



# BSD

# LinkLine

Building Systems Design, Inc.

A Newsletter for BSD SoftLink® Customers and Friends

SPRING 2005

## BSD SPEC LINK® ENHANCEMENTS

### IMPROVE FLEXIBILITY

In addition to the new updating features discussed in another article in this issue, BSD SpecLink this quarter has two other significant enhancements that have been requested by our subscribers. The first new feature is the ability to easily add and edit tables. The second new feature is the ability to change the format of the new 6- and 8-digit section numbers used in MasterFormat 2004.

Although it has long been possible to insert a table in a SpecLink section, the process was a bit complicated and required several steps. The new Table feature allows our users to insert a table in a simple, straightforward process. From the new Table menu,

*See "Enhancements" on page 2*

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## NEW UPDATING FEATURES IN BSD SPEC LINK®

BSD's goal is to encourage updating at every turn because the latest information makes a safer and more accurate specification. To do this we strive to make the updating process as fast and as easy as possible. This quarter BSD SpecLink incorporates several enhancements to the process intended to further simplify updating and to reduce the time spent reviewing updates.

As you probably know, the updating process does not touch user text or user edits to master text. When you edit a master paragraph an entirely separate user version of the text is stored in the project and the master remains intact. This is what allows toggling back and forth between master and project versions of a paragraph. Even the old master text is not overwritten during the update process. The new version of a master paragraph is simply added to the master database alongside the old. This allows some projects to continue to use old master data while others can adopt the new language.

New features that will help you reduce the amount of time devoted to reviewing updated paragraphs include options to partially update a project. You can now elect to automatically update reference standards (citations tagged "RS") while leaving other updated paragraphs untouched (see Figure

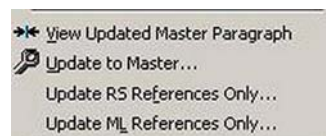


Figure A

tagged manufacturer listings ("ML"), again leaving other paragraphs untouched. These new options will greatly reduce the number of paragraphs that must be reviewed for possible updating in a typical office master project, since a significant percentage of the updates each quarter are devoted to revising reference standards and the names or website addresses of building product manufacturers.

Of course, there are legitimate reasons for not updating a particular project. However, any office master project or a project that is being re-used really should be updated each quarter, because hundreds of sections typically have some changes with each new master database. To aid in the updating decision, one of the new enhancements to SpecLink is manifested each time a non-updated project is opened. A new dialog box appears, reminding you that the project has not been completely updated and displaying the number of paragraphs that would be affected by the updating process. The dialog can be easily disabled for a given project if you so choose.

BSD SpecLink has by far the most up-to-date master database of any master specification system, but to take full advantage of our comprehensive updating process, you should be certain to consistently update those project files that will be used to start new projects. The update enhancements that have been delivered this quarter should make it much easier for our subscribers to accomplish that goal and to keep their individual project specifications fully up-to-date. ■

Do you want to see something in particular in the next update? Let us know by visiting the Technical Review Committee On-Line User Forum at [www.bsdssoftlink.com](http://www.bsdssoftlink.com).

## MEET THE BSD SALES TEAM...

Under the direction of Bryant Hendricks, Director of Sales & Marketing, BSD continues to expand its sales team as a result of significant growth over the past year. Each one of our Product Consultants is familiar with the entire suite of BSD SoftLink products and is highly trained to provide our customers and prospects with the outstanding customer service they have come to expect. They are also well versed in relevant marketplace topics such as LEED certification and the new MasterFormat 2004. As consultants, they are eager to provide you with timely and informative answers to all your questions about our products and services and to offer you a FREE web demonstration at your convenience.



■ Standing, Left to Right: Bryant Hendricks, Jeff Baker, Michael White, and Jim Barger.  
Sitting, Left to Right: Munira Gokal and Erin Orr.

