
NL Master Specification Guide for Public Funded Buildings

How to Use NL Master Specification Guide for Public Funded Buildings (Mandatory application for Building Contracts tendered for Transportation and Infrastructure)

1. It is the intent that only documents specific to a given buildings project will be compiled and published at time of public tender. NL Master Specification Guide technical specification sections will be made available for downloading from <http://www.gov.nl.ca/tw/works/masterspec/masterpsec> in Microsoft Word format. Specification sections specific to a building project are to be downloaded and edited to suit the required scope of work.
2. Each NL Master Specification Guide section edited for a building project shall contain in the header the project number, project name, NMS Specification Section Name and Number, Issued for Project Date YYYY/MM/DD.
3. When editing the NL Master Specification Guide Sections for **“Issued for Review”** documents, deleted items are to remain within the specification sections and be identified using the Track Changes command of Microsoft Word. Additions to the specification sections are also to be identified using the Track Changes command of Microsoft Word. The following Track Changes setup is required for identifying the additions and deletions:
 - a. Insertions to be set to “Italics”, color: “Dark Blue”.
 - b. Deletions to be set to “Strikeout”, color: “Red”.
 - c. Formatting to be set to “None”.
 - d. Changed Lines to be set to “Outside Border”, color: “Auto”.
 - e. Balloons to be set to “Never”.

Upon completion of the review of the **“Issued for Review”** documents by Transportation and Infrastructure, accept all indicated changes to the specification section in Microsoft Word, thus creating a “clean” project document that is ready for **“Issued for Tender”**. (All Track Changes are to be removed from Issued for Tender documents)

4. When creating **“Issued for Construction”** documents, edit the **“Issued for Tender”** document using Track Changes to incorporate the amendment items into the specification sections. Indicate in the left margin the amendment number of the item being incorporated into the specification section. (All Track Changes items are to remain in the Issued for Construction documents)

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Re-Issued 2020/09/01 User Instructions/Track Changes Procedures

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5. New Specification Sections Added:
 - a. where the current NL Master Specification Guide does not contain a standard specification section for this particular aspect of the Work (eg. Section 14 20 06 – Passenger Elevators), that section is to be created in Microsoft Word format. Each new specification section shall contain in the header the project number, project name, NMS Specification Section Name and Number, New Issue Date YYYY/MM/DD. The specification index shall include the new section name and number with the heading “New” after the section name.

6. Re-Issued NL Master Specification Guide Sections:
 - a. on occasion the NL Master Specification Guide sections may require extensive re-editing to match the project specific requirements (eg. Section 25 90 01 – EMCS: Site Requirements Applications and Systems Sequence of Operations). In this case, the specifier may elect to “Re-Issue” a NL Master Specification Guide section. Each Re-Issued specification shall contain in the header the project number, project name, the DTW Specification Section number and name, and the Re-Issue Date YYYY/MM/DD. Include in the specification index, after the section name, the heading “Re-Issued” for all sections reissued.

7. NL Master Specification Guide sections may contain errors or omissions which remain undiscovered at time of publication. Once discovered, such errors or omissions may be corrected by the specifier as part of the editing process in creating the building project specification. Alternately, Building Design & Construction Division, Department of Transportation and Infrastructure, on behalf of the NL Master Specification Guide committee, will make corrections to the posted NL Master Specification Guide sections as required.

8. A full Specification Index Template is located at <http://www.gov.nl.ca/tw/works/masterspec/masterpsec>.

9. All NL Master Specification Guide technical specification sections compiled to develop the project specific specification to follow the most current Version number as indicated on the web site <http://www.gov.nl.ca/tw/works/masterspec/masterpsec>.

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10. For a given building project being tendered, the following project specific documents will be prepared:
 - a. Cover Sheet
 - b. Index
 - c. Standard Front End Contract Documents
 - d. List of Drawings
 - e. Specification Sections specific to the building project.

11. Technical specification sections and standard front end contract documents will be published in both Microsoft Word and Adobe PDF format on a CD Rom disk and provided to Tendering and Contracts Division, once authorized by the Project Manager for distribution to bidders.

12. The Issued for Tender Drawings take precedence over the Technical Specifications with respect to products and materials identified specifically for a building since the technical specification may present more than one choice of materials or products (e.g. rigid insulation).