



KNOWLEDGE FOR CREATING AND  
SUSTAINING THE BUILT ENVIRONMENT

June 2006

# THE COMMUNICATOR

**NEWSLETTER OF THE TIDEWATER VIRGINIA CHAPTER CSI**

## LET'S PLAY BALL!

### CHAPTER END OF THE YEAR OUTING

Tuesday, June 13, 2006  
At the Harbor Park Stadium

Come and join your fellow chapter members at the Hits at the Park restaurant for a lively game between the Norfolk Tides and the Pawtucket Red Sox. The Chapter has reserved a couple of tables with tickets for dinner and so we can enjoy the game from the restaurant or from the stands as you wish.

Reserve your spot and bring the family. Your reservation will include your game ticket, meal, tax and non-alcoholic beverages. Pick up your ticket from a Chapter Officer next to the Will Call window and join us in the Hits from the Park for the game and dinner.

Settle up with the Chapter when you arrive at the restaurant.



**Location:**

**Harbor Park Stadium,  
Norfolk VA**

**Game Tickets:**

Get from a Chapter Officer next to the Will Call Gate from 6-7 pm.

**Dinner:**

Hits at the Park Restaurant, 7:15 pm. Buffet.

**Cost: (checks to TVA CSI)**

Adults and Teens: \$30.00

Youth (8-12): \$20.00

Kids (3-7): \$15.00

**RSVP** so we will have a place and ticket waiting for **you!**

**Contact** Shelton Clough at 757/617-7663 or sclough@cox.net no later than Friday June 9, close of business. **Thanks!**



### CHAPTER FY07 PLANNING MEETING Saturday, July 8 2006, 9:00 am.

July 8th the Chapter Board will meet at the offices of ETC Inc. to solidify planning for our chapter activities for the coming year. Items for discussion include:

- Chapter Lunch Seminar Programs
- Product Show for February 07
- Participation in Region and National CSI Events
- Social events such as the Holiday Gala and June Outing
- Affiliation with A/E Schools in area
- Other items as brought before the Board.

All Board members and Committee Chairs are expected to attend. Chapter members not presently serving on the board are welcome to join us to provide insight, ideas and concerns regarding the planning for the Tidewater VA Chapter in the coming year.

If not a board member, please RSVP to Debbie Cacace for lunch.



### PRESIDENT'S MESSAGE

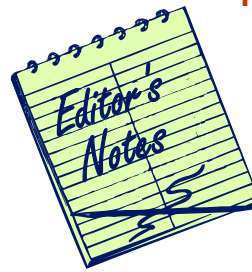
Raymond Dery CSI CCPR AHC  
TVA Chapter President

As the Chapter year closes I hope everyone has a great summer. The next meeting will be dinner and a ball game at Harbor Park please come. I hope everyone has a great summer

Your chapter still needs your help we still need ideas on how to get more members to attend the meetings. We also need people to work on all of the committees We need YOUR SUPPORT. The more people on each committee the lighter the work load is for everyone.

I would like to thank everyone that made my first year as President such a great year.

*Ray*



Margaret G. Chewning  
FCSI CCS CCA

Coming to the end of one fiscal year and looking toward the next. Check out the events coming up this summer and fall in the chapter and in the region. Next issue will be the Kick off for next year and a report on the planning of your board for next year. If you have ideas, concerns or opportunities for the Chapter contact a new board member to let us know.

*Margaret*

### **Did You Miss the Nation Wide Certification Exam in March?**

Here is your chance to take the CDT, go on to the Certified Construction Specifier, Construction Administrator or Construction Products Representative. The Exams will be offered in DC at the Bi-Region Conference on September 28, 2006.

The CSI Certification Programs are a convenient and cost effective way to gain industry knowledge and boost your career. Sign up by June 30 at [www.csinet.org](http://www.csinet.org), click on "Event Registration" in the banner menu at the top of the webpage and select "Certification Exams." Candidates can also submit the 2006 Certification Brochure and Application Form (available in Adobe PDF format).

#### **A Bi-Region Conference for Fall of 2006**

#### **"Middle Atlantic & Southeast Regions of CSI"**

**September 28 October 1, 2006**

The Middle Atlantic & Southeast Regions of CSI would like to invite you to save the date to attend



the first MAR & SER joint region conference to be held in our Nation's Capital, Washington D.C.

