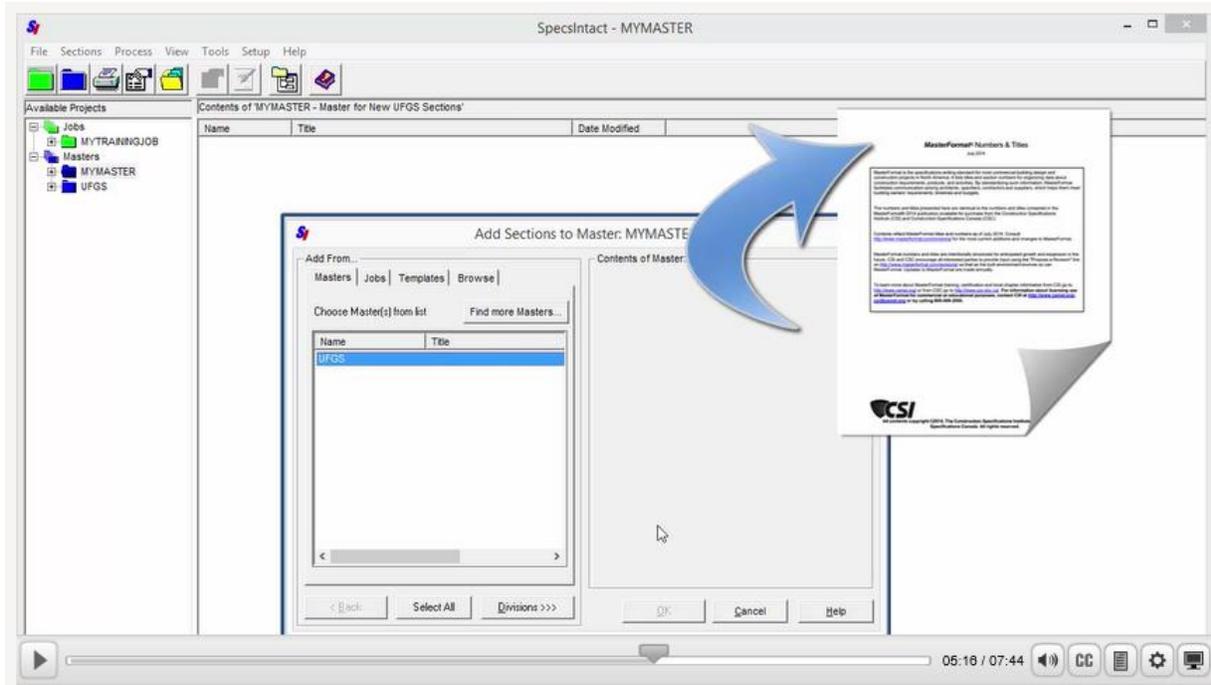


Now that you've made all of the selections you need in order to start your Master, we're going to select the **OK** button.