“Enhancements” continued from page 1

click on Insert Table, enter the required number of columns and the required number of rows in the resulting dialog box, and then click OK (see Figure 1). The table is inserted at the current cursor location and paragraph hierarchy level, pushing the original paragraph down. The initial column width is determined automatically—dividing the space available by the number of columns required. Once the table has been created, it is possible to make a number of adjustments from the Table menu. You can insert a new row into the table below the current row, change the width and alignment of each column, add or remove a printing border, or delete the current row or column. Tables must be created in SpecLink, because there is currently no way to import a table from word processing.

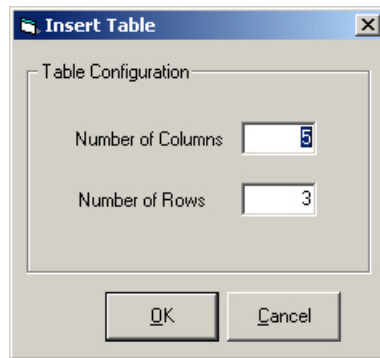


Figure 1

There is also a new setting on the Summary Info dialog box that allows users to change the formatting of the new MasterFormat 2004 section numbers. The original format established in SpecLink separates the first pair of numbers (the division number) from the remaining four, so the section ID numbers appear as XX XXXX. Now it is possible to change the section number formatting to XX XX XX or XXXXXX (see Figure 2). In addition, if a format is chosen that includes spaces between the number pairs, you can substitute a separator in place of the spaces. For example, if you choose a hyphen separator, the section numbers will appear as XX-XXXX or XX-XX-XX. The section number format can be changed at any time and is stored as a project setting.



Figure 2

As mentioned above, these new features are designed to add flexibility to SpecLink and have been requested by many of our subscribers. We think our users will find them useful, both now and in the future. Please let us know if you like them. ■

## COSTLINK/AE GETS NEW COST DATA

The Spring 2005 version of CostLink/AE includes the 2005 RS Means database. The new database will be installed automatically alongside your previous database when you install the new version of the software.

The 2005 RS Means database includes a new Building Cost Model for an Assisted Senior Living Facility. This cost model includes the six most common framing and exterior wall system alternatives. The 2005 database also includes 41 new assemblies and 583 new line items, as well as updated location adjustment factors. The new line items add unit price data for mold abatement, demolition and removal, and roof curbs for mounting of A/C and ventilation equipment. Price changes have been made by RS Means for lumber, steel, asphalt, insulation, PVC, trade labor costs and other building products.

If you use BSD’s templates to create a new project, your new projects will automatically use the 2005 RS Means database. Any projects you have previously created and

See “New Cost Data” on page 7

# About Your SpecLink & PerSpective Updates

## SPEC LINK+ STATISTICS:

- 675 sections total, 274 updated or new (40%)
- 5 new non-proprietary sections, 2 with checklists
- 503 non-proprietary sections, 252 updated or new (50%)
- 172 proprietary sections, 22 updated (13%)
- 20 sections with built-in checklists
- 110,190 paragraphs
- 116,137 internal links (targets and consequences)
- 18,359 notes to specifier
- 3,271 notes with live hyperlinks to Internet web pages
- 2,098 external documents referenced, 43% verified as unchanged or reapproved

- 5 documents never before referenced
- 111 obsolete documents replaced or removed
- 184 standards organizations referenced
- 2 new standards organizations
- 2,253 manufacturer listings, with live hyperlinks to their web sites
- 902 unique manufacturers listed in 353 non-proprietary sections

## SHORT FORM SPECS STATISTICS:

- 16 sections corresponding to MasterFormat 1995 divisions
- 8,298 paragraphs
- 814 notes to specifier
- 8,786 internal links (targets and consequences)

- 365 external documents referenced, 32% verified as unchanged
- 13 obsolete documents replaced or removed
- 44 standards organizations referenced

## PER SPECTIVE PERFORMANCE SPECS STATISTICS:

- 161 sections, 17 updated (11%)
- 17,368 paragraphs
- 21,616 internal links (targets and consequences)
- 3,285 notes to specifier
- 183 external documents referenced, 53% verified as unchanged or reapproved
- 3 documents never before referenced
- 17 obsolete documents replaced or removed
- 38 standards organizations referenced

## BSD CUSTOMER CASE STUDY: BCARCHITECTS CREATE CLEAR AND CONCISE SPECIFICATIONS WITH SPEC LINK

BCArchitects AIA, Inc., located in Coral Gables, has created some of South Florida's most distinctive architectural designs, and is annually responsible for providing services for projects with construction values in excess of 300 million dollars.