For further information visit our conference site in the weeks to come:

<http://www.csi-building-diplomacy2006.org/>

### **Take Note of Local and Region events....**

- |                       |  |
|-----------------------|--|
| June 30, 2006         | Deadline to sign up for Region Certification Exam    |
| Sept. 28, 2006        | Certification Exams at MA/SE Region Conference in DC |
| Sept 28 - Oct 1, 2006 | Bi-Region Conference with South East Region          |

# Conversion to MasterFormat '04: JUST DO IT!

The CSI Show and Convention is always a busy time, meeting and greeting old and new friends, learning about the latest and greatest innovations in our industry and hashing out what to do with them.

Besides the buzz about the new BIM model Rick reported on last month, there was also a lot of discussion about the change to our master number and titling system used in our contract documents; specifically, updating our offices and professional practices to the new MasterFormat '04. This is an issue of special interest to me and to my clients.

The presentation MasterFormat 2004 - Reality Check, Practical Tips for Conversion was enlightening and helpful. The panel relayed their own and other's experiences in making the conversion and provided a number of helpful steps and tips to help those of us that are following in their footsteps.

Philosophically the attitude is "Just Do It." It's going to happen, probably before you retire, so let's roll up our sleeves and start the process. The reported time the process took in most offices averaged about 100 person hours. But the reward was up to date specifications and a clean organizational system for construction documentation within their offices.

Key to a successful conversion is three-fold:

### **Assign the task to a technical person.**

Do not give the task to the boss's teenager, the office runner, or the clerical temp you hired for the summer. They are probably very smart, but the conversion is more than a simple exchange of numbers and titles, therefore they will probably lack the technical vocabulary and knowledge needed to make critical decisions regarding what needs to be moved where to make an accurate and workable system.

### **Use a step-by-step process as outlined below.**

Do it with an assigned start and completion date. There will be some overlap from projects in mid-process and finishing up in the MF'95 system as new projects and procedures are utilizing the MF'04 system. The quicker the overall process the easier it will be.

### **Educate your staff, consultants and clients.**

Webinars are available through CSI and courses are available through AEC Daily. Seminars are available through CSI members that have attended the CSI MasterFormat Accredited Instructor's course. Working with the consultants is very important, specifically the PME and Civil engineering disciplines that were impacted greatly by the MasterFormat revisions. Peter Jordon, a specifier in Texas reported that although there was initial resistance from his consultants, they found the new system to be more user-friendly with the expanded numbers and titles; and they realized they needed to update their specs anyway.

The transition process can be summarized as follows:

### **Step by Step Process**

Prepare the TABLE OF CONTENTS; 00010 = 00 01 10

#### Set up columns;

3 columns work well, headed with MF'04, MF'95, Title.

Write down the division numbers and titles we know from MasterFormat '95

#### Revise Division titles (5 in Division 00-14):

Division 00 - Procurement & Contracting Requirements

Division 02 - Existing Conditions

Division 06 - Wood, Plastics and Composites

Division 08 - Openings

Division 14 - Conveying Equipment

Add the New Divisions, used and reserved divisions, with their titles.

#### Add Group Names (2):

Procurement & Contracting Requirements Group  
Specifications Group

#### Add the Sub-Group Names

Procurement & Contracting Requirements Group  
**Division 00 - Procurement and Contracting Requirements**

**Introductory Information - 00 00 01**

**Procurement Requirements - 0010 00**

**Contracting Requirements - 00 50 00**

Specifications Group

**General Requirements SubGroup**

Division 01 - General Requirements

**Facility Construction SubGroup**

Division 02 - Existing Conditions

Division 03 - Concrete

....

Division 19 - Reserved

**Facility Services SubGroup**

Division 20 - Reserved

Division 21 - Fire Suppression

Division 22 - Plumbing

Division 23 - Heating Ventilating and Air Conditioning

....

Division 26 - Electrical

....

Division 29 - Reserved

**Site and Infrastructure SubGroup**

Division 30 - Reserved

Division 31 - Earthwork

Division 32 - Exterior Improvements

Division 33 - Utilities

....

