

**Editing the Construction Specifications**  
for the  
**Sandia National Laboratories' Facilities Management & Operations Center**

**Process for Updating an Existing SNL Construction Specification:**

1. The requestor shall contact the Specification Owner for the Construction Standard or Master Specification in question (and the Systems Engineer for the discipline, if applicable), and explain the need to modify the Specification.
2. The Specification Owner will review the proposed changes with the E&ASP Chair (and his/her Discipline Lead as applicable), who will either approve, disapprove, or further refine the proposed changes.
3. If approved, the Chair will transmit to the requestor a copy of the Standard Specification in MS-Word. This copy will have a new issue date and filename, which shall not be further changed by the requestor.
4. The requestor shall edit the Specification as approved, using this procedure:
  - a. Turn on the MS-Word "Track Changes" tool and set the tool's Options as follows (MS-Word 2003):
    - 1) Insertions: <none>
    - 2) Deletions: <hidden>
    - 3) Formatting: <none> (*and don't make any!*)
    - 4) Changed lines: <right border>
    - 5) Use balloons: <never>
    - 6) All colors to <black> (color copies are expensive and unnecessary)
  - b. Edit the document, noting that the "Track Changes" tool inserts vertical black lines on the right margin where changes are made.
  - c. Proofread and spell-check the final product. **NOTE:** Any corrections made by the spell-checker will insert additional margin lines, if the corrections are outside of the edited paragraphs. Using the "Track Changes" tool, individually accept any such changes that are outside of the edited paragraphs so that they are not identified as material changes.
  - d. Save the new document using the new filename, as provided by the Chair.
  - e. Prepare a summary of the changes made to the Specification and include it with the edited document in a transmittal to the Chair and to the Specification Owner. View the Update Notices on the web site for examples of such a summary.
5. After E&ASP Committee quality check, the Chair will publish the document to the web site on a quarterly schedule, as described in the E&ASP Plan.

**Process for Creating a new Construction Standard Specification:**

Approval process for a new Standard or Special Construction Specification is similar to that for editing an existing Specification, except that the document is completely new.

1. Identify that a new Specification is needed and that a Construction Standard Specification is not available for the project in question.
2. Contact the Specification Owner for the Specification Division in question (and the Systems Engineer for the discipline, if applicable), and explain the need for the Specification.
3. Obtain a new Specification name and number from the E&ASP Chair.
4. Download the Construction Specification template from the SNL external web site and write the new document in MS-Word, taking care to observe the template's format.

5. Follow the remaining steps above for “Updating an Existing SNL Construction Specification” and substitute the new document for a revised existing document, *except* turn off the “Track Changes” tool as the document is entirely new and should not shows any changes.

**Process for Modifying a Master or Standard Construction Specification to create a Special Construction Specification:**

Sandia uses a Master Specification format for some of its specifications. This format provides a narrative text within the document to allow the Designer to make critical design selections within the context of the assigned project. Use of a Master Construction Specification requires that the master document be downloaded, edited for each project, labeled as a project-specific Special Construction Specification, and published for one-time use.

The process is:

1. Identify that a Special Construction Specification is needed and that a Master Construction Specification is available or that an existing Standard Specification can be modified.
2. Obtain a Special Specification name and number from the E&ASP Chair.
3. Edit the Master Construction Specification in MS-Word so it is specific to the needs of the project in question, per the instructions provided in the Master Construction Specification.
4. Delete the instruction paragraphs, *taking care to observe the document’s format*.
5. Follow the remaining steps above for “Updating an Existing SNL Construction Specification,” *except* turn off the “Track Changes” tool as the document is entirely new for the project in question and should not have any changes in its original form.

**Note**

Any Sandia Standard or Master Construction Specification which is edited for a particular project, or any new Specification which is written for a particular project and does not have an existing Sandia standard counterpart, is considered to be a “Special Construction Specification” and is *valid only for the project in question*. If it becomes apparent that a Special Specification should apply across the SNL campus, the Engineering and Architectural Standards Program Chair shall be notified and supplied with the document. Further editing to make the proposed document applicable for the entire campus, along with the justification and reasoning behind the proposed Specification’s provisions, shall be provided to the E&ASP Chair, who will facilitate the discipline review and quality assurance process. An edited or new Specification will be remain a Construction Special Specification until approved in its final form by the E&ASP Committee as a Construction Standard Specification.

- End of Instructions -