One City Plaza, West Palm Beach

Their award-winning portfolio includes luxury residential, retail and facilities design for some of the region's most respected developers and corporations. The full service architecture and planning firm provides a single source for clients seeking innovative solutions that are elegant, efficient and cost effective.

Design of the highest quality, together with outstanding professional service, have

been the hallmarks of BCArchitects since its inception nearly a decade ago. Their ability to listen to their clients and respond creatively has earned their respect. Their clients benefit from

BCArchitects' multidisciplinary expertise in design, production and construction. They have the flexibility to work successfully within the framework of a strong development, or serve as the lead team – all depending on their client's needs.

Their 23-person staff is closely committed as a team. They don't just deliver a product; they operate on the principle that their clients buy into a relationship with BCArchitects – a relationship where they work as partners for the long term. They listen to the client, cater to their needs, and do not try to impose their desires onto them. Many clients are repeat, constantly providing referrals and recommendations that continue to grow their business.

**The need:** A consistent goal of BCArchitects is to provide outstanding service, while working in partnership with their clients. In 1998, they were outsourcing their specifications, and determined that the outsourcing process didn't completely fit with this objective. Larry Cohan, president and CEO at BCArchitects, knew there had to be a more efficient way for them to produce specifications. Explains Cohan, "We were using an outsource consultant for our specs who was not always available for meetings and therefore not always in the direct communication line. Making changes and updates was a hassle and took too much time." He decided to look at SpecLink.

See "BCArchitects" on page 7

## NEW NON-PROPRIETARY SECTIONS

### **01 7900 (01820) BSD - DEMONSTRATION AND TRAINING:**

This section describes requirements that apply to all types of demonstration and training. Although it primarily applies to operating equipment and systems, it actually applies to anything the Owner wishes to have demonstrated or personnel formally trained on. For example, there is a lot of “architectural” equipment for which training would improve the facility’s operational efficiency. In addition, such items as roofing have specific maintenance and repair requirements. This section is more detailed than the article “Demonstration and Instruction” in Section 01 7000 (01700) - Execution Requirements. Use one or the other, not both.

For commissioning purposes, the scope of training is usually the only thing that distinguishes projects on which commissioning is required from those that don’t. Edit the list of training to be accomplished. This section contains references to submittals that go to the Commissioning Authority; if full commissioning is not required all submittals should be submitted the same as shop drawings, samples, etc.

### **01 9113 BSD - GENERAL COMMISSIONING REQUIREMENTS (01810 BSD - COMMISSIONING):**

This section covers commissioning scope (which systems and products to commission), overall objectives, procedures that apply to commissioning any type of product or system, and the Contractor’s responsibilities. This section should be used if an independent Commissioning Authority is engaged by either the Owner or the Construction Manager (as owner’s agent) for any commissioning work.

Some of the responsibilities of the Commissioning Authority are defined in this section, so that the Contractor knows what they are. Other duties, especially design phase activities, can be defined using Section 01 9114 (01815) - Commissioning Authority Responsibilities. That section does not need to be included in the contract documents but including it for the Contractor’s information will not be detrimental.

### **01 9114 (01815) BSD - COMMISSIONING AUTHORITY RESPONSIBILITIES:**

This section describes the duties of an independent Commissioning Authority. This section is not normally part of the construction Contract Documents because the Commissioning Authority it describes is not a party to the construction contract. This section is not intended to be included in the Contract Documents, although inclusion for the information of the Contractor would not be detrimental.