Division 39 - Reserved

**Process Equipment SubGroup**

Division 40 - Process Integration

Division 41 - Material Processing and Handling Equipment

.... to the end of the list.

## Total Facility Commissioning

A Report by Linda Pressleron a Seminar Presented  
at the  
National CSI Convention in Las Vegas, March 29, 2006  
by  
Michael King, Director of Engineering Specifications with ARCOM-MASTERSPEC  
and  
Paul Brosnahan, Director of Architectural Specifications with ARCOM-MASTERSPEC

If design and construction professionals perform in accordance with typical ethical standards, commissioning would not be required. However, that is not the case. NIBS with ASHRAE is developing commissioning guidelines in order to define commissioning requirements. ASHRAE/NIBS Guideline 0-2005 The Commissioning Process defines general requirements rather than a particular system. Both ASHRAE Guideline 1P-200X The HVAC & R Commissioning Process and the NIBS Guideline 3P-200X Exterior Closure Technical Requirements for the Commissioning Process are currently under development and are specific to the systems identified in their titles.

Guideline 0 defines a method that is similar to the way the Navy commissions a ship. It addresses what the contractor needs to do in order to meet the commissioning requirements. Commissioning begins at the Pre-design Phase when the Commissioning Authority (CA) has been identified. The CA should be contracted at the same time as the A&E and should be an employee of the owner. That person could be the Architect of Record. The commissioner should be present at all meetings and should review all submittals for compliance with the owners project requirements. The CA's review is not value engineering.

The CA shall be present during all testing of equipment and shall verify that each not only works as provided by the manufacturer but also verifies that all systems related to the response perform as the owner intends. For example, when the fire alarm goes off, what happens to the fire dampers, elevators, lighting, emergency generator, power, sprinklers and notification systems? Do all the

doors automatically close as required? It isn't sufficient that each of these systems function as designed if they do not function together as a result of one action. During the post construction phase, all systems shall be adjusted and modified to optimize their required performance. Specifications are being developed to define commissioning requirements.

LEED is driving the concern for total building commissioning. The concern is that commissioning agents may not have the skills required to perform the task. Typically the contractor does not have fees defined that are associated with the commissioning process. Contractors shall include allowances and unit prices for man hours for commissioning activities. The LEED Energy and Atmosphere Credit 3 defines what is required to be commissioned. The owner's requirements and the codes define how the systems shall coordinate. The A&E can use the specifications to advise the contractor that the commissioning is required. Section 019113 of MASTERSPEC defines general commissioning requirements. Section 230800 of MASTERSPEC defines the requirements for commissioning the HVAC & R systems.

We are designing and construction complex buildings with complex systems that need to last 30 to 40 years, like prisons. The building commissioning process will help verify that the systems are coordinated and the building will perform as designed. The Building Commissioning Association at [www.bcxa.org](http://www.bcxa.org) in the Portland area has defined the technical requirements for a building commissioner and is offering training and certifications. ##

## Have you been to CSI Net lately?

[www.csinet.org](http://www.csinet.org)

### What can you do at CSI Net?

#### Use the links below for easy access to CSINet's popular sections and features

- Info about *MasterFormat 2004 Edition*: [www.csinet.org/masterformat](http://www.csinet.org/masterformat)
- Info about *the Project Resource Manual - CSI Manual of Practice*: [www.csinet.org/projectresourcemanual](http://www.csinet.org/projectresourcemanual)
- Info about CSI Certification programs: [www.csinet.org/certification](http://www.csinet.org/certification)
- Find out more about CSI Membership and join or renew now: [www.csinet.org/joincsi](http://www.csinet.org/joincsi)
- Find a new job or employee in the *CSI Career Center*
- Connect with members and colleagues in *CSI Net's Communities*

(MF'04 Conversion Continued from page 3)

Find new numbers:

Look at a typical list of specification sections you use on most of your projects. Starting with an easy division such as Division 06, plug in the section numbers and titles in current use. Decide on the level of detail needed for each of those sections: broad, medium or narrow. Simplify as you go. Using the concept of work results, determine which '04 number matches up to the '95 number, plugging in the new 04 number in it's column and changing the Section title as needed.

