Specification Tips:

Your goal in preparing or revising a specification is to provide instruction to the construction contractor. Be clear, concise, complete, correct and consistent. Specifications should be easily understandable and contractually binding.

The following are some general tips:

- Avoid including any information in the GENERAL REQUIREMENTS except for standard General Requirements notes. Include information under respective sections instead. Lot of information is covered in the Standard Specifications. Read the book to see if it is covered prior to including anything in the GENERAL REQUIREMENTS.
- ADOT specifications don't capitalize "contractor". However, Engineer and Department are capitalized.
- Avoid using 924 items unless needed.
- There is never a need to spell out a number and then include the numeral in parenthesis. For example "three (3)" should be "three".
- Numbers one through nine should be expressed in words. Numbers 10 and above should be expressed in figures. An exception is measurements of technical significance. All numbers above and below 10 should be in figures. (2 tons, 1 gallon, 12 cubic yards).
- In most instances, rather than say "It is the contractor's responsibility to install …" say "The contractor shall install…"
- The Department "will" - the contractor "shall".
- There should almost never be a 924 or Miscellaneous Work stored specification. The 924 Miscellaneous Work items exist for unusual work that the Department doesn't do regularly – if a stored specification has been created it's because we do the work often.
- When preparing an item specification, remember the five parts of a specification – Description, Materials, Construction Requirements, Method of Measurement and Basis of Payment. You may not need them all in a specification but typically all should be included.
- When writing the item specifications, use the Standard Specifications as a model. If you wonder about the numbering system, layout, how to convey the pertinent information appropriately – the Red book is a good starting place. Use it as a template.
- Avoid using **bold**, underlined, or ALL CAPS in the specification. These add an emotional context and imply that other words are less important.
- Use only the template for the cover page of the special provisions.
- Consult your C&S Engineer for additional information

For consistency, the following standard layout guidelines for the Special Provisions are shown for MicroSoft WORD:

Margins						
Top	Bottom	Left	Right	Gutter	Header	Footer
1.0	0.6	0.8	0.9	0.0	0.5	0.5
Tabs						
0.5"		0.88"		1.31"	1.69"	2.0"
Fonts						
Body Text	Arial 12			Header/Footer		Arial 9
Justification						
Full						