That section can be used to scope a Request for Proposal for a Commissioning Authority contract. The Commissioning Authority reports directly to the Owner, or if a Construction Manager as

owner-agent is involved, directly to the Construction Manager. The Commissioning Authority can be involved throughout the design phase or only for the construction phase. This section covers the commissioning activities required for LEED New Construction Certification, including construction phase commissioning, production of a Recommissioning Manual, and post-occupancy reviews. Design phase reviews need to be added by the user based on the requirements of the project.

### **12 2116 (12491) BSD - VERTICAL LOUVER BLINDS:**

This section includes vertical blinds with PVC, fabric, fabric insert, and aluminum vanes, and optional motor operators. The vertical louver blinds specified in this section are contract quality and better, intended for installation under the construction contract or under a tenant-fitup contract. If the least expensive, residential quality is desired, include as little detail as possible and don’t list manufacturers.

### **23 0800 (15012) BSD - COMMISSIONING OF HVAC:**

This section describes specifics of commissioning as it relates to HVAC and primarily to the HVAC system and control system as a whole. Certain other commissioning requirements are specified in other sections, notably Sequence of Operation, in 23 0993 (15940), and Testing, Adjusting, and Balancing, in Section 23 0593 (15950). This section must be used with Section 01 9113 - General Commissioning Requirements (01810 - Commissioning), which defines responsibilities, among other things.

In regards to submittals, there is some overlap between this section and other sections where the controls system, TAB, and sequences of operation are specified. In those sections, shop drawings and other submittals describe some of the same things that the commissioning documentation does. In theory, the two sets of submittals would show the same thing but in practice the commissioning documentation is required to be more detailed. In some cases, the submittals of this section could be built upon the standard shop drawings, extending and amplifying them. On the other hand, the overall HVAC system documentation needed for a commissioning plan and, especially, a re-commissioning plan is not specified anywhere else than in this section.

Under the provisions of Section 01 9113 (01810), both the Prefunctional Checklists and the Functional Test procedures are prepared by the independent Commissioning Authority after award of the contract. To some extent, the Contractor may not know exactly what must be done. The more completely the scope and extent of Functional Testing can be defined in the contract documents, the less likely change orders may be necessary. Functional Testing of the HVAC control system is defined in this section. Other Functional Tests should be defined in the section where the equipment is specified. Samples of Prefunctional Checklists and Functional Test procedures can be found at [www.peci.org/library/mcpgs.htm](http://www.peci.org/library/mcpgs.htm).

## COMMISSIONING SPECIFICATIONS IN BSD SPEC LINK®

New for the Spring 2005 quarter are the following four building commissioning specifications:

- 01 9113 - General Commissioning Requirements \* ————— 01810 - Commissioning \*
- 01 9114 - Commissioning Authority Responsibilities \* ————— 01815 - Commissioning Authority Responsibilities \*
- 23 0800 - Commissioning of HVAC ————— 15012 - Commissioning of HVAC
- 01 7900 - Demonstration and Training ————— 01820 - Demonstration and Training

Existing sections that apply to the commissioning process:

- 01 3000 (01300) - Administrative Requirements: Extra copy of submittals for Commissioning Authority and reference to General Commissioning Requirements for more detail.
- 01 3531 (01115) - LEED Requirements: Explicit reference to the new commissioning sections.
- 01 5721 (01734) - Indoor Air Quality Controls: Precautions and procedures to be executed by the Contractor, with the Commissioning Authority spot checking.
- 01 7800 (01780) - Closeout Submittals: General requirements for O&M manuals.
- 23 0593 (15950) - Testing, Adjusting and Balancing for HVAC: Spot checking TAB by Commissioning Authority.
- 23 0993 (15940) - Sequence of Operations for HVAC: Detailed sequence of operations submittal for the use of the Commissioning Authority in preparing Plan and Functional Test procedures.

### SPECIFYING COMMISSIONING USING SPEC LINK

SpecLink commissioning provisions are based on the assumption that an independent Commissioning Authority will be engaged to prepare the Commissioning Plan, Commissioning Schedule, and the Training Plan; conduct reviews of the O&M data; prepare and approve Prefunctional Checklists; and prepare Functional Test procedures and witness Functional Tests. The Contractor is responsible for startup reports, filling out and submitting the

Prefunctional Checklists, and performing Functional Tests on each item to be commissioned. Utilizing this procedure would achieve the commissioning prerequisite and credit for LEED Certification.