When complete, resort the list by the new numbers. Keep the list as a cross reference during the transition period. Upon completion of converting all projects and documentation in the office to the MF'04 system, delete the MF'95 column on the list.

Use your cross-reference list to edit your specification masters, especially the inhouse masters or masters that have not been updated in a while. Also use it as you are editing project specification sections. The items that need to be checked/changed:

- Section numbers
- Section titles
- Headers and footers where appropriate
- Related work article/paragraph (Change and reorder)
- Other hidden references with the section such as the Submittals, Delivery, Storage and Handling, Quality Control, etc.

Don't forget the technical library of product binders. This would be a good opportunity to get them updated and cleaned out.

OK, we all agree it will be a bit time consuming, and must be accomplished by a technical person who can make the appropriate decisions. But, in the long run, it's well worth the trouble. Your specifications will be up to date, your company can claim state of the art documentation, and once you get used to the six digit numbers, the old system will look incomplete.

[Margaret Chewing is a specifications consultant who has studied and spoken on the MF'04 conversion process and is available for presentations and training for your staff.]

## Conversion from MF'95 to MF'04



**does not have to be difficult.**

### **Masterformat 2004 Edition**

*by the Construction Specifications Institute (CSI) and Construction Specifications Canada (CSC)*

Product Code: MF2004

CSI Member Price: \$109.00

Non Member Price: \$159.00

The most significant revision of MasterFormat in its 40 year history, the reengineering of this industry standard sets the present and future pace for organizing construction communication. MasterFormat 2004 Edition simplifies the process of determining where specific subject matter is located.

MF 04 is expanded to include all aspects of a construction project - from the Owner's concept - to design - to facility management - and even demolition. The new divisions and additional sections make it easier for all involved in the construction process to locate information critical to understanding and executing their work.

To order: [www.csinet.org/masterformat](http://www.csinet.org/masterformat)

### **The Project Resource Manual -- CSI Manual of Practice, 5th ed.**

The Construction Specifications Institute

McGraw Hill Retail Price: \$295.00

CSI Members \$236.00

The authoritative resource for the organization, preparation, use and interpretation of Construction Documents encompassing the entire life cycle of a facility. This new edition considers the need for interdependent processes of design, construction and facility use. The 5th edition expands the scope of the manual to meet the requirements of all participants involved in a construction project in a stage-by-stage progression. It promotes a team model for successful implementation

For more information visit [www.csinet.org](http://www.csinet.org).



# The Job Board

The following is a service of the Tidewater VA Chapter CSI to its members and readers of the Communicator. Members of CSI may post positions available or positions wanted. Contact the Editor for additional information regarding posting information on the Job Board.

## ENGINEERING

**Jacobs**, one of the largest A/E firms in the Washington D.C. area with offices worldwide, is experiencing a major growth in Federal markets. We are presently searching for the following professionals:

**Project Managers**  
**Sr/Mid Civil Engineers**  
**Sr Mechanical Engineer**  
**Plumbing Engineer**  
**Sr/Mid Electrical Engineers**  
**Facility Mgmt & Ops Engineers**  
**Force Protection/Security Engineers and**  
**Building Automation/Control Systems**  
**Engineers**

We offer excellent compensation packages, dynamic and flexible work environment and the opportunity for professional growth that is unparalleled in the industry.

Please Fax resumes to 571-218-1570 or email to [hrarlinton@jacobs.com](mailto:hrarlinton@jacobs.com).

Jacobs Engineering is an Equal Opportunity Employer

## ARCHITECTURE / INTERIOR DESIGN

**Jacobs**, one of the largest A/E firms in the Washington D.C. area with offices worldwide, is experiencing a major growth in Federal markets. We are presently searching for the following professionals:

**Project Managers**  
**Mid/Jr Planners/Programmers**  
**Mid Site Planner/Landscape Arch**  
**Sr/Mid/Jr Architects**  
**Sr/Mid Interior Designers**

We offer excellent compensation packages, dynamic and flexible work environment and the opportunity for professional growth that is unparalleled in the industry.

Please Fax resumes to 571-218-1570 or email to [hrarlinton@jacobs.com](mailto:hrarlinton@jacobs.com).

