
OUR MISSION STATEMENT

We will craft superior publications for the construction industry by providing the finest individually tailored writing, consulting and technology services for our client

A Brief History

SpecMasters + Associates Inc. was founded October 19, 1998 and registered as an incorporated company in 1999.

What the Company Does

SpecMasters + Associates Inc. was formed as a Technical Publications Writing company to specialize in crafting superior documents for various segments of the construction industry.

The objective of the company is to:

- provide quality work,
- provide excellent service, and
- provide first-rate customer satisfaction.

Company Focus

SpecMasters + Associates Inc. specializing in crafting superior documents for the construction industry. We are focused on three areas of the construction industry:

- **manufacturer's technical information** including product data sheets, manufacturer's guide specifications and product manuals
- developing and updating **master specifications**
- **Education course** development specifically in the area of educating construction specification writers and other industry participants.

Manufacturer's technical information

- **product data** sheets to describe attributes, uses, applications.
- **product specifications** to accurately specify the products properties, and installation requirements; using the CSC/CSI MasterFormat™, SectionFormat™ and PageFormat™ to create specifications that are Clear, Concise and Accurate.
- **product manuals** to showcase the manufactures products; describe the products features, and attributes and promote the products benefits

Master Specifications

- **master specifications** prepared, developed and updated to accurately specify the products properties, installation and application requirements; using the CSC/CSI MasterFormat, SectionFormat and PageFormat to create master specifications that are Clear, Concise, Accurate and Up-to-date.

Education

- developing **education** courses and providing seminars related to construction and technical documentation and hands-on specification writer training.
- education is offered through a joint venture with SpecMasters + Associates Inc., and is marketed under the name of "The Spec Coach".

Associations and Alliances

We have successfully developed a number of associations and alliances with other firms in the industry supplying complimentary services. This has allowed us to increase the depth of our knowledge, and our available resources. These associations and alliances have allowed us to reply to a client's requests in a decisive and timely manner.

Our associations and alliances have demonstrated professional knowledge and skills in the architectural, structural, mechanical and electrical and environmental fields.

EXPERIENCE

CONSTRUCTION/SPECIFICATIONS

Ian Bartlett, FCSC, RSW, MAATO has 40-plus years construction industry experience. He is a Past President of Construction Specifications Canada, a Registered Specification Writer (RSW), and a Fellow of CSC (FCSC). As President of SpecMasters + Associates Inc. he is now responsible for preparing usable, understandable manufacturer's literature, reference manuals, master specifications, and training.

Ian working for 17 years in the private sector as an architectural technologist for various architectural firms in the Ottawa area.

During the late 1970's Ian worked with the Department of National Defence, Directorate of Architecture (Ottawa, Ontario) as a Senior Specification Writer/Project Coordinator Security Clearance. Using the National Master Specification (NMS) he worked on numerous projects across Canada including armouries, quarters, recreation, hangars and naval facilities.

For the next 17 years Ian worked with Public works and Government Services Canada, National Master Specification (NMS) Program as the Architectural Coordinator. He was responsible for the technical content of 400 master, architectural, structural, mechanical, electrical and heavy civil specification sections including the specification of waste management and disposal, and environmentally responsible products and materials.

EDUCATION

Ian has been involved in education as an instructor/lecturer and as an educational program developer.

He has instructed courses at Algonquin College of Applied Arts and Technology in Methods and Materials of Building Construction and Architectural Working Drawings.

For Construction Specifications Canada conducted a 3 City Lecture Tour on Division 01, and several five day programs on the Principles of Construction Specifications, and CSC's Level 2 Certification programs.

He was the education director and principal instructor for Construction Specifications Canada, Ottawa Chapter's professional development;

He presented two 2 day seminars on *Environmental Considerations for Construction Project Specifications* in Halifax, Nova Scotia and in Fredericton, New Brunswick for Dalhousie University.

He has, in 1997, Co-author: Construction Specifications Canada's Level 2 course titled "Certified Construction Contract Administration – Level 2".

He has, in 2003, Co-author: Construction Specifications Canada's basic level educational course titled "Principles of Construction Documentation";

AWARDS

Over the years Mr. Bartlett has been fortunate to have been involved in many unique and interesting projects, and he has received more than his share of recognition in the process. Awards and recognitions are not the primary focus for which he has undertaken these tasks and assignments. He has dedicated himself to the job with a focus on doing it right and doing it well. It is, however, pleasing when organizations and peers stop to appreciate that thought....

An abbreviated list is included here.

Certificate of Appreciation. Recognition by the National Master Specification Secretariat of his contribution to the National Master Specification.

Programme Director's Award in Recognition of Outstanding Contribution to the Education Certification Committee, Construction Specifications Canada.

Chapter Award of Merit. Construction Specifications Canada acknowledgment of the outstanding contribution made toward the improvement of construction specifications in Canada.

Programme Director's Award in Recognition of Outstanding Contribution to the Education Certification Committee, Construction Specifications Canada.

Nominated for the Public Works and Government Services Team Award.