**Prefunctional Checklists** are detailed forms that the Contractor must fill out, verifying that the work is installed in accordance with the Contract Documents and the manufacturer's recommendations and instructions and that it receives adequate operational checkout prior to startup. These are usually more detailed than manufacturers' typical startup checklists because they include prerequisites and related

issues that the manufacturers are usually not concerned with.

**Functional Tests** are live tests on the fully checked out, started up, and operational systems and equipment, to verify and document that functional performance is in accordance with the Contract Documents. The Commissioning Authority prepares step-by-step test procedures for the Contractor and forms to document the tests, for the Commissioning Authority's own use.

The responsibilities defined in these sections are based on the Model Commissioning Specifications of Portland Energy Conservation, Inc. (PECI), which were developed with support from the U.S. Department of Energy. The Model Specifications can be found at [www.peci.org/library/mcpgs.htm](http://www.peci.org/library/mcpgs.htm). Much of the content of the Model Specifications is included in the new and existing SpecLink sections listed above, although the organization has been modified to fit the existing SpecLink section organization. One particular exception, though, is that we did not add the sample Prefunctional Checklists or Functional Test procedures to SpecLink, but instead have referenced the PECI website for the Contractor's information.

These sections allow for the probability that the Commissioning Plan, Prefunctional Checklists, and Functional Test procedures are not complete at the time of award of the construction contract. The main reason for this is that the preparation requires a considerable amount of work, customized to the particular building systems that are specified. In addition, a certain amount of that customization must wait until the actual equipment to be installed has been identified. To compensate for lack of information at bid time, the specifications call for a detailed list of all Checklists and Test procedures to be included in the specification and references samples for more information. Despite this, the Contractor may still

See "Specifying Commissioning" on page 7

#### LinkLine

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## ALL PRODUCTS

**Q** How can I tell the file name and location of the project I have open?

**A** From the File menu, choose Summary Info. The file name and location are listed at the top of the Summary Info dialog box.

**Q** I want to move the software from one computer to another, but the access key won't work. Why is that?

**A** The access key you received when you installed the software is specific to the computer on which it was installed. To move the software to another computer, call Tech Support at 800-266-7732 for an Unpermit code before you remove the software from the first computer. Before you call, you can have the software already installed on the new computer, and then after we get the Unpermit code, we can generate a new key for the new computer.

**Q** I copied a project to my hard drive from a CD, but I'm getting an error when I try to open it. What does it mean?

**A** Unless you are using Windows XP, files that are copied from a CD-ROM to your hard drive are copied with a read-only attribute. In Windows Explorer, right-click on the file you are trying to open, and choose Properties. Deselect the Read Only attribute and click OK. You should be able to open the project now. If you have Windows XP, the operating system will automatically do this for you when you copy the file to your hard drive.

## SPECLINK+ AND PERSPECTIVE

**Q** I would like to contact other users of the software to see how they handle certain issues. Is there any way I can do that?

**A** We now have a user forum on our website. Go to our website at [www.bsdssoftlink.com](http://www.bsdssoftlink.com) and click on On-Line User Forums to sign up. This bulletin board contains private forums for the use of subscribers only.

**Q** I saw an email about SpecLink consulting. What was that about?

**A** We are maintaining a list of SpecLink users who are interested in doing specs for other SpecLink firms. Those in need of spec consultants will prepare an ad outlining their needs and we will forward that ad to the users who have asked to be put on the list. The people who receive the ad via email will then reply directly to the firm placing the ad.

**Q** In SpecLink, how do I find a section on a particular product?

**A** There is a catalog listing of all the sections available in PDF format on the quarterly CD browser. The catalog listings are also on our website at [www.bsdssoftlink.com/speclink/catalogs/all\\_catalogs.htm](http://www.bsdssoftlink.com/speclink/catalogs/all_catalogs.htm). You can get the listings in either MasterFormat 1995 or MasterFormat 2004.