Jacobs Engineering is an Equal Opportunity Employer

## CSI Academies · October 16-18, 2006 ·



## Snowbird Utah

The CSI Academies is a two and a half day education program that will enhance the professional capabilities of those in the construction industry. This training program for intermediate to advanced professionals will be held October 16-18 in Snowbird, Utah and is tailored to product representatives, specifiers, construction administrators, architects and more.

The CSI Academies offer hours of continuing education credits, combined general sessions, professional break out sessions and excellent networking opportunities with expert speakers and other professionals in an interactive learning environment.

The Academies consist of the Product Representative Academy (PRA), Construction Specifications Academy (CSA) and the Contract Administration Academy (CAA). Attendees must register for one academy within the three

CSI Academies program but can attend any class in the other two co-locating academies.

### Responses to previous Academies:

"The PRA instructors bring an accumulation of knowledge and experience under one roof and the willingness to share and make each one of us successful."

"The CAA provided more than basic knowledge —it hit on specific do's and don'ts for more experienced individuals."

"The speakers knowledge on specifications was unmatched and their commitment to the attendees was evident. Thank you for the wonderful event it was well put together."

**Registration Now Open!** Go to [www.csinet.org](http://www.csinet.org), "Event Registration" and to "Professional Development", CSI Academies for more information.

# Door Security Solutions Chesapeake



## Serving the Architect

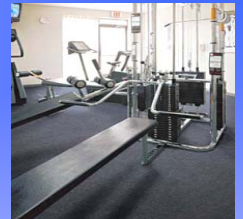
Hardware, Wood Door and Hollow Metal Door and Frame  
Specifications

Ray Dery AHC/CDC CCPR  
Phone 757-833-0232

Rubber tiles-  
VCT- Sheet  
Vinyl- Cove Base  
Luxury Vinyl  
Tile

## Mohawk Commercial

Entry Tiles



Carpet tiles



Solutions –  
Solve it before  
it happens

UPS Broadloom



Warranties &  
Performance-  
Unequaled

Woven Interlock



Woven Velvet



EverSet® Fiber  
Systems Lifetime  
Stain Release  
Water Only

Moisture Barriers:  
UPS Bloc & Attached  
Urethane Cushions



# Thank you to our Chapter Sponsors

## The following annual sponsorships are available.

### Master Level - \$1500

- Full year CSI dues, Institute and Chapter
- A booth at the HRBPS 06
- 4 tickets to the Holiday Gala
- Full powerpoint slide that continually wraps at all monthly membership meetings
- A 1/2 ad in The Communicator throughout FY06

### Journeyman Level - \$1000

- Full year CSI dues, Institute and Chapter
- 50% off cost of booth at the HRBPS 06
- 2 tickets to the Holiday Gala
- Half PowerPoint slide shared with another sponsor at the same level that continually wraps at all monthly membership meetings
- A 1/4 ad in The Communicator throughout FY06

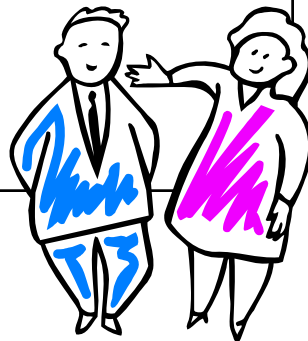
### Apprentice Level - \$500

- Full year CSI dues, Institute and Chapter
- 2 tickets to the Holiday Gala
- quarter PowerPoint slide shared with another sponsor at the same level that continually wraps at all monthly membership meetings
- A Business card ad in The Communicator throughout FY06

### Novice level - \$250

Listing in Newsletter and Slides

For more information contact  
Linda Pressler at  
757-515-5114 or online at



There is room  
for YOU!