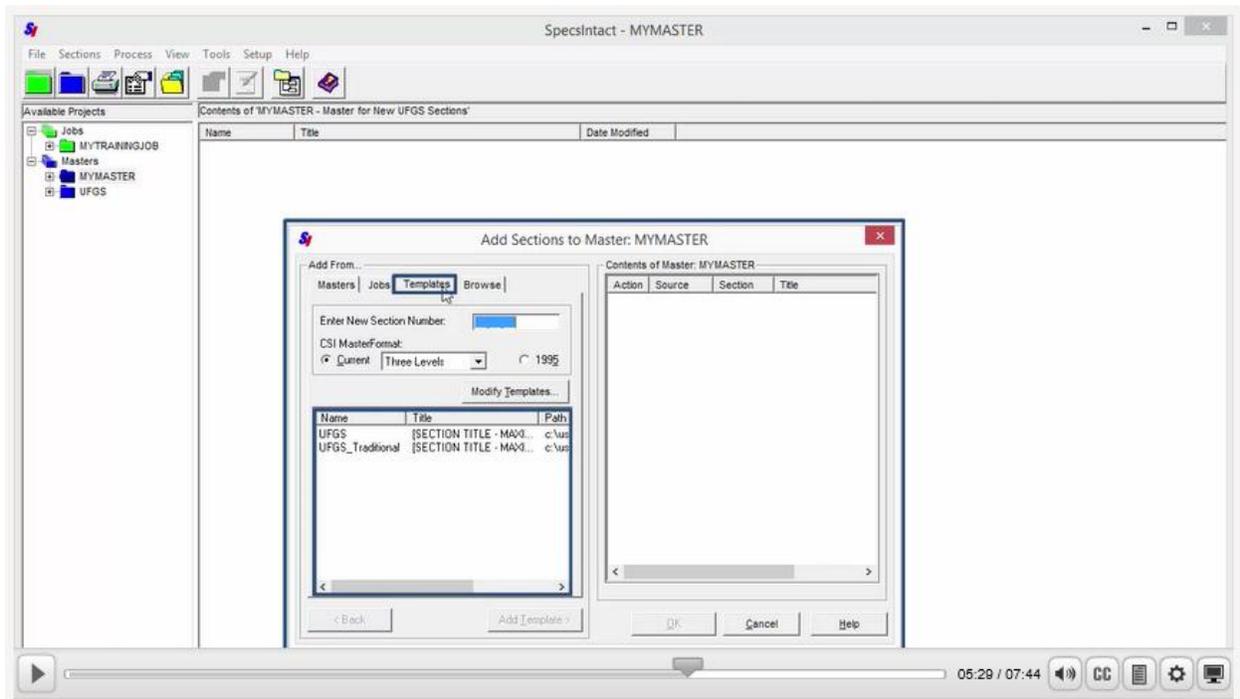


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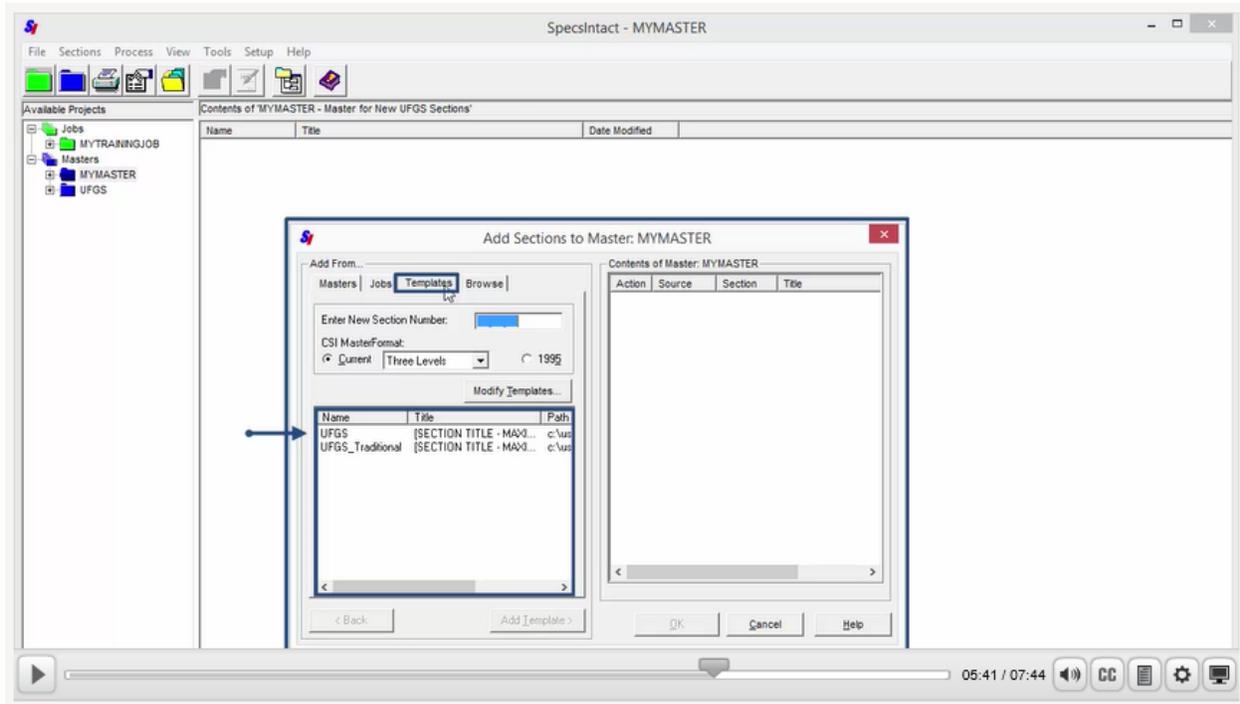
We are now ready to complete the process by Adding the UFGS Section Template. Before we continue, it is imperative the Section Number and Title you use conforms to the Construction Specifications Institutes, CSI MasterFormat Numbers and Titles and should be provided by the specifier. The eLearning Modules Resource Section provides a hyperlink to this document for your convenience.