**Q** In PerSpective, how can I get an overview of the structure and understand what each section is for?

**A** There is a catalog listing of all the chapters available in PDF format on the quarterly CD browser. The catalog listing is also on our website at [www.bsdssoftlink.com/speclink/catalogs/all\\_catalogs.htm](http://www.bsdssoftlink.com/speclink/catalogs/all_catalogs.htm).

## COSTLINK/AE

**Q** What will happen to costs in my CostLink/AE estimates when I install the Spring update?

**A** Nothing will happen to your costs unless you select to update them to the new RS Means costs. The 2005 RS Means database will be installed when you install the update. Any new projects you create from the CostLink/AE templates will use the new costs. When you open or copy existing projects, they will still be using the

older costs. You can choose the option Change RS Means Database from the Tools menu. You will be presented with different options about which costs you would like to change. See the CostLink/AE Release Notes or Chapter 7 of the CostLink/AE User Manual for details.

**Q** How can I change the costs in an estimate I created using one of the RS Means models?

**A** To insert a different assembly in a CostLink/AE project, click on the assembly icon in the toolbar. The assemblies are in UniFormat WBS. You can use the Find icon to search the database for the assembly you need, or you can navigate in the Tree to find the cost data you need. If there is no assembly for the costs are you looking for, click on the Book icon to open the RS Means line items. Once you find the cost item(s) you need, copy them into your project and assign a quantity. The copied items will not be linked to your model. If you cannot find what you need in the RS Means databases, you can choose Insert Task from the Inset menu to add your own item.

## COSTLINK/CM

**Q** How can I change the order of line items in my estimate?

**A** By default, line items are sorted by the source tag. If you would like your line items in a different order both on-screen and in your detail reports, turn on the sequence column. From the Tools menu, choose User Options. In the User Options dialog box under Select Project Panel, choose Project Sheet. The right side of the dialog box will update to show a list of available column types. In the Include column, click to place a checkmark in the checkbox for Seq (Numeric user-defined sort order). Click the Close button. The Seq column is now displayed in the Sheet Panel. Type numbers in the Seq column. Click on a different title and back on this one - the tasks are sorted by the sequence column. When the sequence column is on, the tasks are first sorted by the Seq column and then by the Source Tag column.

## More questions?

### Contact BSD Technical Support:

Toll Free: 800-266-7732

In Atlanta: 404-365-9226

Email: support@bsdsoftlink.com

### *“New Cost Data” continued from page 2*

any copies you make of those projects will continue to use the 2004 RS Means database unless you elect to change the project to the 2005 RS Means database.

To determine which database your project is using, open the project and click on File | Summary Info. The RS Means database section will display the name of the currently referenced database. Using the Change RS Means Database command from the Tools menu you can change to the 2005 RS Means database for the addition of future cost items and leave the existing cost items with the 2004 pricing. You also have the option to update all existing costs to the 2005 RS Means database.

As with previous versions, CostLink/AE users have the ability to substitute assemblies that are provided in the cost models by clicking on the Assemblies icon and finding the assembly they need. The 20,000 lines items are available by clicking on the Book icon, and user defined cost items may be added to the estimate at any time. ■

### *“BCArchitects” continued from page 3*

**The solution:** “With SpecLink, our specifications are now prepared in house by two of our project architects and myself,” says Cohan. “And changes to the specs can now be easily made by our administrative staff. Having our project architects prepare the specs has created better checked and coordinated drawings along with saving us money by bringing the process in-house. As a matter of fact, SpecLink paid for itself after the first project or two compared to what we were paying for outsourcing. Also, being able to have our administrative staff make the necessary changes and updates has saved time and money on the preparation of the specification manuals.” Cohan estimates that compared to the time it took to work with the outsource consultants to write the specs, they have reduced their spec writing time by at least 40 percent with SpecLink.

And the time savings came quickly. While some firms think that bringing spec writing in-house is too tedious and time consuming, Cohan says that with SpecLink they were able to learn the software immediately with no formal training.