**Roofing & Waterproofing Specialists**  
**Shelton N. Clough, P.E.**  
**757-617-7663**



**SPEXRESOURCES LLC** Specifications Consulting  
for the Design Community

**Margaret G. Chewning** FCSI SCIP CCS CCCA

- Specifications Writing and Coordination using SpecsIntact and CSI Format Systems;
  - Specifications Primer Workshops for design and construction personnel;
  - Quality Assurance Review of Documents.
- 1534 Chela Avenue  
Norfolk Virginia 23503  
Cell: 757/581-0428  
Ph/Fx: 757/588-9120  
E-mail: mgcccs@spexresources.com

*Deborah A. Cacace, P.E.*  
*President*

*etc.* *A Woman Owned Business Enterprise*  
*Engineering and Testing Consultants, Inc.*

*509 Viking Drive*  
*Virginia Beach 23462*



*Virginia Owned Virginia Made*  
*Virginia's Finest Brickmaker*

**LAWRENCEVILLE BRICK**

**Donald R. Jernigan CSI CDT**  
Phone: 651-2583

Printing of the **Communicator**  
Courtesy of **Ridgways Printing**  
Cleveland Street, Virginia Beach

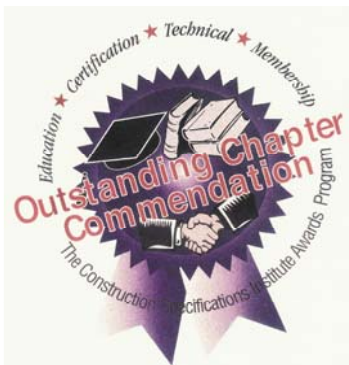


**OFFICERS**

| <b><u>OFFICERS</u></b> | <b><u>NAME</u></b>            | <b><u>PHONE</u></b> | <b><u>E-MAIL</u></b>              |
|------------------------|-------------------------------|---------------------|-----------------------------------|
| President              | Ray Dery, CSI CCPR            | 833-0232            | rdery@widomaker.com               |
| Past President         | Linda Pressler CSI CDT        | 433-3323            | lindapressler@yahoo.com           |
| 1st Vice President     | Margaret G. Chewning FCSI CCS | 581-0428            | Mgcccc@spexresources.com          |
| 2nd Vice President     | Richard A. Rivin FCSI CCS     | 424-0638            | rrivin@lifeconcon.com             |
| Secretary              | Debbie Cacace CSI             | 486-5522            | dcacace@engineeringandtesting.com |
| Treasurer              | Lee Fry CSI                   | 437-0807            | fryWL@aol.com                     |
| Director 2007          | Calvin Crofford CSI           | 322-4237            | horace.crofford@navy.mil          |
| Director 2007          | Fred Bishop CSI               | 622-2828            | Fbishop@rrmm.net                  |
| Director 2008          | Ron Williams CSI CCCA         | 417-0140            | rcwilliams@mmmdesigngroup.com     |
| Director 2008          | Sherri McMillion CSI PE       | 617-7663            | sherri.mcmillion@navy.mil         |

**COMMITTEE CHAIRS**

|                    |                             |          |                                   |
|--------------------|-----------------------------|----------|-----------------------------------|
| Academic Affairs   | Margaret Chewning FCSI CCS  |          |                                   |
| Awards             | Fred Bishop RA CSI          | 622-2828 | Fbishop@rrmm.net                  |
| By-Laws            | Don Jernigan, CDT           | 651-2583 | Donaldjernigan@cox.net            |
| Certification      | Margaret Chewning, FCSI CCS | 581-0428 | mgcccc@SpexResources.com          |
| Convention         | Kevin Casey CSI             | 428-5380 | kevin_casey@mcgraw-hill.com       |
| Editor – Web       | Debbie Cacace PE CSI        | 486-5522 | dcacace@engineeringandtesting.com |
| Editor—Newsletter  | Margaret Chewning FCSI CCS  | 581-0428 | mgcccc@spexresources.com          |
| Education          |                             |          |                                   |
| Hospitality        | Shelton Clough CSI          | 617-7663 | Msclough@cox.net                  |
| Membership         | Dick Chipchak CSI           | 814-1708 | dchipchak@appliedctrls.com        |
| Nominating         | Past President's Council    |          |                                   |
| Product Show       | Linda Pressler CSI CDT      | 833-0232 | lindapressler@yahoo.com           |
| Programs           | Rick Rivin, FCSI, CCS       | 424-0638 | rrivin@lifeconcon.com             |
| Sustainable Design | Robert Berz RA CSI LEED     | 622-2828 | rberz@rrmm.net                    |
| Technical          |                             |          |                                   |