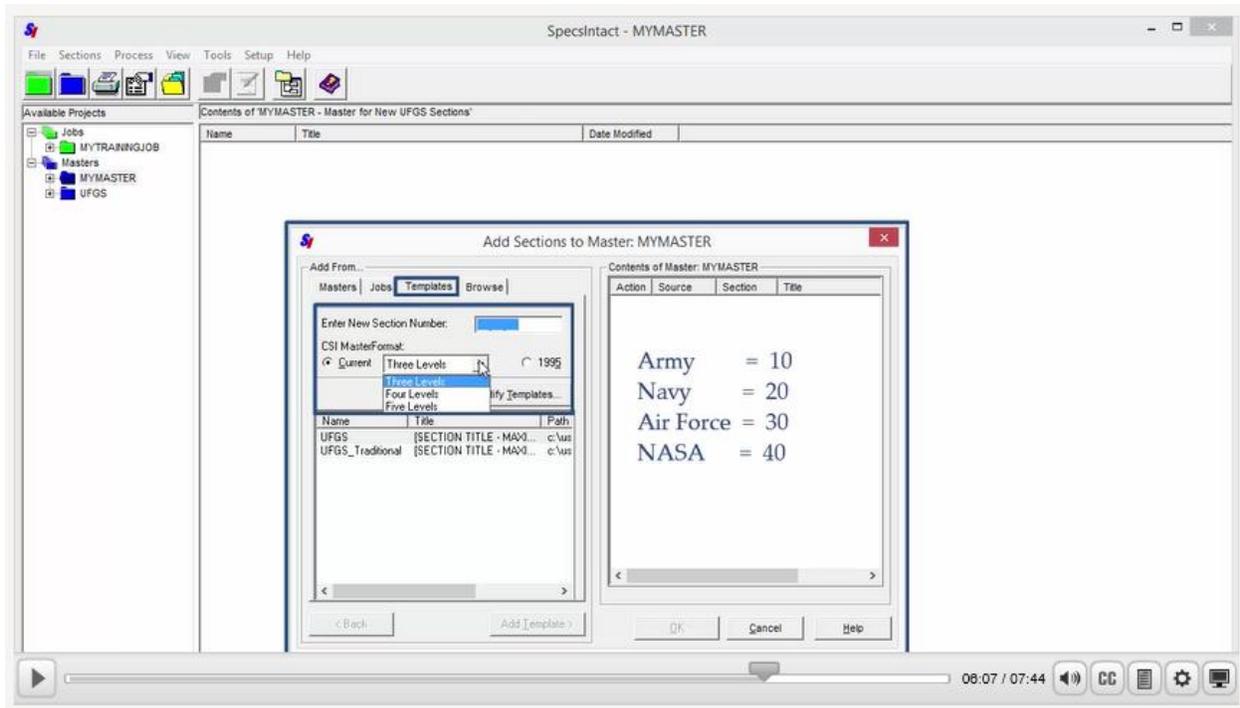
Now we are ready to add the UFGS Section Template previously downloaded. From the Add Sections to Master dialog box, let's select the **Templates Tab**.