**The outcome:** When asked what helped him decide to make the switch to SpecLink, Cohan comments, “Along with the benefits listed above with bringing SpecLink in-house, the ability to have a

### *“Specifying Commissioning” continued from page 5*

not know exactly what must be done. The more completely the scope and extent of Functional Testing can be defined in the contract documents, the less likely change orders may be necessary. Functional Testing can be added to any section where it would be applicable.

#### **Specifying Commissioning:**

**Step 1** - Edit the General Requirements: Two non-printing checklists are included ( \* ) to aid in establishing the proper contractual relationships, submittal procedures and timing. Read 01 9113 (01810) General Commissioning Requirements and 01 9114 (01815) Commissioning Authority Responsibilities. The Master Text Copy of these will include the non-printing checklists. Then execute the checklists and review the result.

**Step 2** - Specify the Scope: The scope of the work to be commissioned must be defined, either by using the list in Section 01 9113 (01810), or by mentioning commissioning in every section that applies.

**Step 3** - Provide Enough Detail on Functional Testing: Testing the HVAC control system is defined in Section 23 0800 (15012). Other Functional Tests should be defined in the section where the equipment is specified. PECEI’s Model specifications (see below) include some samples. If it’s too hard to define Functional Test procedures prior to issuing bidding documents, Section 01 9113 (01810) includes two alternatives that give the Contractor some idea of the degree of detail anticipated: 1) a list of the Test procedures to be developed, and 2) reference to the PECEI sample test procedures on the web. ■

correct template format, combined with a subscription that updates reference standards and products on a regular basis.” The quarterly updates have been a great time-saving tool as well. Because the updates occur in a controlled environment, their administrative staff, who are not necessarily familiar with standards, are able to assist with the specification updates.

And it’s not just the program and updates that have impressed Cohan. He talks about his high regard for the technical support he receives as well. “The SpecLink technical support is excellent. One particular person in BSD’s support department has been there as long as I can remember and has helped me through numerous install issues, even when I cause them, along with various upgrade and technical questions.”

BCArchitects used SpecLink to create the specifications for One City Plaza in West Palm Beach (the project pictured on the front). Cohan states, “The specifications for this project needed to be extremely clear and concise, so that the general contractor and his subs clearly understood their tasks and the standards of quality required by the Owner. With no room for error, SpecLink helped us produce a set of specifications that accomplished this.” ■

# Training Schedule

## The BSD SpecLink+ Workshop

The BSD SpecLink+ Workshop consists of two one-day workshops. The first day is devoted to learning the basics of SpecLink+, including how to navigate within the software, start a new project, edit sections, understand how the links and choices work, and how to format, print and export the final document. It is designed for new users. The second day is designed for those who want to learn how to create and maintain their own office master. This day covers the concepts of an office master, how to customize your master by adding choices, links, and tags, as well as creating your own checklists. Users must already be familiar with the basics of SpecLink+ to attend the second day.

## BSD SpecLink+ Either Day\* \$495 Both Days\* \$895

March 8-9  
April 12-13  
June 1-2  
July 12-13  
Sep 13-14  
Oct 18-19

**AIA Members:** Submit Course Completion Certificate for 7 or 14 Continuing Education Units

**CSI Members:** Submit Course Completion Certificate for 7 or 14 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

\* Class starts at 9:00 AM and ends at 5 PM.

## BSD CostLink/CM 3 days\* \$1295

March 1-3  
June 7-9  
September 20-22  
December 13-15

**AIA Members:** Submit Course Completion Certificate for 24 Continuing Education Units

**CSI Members:** Submit Course Completion Certificate for 24 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

\* Class starts at 9:00 AM and ends at 5 PM.

View BSD class schedules on our website! Go to [www.bsdssoftlink.com](http://www.bsdssoftlink.com) and click the Training link. Get directions & information on travel, hotels, & Atlanta!



## LinkLine

PRESORTED  
STANDARD  
U.S. POSTAGE  
PAID  
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