Presented to the  
*Tidewater Virginia Chapter*  
*April 2004*

\*\*\*\*\*  
**About CSI**  
 \* CSI is an individual membership technical society that serves \*  
 \* as the premier integrating force for those that create and \*  
 \* sustain the built environment, and as a primary gateway to \*  
 \* resources for programs, services, and the exchange of \*  
 \* knowledge. The Institute offers products and services that \*  
 \* provide a common system of organization and presentation of \*  
 \* construction information, enhancing communication among all \*  
 \* construction industry disciplines. CSI's 18,000 members \*  
 \* include architects, specifiers, engineers, contractors, product \*  
 \* representatives, building owners, and facility managers. \*  
 \* Founded in 1948, CSI is headquartered in Alexandria, Va., \*  
 \* and has 143 local chapters nationwide. For more information \*  
 \* about CSI, call 800-689-2900 or visit www.csinet.org. \*  
 \*\*\*\*\*

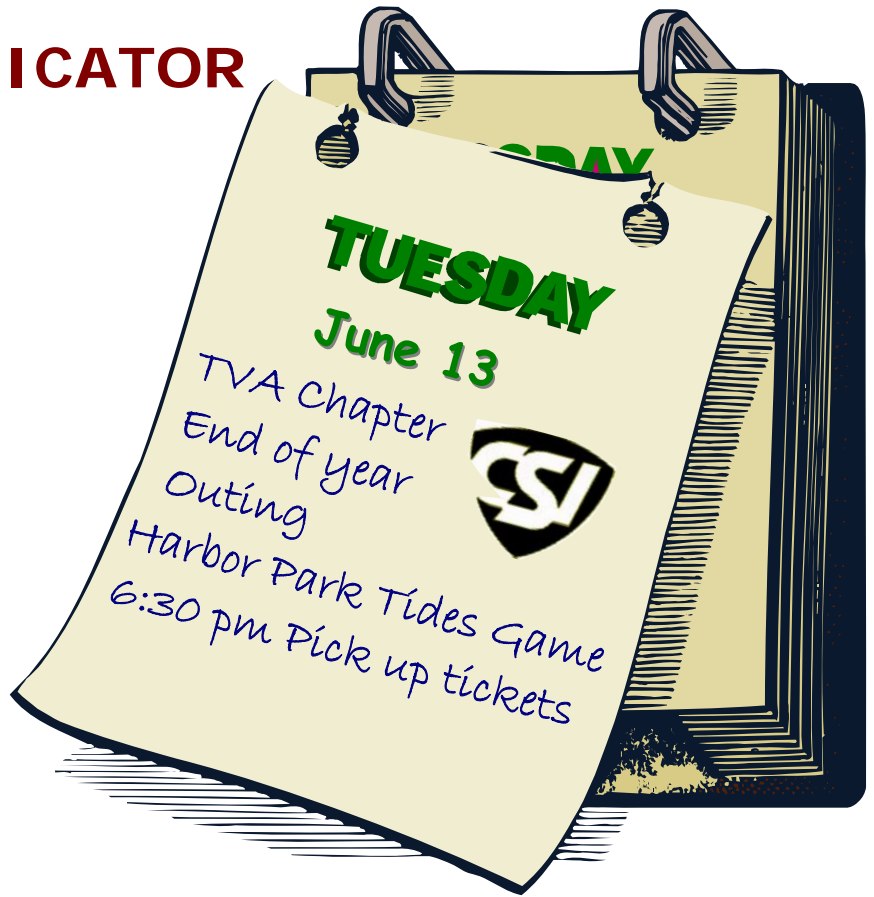


# THE COMMUNICATOR

## June 2006

### In this issue:

|   |    |
|---|----|
| Article                                 | pg |
| President's Message                     | 2  |
| Editor's Notes                          | 2  |
| Take Note!                              | 2  |
| MasterFormat 2004-<br>Just Do it!       | 3  |
| Total Facility Commissioning            | 4  |
| The Job Board                           | 6  |
| CSI Academies                           | 6  |
| Sponsorship Opportunities               | 8  |
| Chapter Board and<br>Committee Contacts | 9  |



Mail Label

