

WRITING GUIDE FOR SPEC-DATA

A standard publication may be two, four, six or eight pages, although for illustrative purposes data is condensed to one page. Consult CSI for extra premium cost if publication is six or eight pages.

SPEC DATA

This SPEC-DATA Sheet conforms to editorial style prescribed by The Construction Specifications Institute. The manufacturer is responsible for technical accuracy.

4 1/2 Picas

13 Picas

HEADING (SECTION) TITLE
(Sub-heading (if applicable))

9

ABC Manufacturing Co.
Month Year
(Supersedes Month Year)

Manufacturer's
Logo

3 1/2 Picas

Manufacturer's
Logo

ABC Manufacturing Co.
Month Year
(Supersedes Month Year)

9

HEADING (SECTION) TITLE
(Sub-heading (if applicable))

1. PRODUCT NAME

Product Unit Name.

A maximum of 12 words is allowed. The current SPEC-DATA Index will list the product name exactly as name appears on actual SPEC-DATA publication.

Product name (Part 1) must have left and right justified margins. Do not indent or follow with a period.

2. MANUFACTURER

Complete name, address and telephone number listed in the following manner:

ABC Manufacturing Company
1577 LaDonna Street, S.E.
Paris, Maryland 20046
Phone: (312) 546-2031
(800) 546-0029

3. PRODUCT DESCRIPTION

Illustrations: Supplementary use of photographs, graphs, charts, or drawings is recommended when such illustrations contribute to the technical description. Illustrations may be one, two or three columns in width.



Color: SPEC-DATA units may be printed in 1, 2 or 4 colors on contrasting stock.

Give a brief description of each product in the following standard order, as applicable:

Basic Use: State briefly and concisely the suitability of the product for a specific use or various uses, including recommendations for areas of use in a building and/or types of buildings, avoiding the inclusion of the product's physical or chemical properties.

Composition and Materials: Describe the methods, raw materials, and workmanship employed in the manufacture or fabrication of the materials or components, including composition and finishing.

State required information to be provided for a specific project necessary to commence fabrication of the selected components or provide properly sized or rated power/utility connections.

Grades: **Colors:** **Voltage:**
Types: **Capacity:** **Horsepower:**
Sizes: **(BTUH)(GPM):**
Shapes: **Air Flow (CFM):**
Finishes: **Velocity (FPM):**
Textures: **Current (AMP):**

These items are self-explanatory. Where possible, utilize tabular material, charts, and graphs to present combinations of the information under these headings.

Limitations: Define any precautions or use restrictions such as the effect on adjacent materials and vice versa with respect to compatibility. Statements of "Limitations" are in the manufacturer's and user's best interests. Improper use may damage the reputation of an excellent product.

4. TECHNICAL DATA

Applicable Standards: State the standards governing the properties of the various components e.g., ANSI Standards, ASTM standards, Federal Specifications, U.L. approval.

List the physical and chemical properties of the product and state the test methods or laboratory results to substantiate these properties. For example:

Viscosity: 12,000-14,000 cps. using #3 spindle on the Brookfield viscometer at 6 RPM.

Fire Rating: 1 1/2 hour.

Flashpoint: Over 80° F as tested by an independent laboratory.

Thermal Conductivity: 0.10.

Coefficient of Expansion: 0.0000046/°F
If test results are available to the user, the following note should be used: "Test reports are available upon request."

Do not use non-definitive description such as "good", "excellent", etc.

5. INSTALLATION

Define methods of installation or application in a concisely written, diagrammatic

and/or photographic form. Where detail drawings or photographs are used, place them under this heading and cross-reference with a figure number both in the text itself and on the illustration.

Insofar as possible, use the following subheads:

Preparatory Work:

Methods:

Precautions:

**Building/Mechanical/Plumbing/
Electrical Codes:**

Indicate by name all the major codes in which your product is acceptable. List unique building code requirements that must be applied during installation.

6. AVAILABILITY AND COST

Availability: State regional variance regarding availability, delivery and market areas.

Cost: Indicate cost ranges or cost ratio indexes, or state how prices may be obtained. If dollar cost ranges are given, indicate whether F.O.B. plant, rail siding or at job site.

7. WARRANTY

State the conditions and duration of any guarantee, warranty or bond.

8. MAINTENANCE

Provide maintenance requirements, including items to be serviced. Describe how often and when maintenance will be required.

9. TECHNICAL SERVICES

Describe available technical services, listing distributors, agents, franchised applicators, branch offices, representatives, etc.

10. FILING SYSTEMS

List SPEC-DATA® II

List additional sources of product information; e.g., product catalogs, product information files (hard-copy and/or microfilm) and if appropriate, state the following: "Additional product information available upon request."

The ten-point SPEC-DATA® format has been reproduced from publications copyrighted by CSI, 1964, 1965, 1966, 1967, and used by permission of The Construction Specifications Institute, Alexandria, VA 22314.

00000