

CCDC 01

Guide to the use of
CCDC Master Specification for
Division 01 – General Requirements

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1.0 INTRODUCTION

The *CCDC Master Specification for Division 00 – Procurement and Contracting Requirement* was first published in 2018. This *CCDC Master Specification for Division 01 – General Requirements* supplements the Division 00 Master Specification. Both are based on the TEK·AIDs for Division 00 and 01 formerly published by Construction Specifications Canada (CSC). CSC formally requested that CCDC assume responsibility for the publishing and future updating of its Division 00 and 01 TEK·AID master specification. CCDC subsequently undertook to revise the CSC master specification to ensure compatibility with other CCDC publications and to reflect industry-wide consensus on current procurement and contracting best practices, with input from *Owners* and all CCDC constituent organizations.

The contribution of CSC in developing the forerunner to this CCDC publication, and in recognizing the industry-wide benefits of it becoming a CCDC publication, is gratefully acknowledged.

The standard text for both Division 00 and 01 is fully editable and is intended to be used as a tool for creating project specific procurement and contracting documents, and general requirements *Specifications*, for construction projects in Canada. Users are assumed to be procurement authorities, *Owners*, or their *Consultants*. Use of a CCDC standard form contract is also assumed.

The *CCDC Master Specification for Division 01 – General Requirements* is not necessarily comprehensive enough to address all Division 01 General Requirements that may potentially be required. Large, complex projects, or those with unique or special requirements, will no doubt require additional Div. 01 Sections or require additional provisions to be added to the master specification sections provided. It may be used with forms of contract other than those published by CCDC, and with other procurement methods, but will require more extensive editing to suit.

2.0 ORGANIZATION AND PRESENTATION

.1 MasterFormat

The *CCDC Master Specifications for Division 00 and Division 01* are organized into Sections according to *MasterFormat*. *MasterFormat* is the North American standard that provides a master list of numbers and titles for organizing construction information in a standardized sequence. *MasterFormat* may be obtained at www.MasterFormat.com.

MasterFormat titles and numbers are organized into basic groupings of related construction information called divisions and sections. Each division is identified by a fixed number and title indicating the location of a primary element of the system, e.g. Division 01 – General Requirements. Within each division there are numbered sections. Each section covers one specific subject or a small group of associated subjects, e.g. Section 01 11 00 - Summary of Work.

The inherent consistency and flexibility of this classification system allows for the organization and assembly of the written part of the *Contract Documents* in a numerical sequence that is universally recognized and understood in the North American design and construction industry.

.2 Language, Terminology and Capitalization

The *CCDC Master Specification for Division 01* is written in the simple imperative grammatical mood, generally directed to the *Contractor*.

Where applicable, the *CCDC Master Specification for Division 01* uses terminology consistent with defined terms in the CCDC standard forms of contract. These terms are capitalized wherever they appear.

.3 Master Specification Conventions

Common master specification conventions including explanatory *Spec Notes* and square brackets are used to explain and identify optional text to facilitate editing, as described below.

3.0 EDITING

.1 Editing, Generally

Like all master specifications, the *CCDC Master Specification for Division 01* is intended to be used selectively and edited for project specific use. First, by selecting the sections that will be applicable to a given *Project* and then editing those Sections to suit the needs of the user and the *Project*. To provide maximum editing flexibility, the master specification sections are published in MS Word format.

.2 Spec Notes

Spec Notes are addressed to and intended to guide the user. They appear in a red text box to distinguish them from the master specification text itself. *Spec Notes* generally provide a brief introductory explanation of the intended use of each Section. Within the body of the Section they immediately precede the master specification article, paragraph, or subparagraph to which they pertain and they explain various options to assist the editing process. They also identify the need for coordination where coordination is required and provide other supplementary guidance information.

Ensure that all *Spec Notes* are removed as part of the editing process and do not appear in the final *Project Specification*.

.3 Square Brackets

Square brackets appear at various locations within the text to indicate where the user must make project specific choices. Text enclosed within a single set of square brackets indicates that inclusion of that text is optional; it may be deleted or it may stand. Similarly, text enclosed within multiple sets of square brackets within the same paragraph indicates that more than one option is available; the unwanted option(s) must be deleted. Blank spaces enclosed by square brackets indicate that project specific or other optional text must be inserted at that location. Ensure that all square brackets are deleted in the editing process so that none appear in the final *Project Specification*.

All master specification text, whether or not enclosed in square brackets, can and should be edited to suit project specific requirements.

.4 Paragraph and Page Numbering

Paragraphs and pages are numbered automatically within the word processing application. Nevertheless, check to ensure that proper sequential numbering has been maintained at each paragraph indent level following editing.

.5 Other Editing Considerations

As part of the editing process, the header information in each master specification section should be edited to remove the edition date of the section and the “CCDC Master Specification” reference. Project specific identifiers should be substituted.

When adding new text in editing, use consistent terminology, including use of CCDC defined terms and ensure consistent capitalization. Follow good specification writing practices for all new text, including proper spelling and grammar (use the simple imperative mood). Maintain the “End of Section” convention to indicate the point where each section ends.

The Division 01 master specification contains some subject matter that is closely related to subject matter that is typically addressed in the Conditions of Contract in Division 00. The Division 01 master specification text has been carefully coordinated with the CCDC Conditions of Contract in this regard. Exercise caution when editing Division 01 sections to avoid creating duplication or conflict with the General Conditions in Division 00. Division 01 can and should be used to add more detailed and complementary administrative requirements related to subject matter addressed in the General Conditions.

4.0 DISCLAIMER AND LIMITATIONS OF USE

The *CCDC Master Specification for Division 01* requires appropriate selection and editing of Sections to suit the requirements of individual users and their projects. Users are responsible for determining its suitability for a particular *Project* and for all necessary editing to suit. Not all matters and variations necessary for the procurement of construction services for a particular *Project*, on behalf of a particular user, in a particular locale, are necessarily addressed.

CCDC and its constituent organizations make no representations or warranties with respect to the accuracy or completeness of the master specification text and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose and shall not be liable for any loss of profit or any incidental, consequential or other damages arising from its use.

SPEC NOTE: This Section lists the contents of the CCDC Master Specification for Division 01. It may also be used as a basis for creating the Division 01 portion of the table of contents for the entire project manual.

Section Number	Section Title
DIVISION 01 – GENERAL REQUIREMENTS	
01 11 00	Summary of Work
01 11 20	Contract Assignment
01 11 22	Assignable Contracts
01 14 00	Work Restrictions
01 21 00	Allowances
01 25 00	Substitution Procedures
01 26 00	Contract Modification Procedures
01 29 00	Payment Procedures
01 31 19	Project Meetings
01 32 00	Construction Progress Documentation
01 33 00	Submittal Procedures
01 35 00	Special Procedures
01 40 00	Quality Requirements
01 51 00	Temporary Utilities
01 52 00	Construction Facilities
01 56 00	Temporary Barriers and Enclosures
01 57 00	Temporary Controls
01 61 00	Common Product Requirements
01 71 00	Examination and Preparation
01 73 00	Execution
01 73 29	Cutting and Patching
01 74 00	Cleaning and Waste Management
01 77 00	Closeout Procedures
01 78 00	Closeout Submittals
01 79 00	Demonstration and Training
01 91 13	General Commissioning Requirements

END OF SECTION