

## UC Davis Campus Division 1

### SOME GENERAL GUIDELINES FOR EDITING

1. The Project Manager should review these standard UC Davis Campus specifications and mark up a paper set with recommended changes to make the documents specific to the project requirements.
  - a. Strike out text and sections to be removed in red or other distinctive color. Please provide large blocks of text to be inserted in a Word file.
  - b. Read the Instruction Boxes to determine editing requirements. Blue instruction boxes are provided to assist with editing. Changes for Design/Build projects are color coded green. The contract staff will remove the instruction boxes when preparing the final documents.
  - c. Edit only shaded text. Areas shaded in gray [e.g. format] represent suggested text that may be modified by the Project Manager to meet the needs of the project.
2. Prior to editing any areas not shaded and before making major changes to standard sections the Project Manager should get approval from their Senior Project Manager.

Core Division 1 Specifications that should not be edited, although some sections may be not used (i.e. Marked as "NOT USED") depending on the particulars of the project:

  - Section 01 25 00 Substitution Procedures
  - Section 01 55 00 Vehicular Access and Parking
  - Section 01 56 39 Tree and Plant Protection
  - Section 01 57 23 Storm Water Pollution Prevention
  - Section 01 71 33 Protection of Adjacent Construction
  - Section 01 73 29 Cutting and Patching
  - Section 01 81 19 Indoor Air Quality Requirements
3. Standard documents streamline administration by all parties and UCOP GC. Changes required due to project requirements should be noted for use by field and office staff. Changes to improve standard documents should be submitted for review and implementation.
4. Please do not change the footer of the document as this is the only way for Contracts to verify the correct version is issued for bid.
5. If the PM requests the Design Professional review Division 1, a single annotated copy must be approved by the University's Representative before transmittal to Contracts.
6. If it is necessary to add a new Article, add it to the end of the "PART" do not change the outline sequence.
7. If a Paragraph/Article is not applicable, add "NOT USED" after the number/letter; do not change the outline sequence.
8. If an entire section is not to be used, mark it "NOT USED" and it will be deleted before the final printing and marked "NOT USED" in the Specifications Table of Contents.
9. Formatting problems such as widows (last line of a paragraph that appears alone at the top of a page) and orphans (first line of a paragraph that appears alone at the bottom of a page); that appear in this document and will be fixed by the Contracts before printing the final copy.
10. Verify that the Specification Table of Contents is reflective of the PM's intent; sections not used should be marked as "NOT USED". Validating the page count, however, is not necessary.