

# The Spec Coach

## 3-Day Construction Specification Writing Workshop

### Course logistics

**Venue:** The Jim Robillard Union Centre, 1505 Carling Avenue, Ottawa, Ontario  
(<http://www.concordholding.ca/contact-jr-unioncentre.html>)

**Dates:** September 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>, 2008

**Final Date  
for Registration:** August 6<sup>th</sup>, 2008

**Time:** 9:00 am to 5:00 pm

**Costs:** \$1,499.00 plus GST

### Course Includes

The following is included in the course costs:

- All applicable taxes (GST, PST, etc.)
- Lunches and refreshments on all three days
- Access to Internet for course exercises
- Use of in-class laptops if required
- PowerPoint presentations
- Course materials (including CSC Manual of Practice, MasterFormat, SectionFormat, UniFormat, PageFormat, set of drawings for projects, CD of presentations and exercises)

### Curriculum

- Introduction to Specification Writing
- Where do the numbers come from?
- Introduction to Master Guide Specifications
- Section organization and style
- Language and Quality of Work
- Codes, standards and other regulations
- Performance or Prescriptive specifications?
- Product and material research, selection and assessment
- Project Manual development
- Editing master specification sections
- Document co-ordination

- Advantages and disadvantages of short form specification sections
- Writing Addenda
- Handling Substitutions and Alternatives

## **Target Audience**

The Course is aimed at

## **Parking**

Parking at 1505 Carling Avenue is limited but there is public parking for a daily fee (\$7.00 at the adjacent building. Parking for more than 2 hours in the visitor parking lot is subject to towing.

## **Accommodation**

There are three hotels with reasonably good rates located within a fifteen minute walk of the venue:

### **The Embassy West Hotel**

1400 Carling Avenue  
Ottawa, Ontario, K1Z 7L8

Telephone: (613) 729-4331

1-800-267-8696

Internet URL:

<http://www.embassywesthotel.com>

### **Travelodge Ottawa Hotel & Conference Centre**

1376 Carling Avenue  
Ottawa, Ontario, K1Z 7L5

Phone: 613-722-7600

Internet URL:

<http://www.travelodgeottawa.com/hotelhome/>

### **Best Western Macies Hotel**

1274 Carling Avenue,  
Ottawa, Ontario, K1Z 7K8

Phone: 613 728-1951

1-800-268-5531

Internet URL: [www.macieshotel.com](http://www.macieshotel.com)

### **Directions from Hotels**

The Best Western is the furthest of the three hotels and the Embassy West is the closest to the venue. From each of them walk west (left) on Carling Avenue until you reach Kirkwood Avenue. Turning right (north) onto Kirkwood will take you under Highway 417 which dissects Carling. Once through the underpass turn left (west) onto Carling and proceed on the north side of the street until you reach 1505 Carling Avenue.