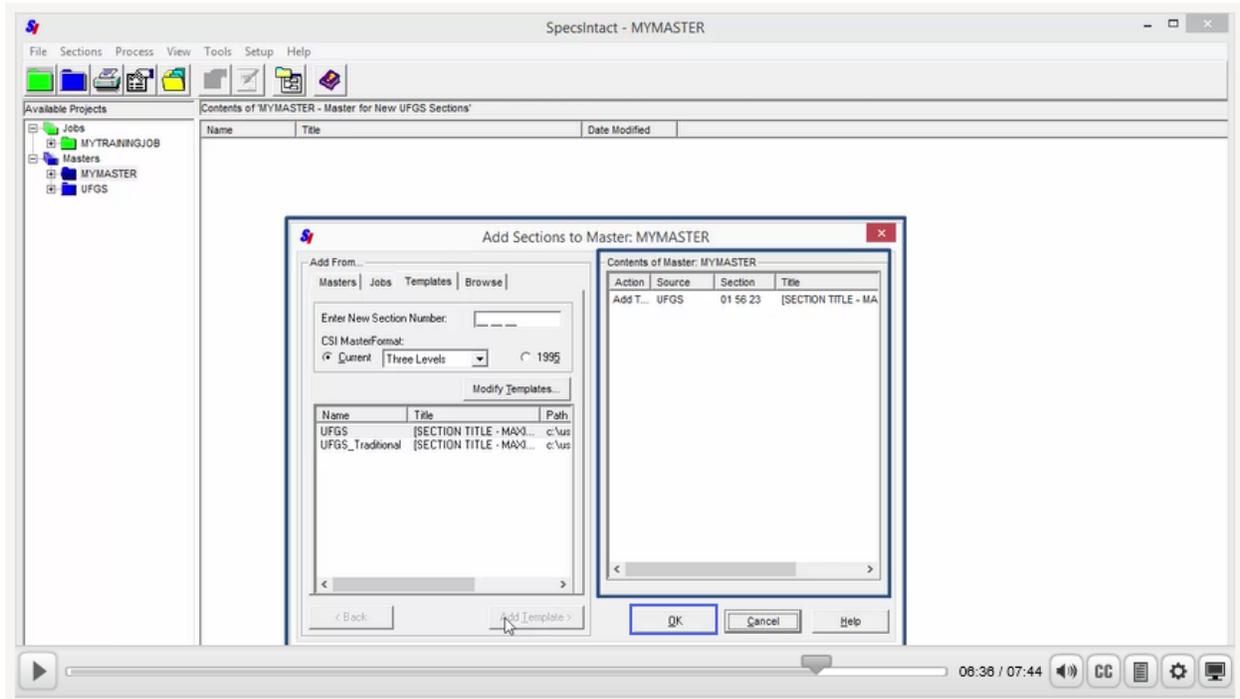
Before we continue, let's examine the list of Templates that can be used. In some cases, you may have more templates listed than what appears on the screen. The only template that should be used for creating a new Section is the UFGS, so let's select the UFGS Template.



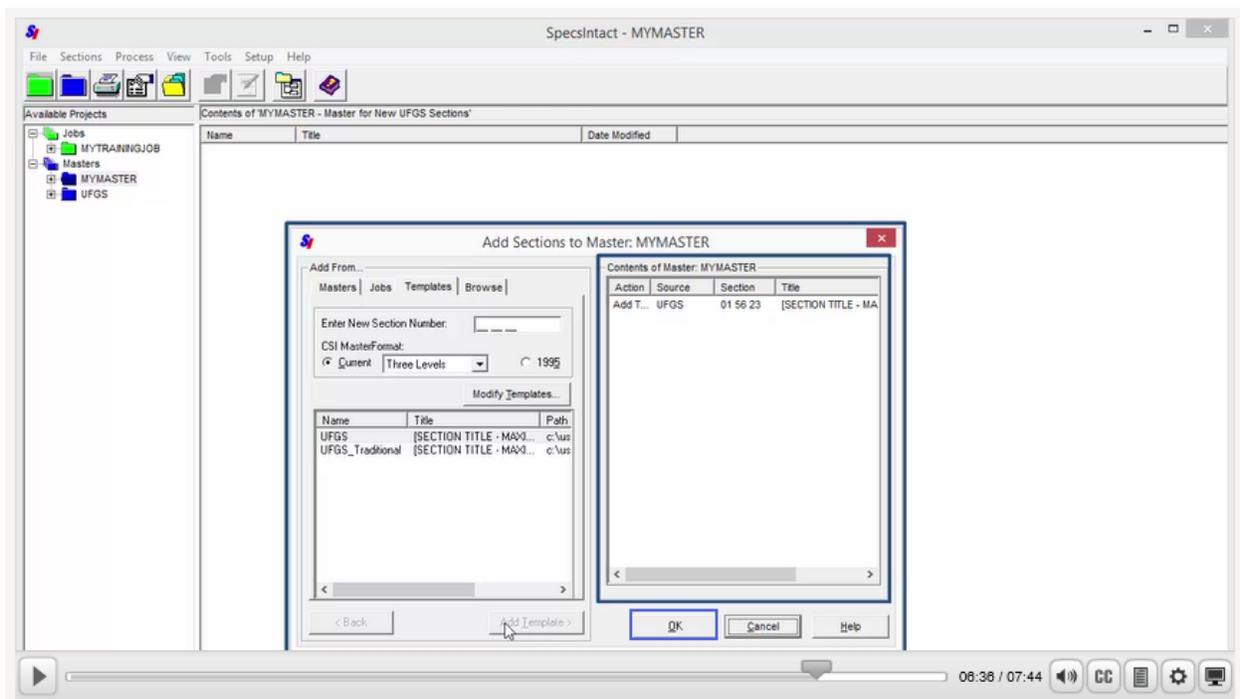
The CSI MasterFormat for UFGS defaults to Current, you can select the dropdown arrow and select either Three Levels, Four Levels, or Five Levels. If this Section is a unique Section for a particular Agency, you would be required to use the Fifth level to indicate the Agency. Army uses "10", Navy "20", Air Force "30", and NASA "40". If the new Section is a Unified Section that will be used by all agencies then the CSI number is all that is required.



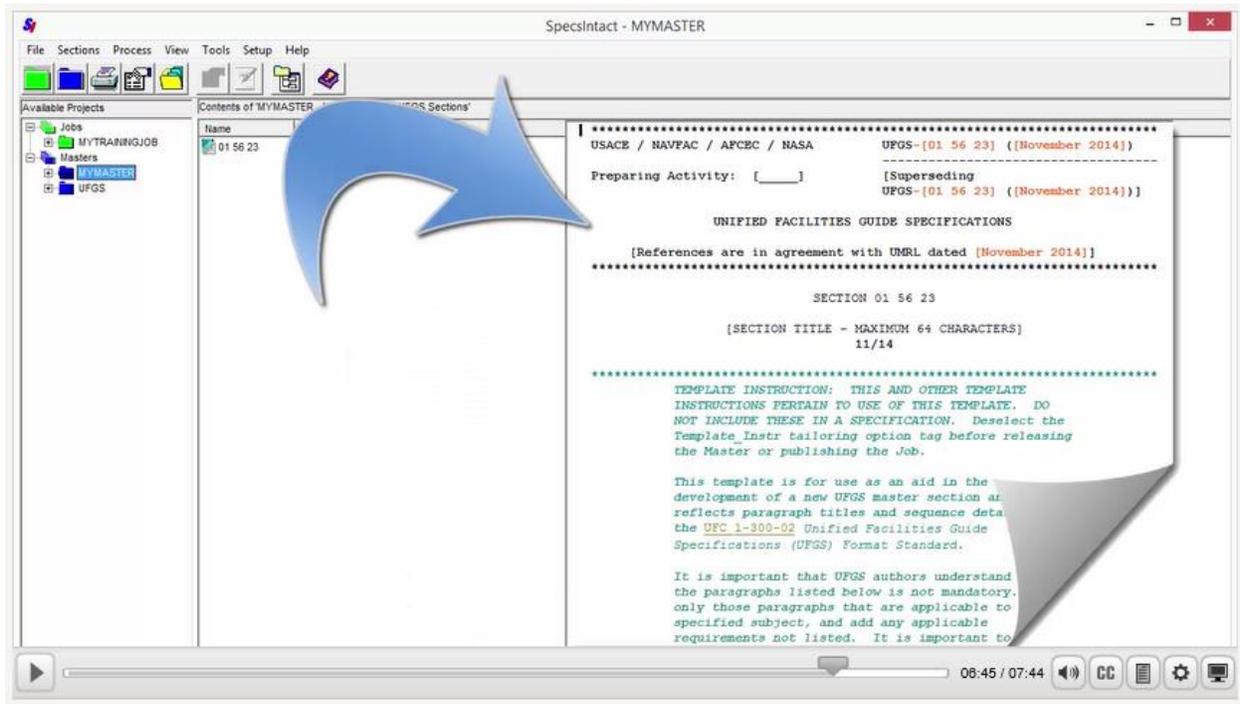
Now we are ready to enter the Section Number. Let's *place our cursor* in the **Section Number** field and enter 01 56 23 and then select the **Add Template Button**.



Under the Contents of Master, you see the Section Template number 01 56 23 appears and reflects the Add state. In order to complete this process, *select* **OK**.



Although we will not cover editing the UFGS Section Template in this module, I would like to provide some pertinent information. Tailoring Options containing Template Instructions, Design-Build, and agency specific information has been incorporated to provide pertinent information to aid you in the development of a new UFGS Master Section. It is imperative that you read and follow the instructions thoroughly! As I mentioned before, Revisions are not required when editing the UFGS Section Template and can be turned off in the SI Editor. Revisions are required for UFGS Sections that are undergoing maintenance or being updated. Once the Section has been developed and you feel confident you have followed the instructions, you can use the Tailor Option from the SI Explorer, or SI Editor in order to remove the Template Instructions.



Now that you know how to create a New Master as well as add a UFGS Section Template and you are now ready to begin the editing process.

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
