

SPECIFICATION COORDINATION PROCESS

We look forward to working with your team on your next architecture or interiors project. As an introduction to how we work, here is our typical specifications coordination process:

- We will have a **Specifications Kick-Off** meeting at the beginning of the Project, to walk our team through the design.
- We share a Draft Table of Contents (TOC) soon after our specifications kick-off meeting, for your review and mark-up.
- We will then hold 3 or 4 weekly **Coordination Meetings** with your internal design team during the coordination for each deliverable for the Project – See below.
- After we complete the first DD Phase deliverable, we will provide a link to our **Coordination Matrix (CM)**. This is an interactive Google Sheets document tailored to Project listing all specification sections and all products and materials to be incorporated into the project and serves as a clearing house for all specifications-related information.

The weekly **Coordination Meetings** to for each deliverable of the Project would occur as follows:

Meeting 1 - Div's 02, 03, 04, 05 and 06: **Structural**

(We like to have the Structural Engineer in the meeting/ on the call if available)

- 02 - Existing Conditions
- 03 - Concrete
- 04 - Masonry
- 05 - Metals
- 06 - Wood, Plastics, and Composites (Structural portions)

Meeting 2 - Div's 07 and 08: **Exterior envelope and openings**

(We like to have the envelope consultant on the call, if one is on the team)

- 07 - Thermal and Moisture Protection
- 08 - Openings

(This meeting could be combined with Meeting 1)

Meeting 3 - Div's 10, 11, 12, 13 and 14: **Specialties, equipment, etc.**

- 10 - Specialties
- 11 - Equipment
- 12 - Furnishings
- 13 - Special Construction
- 14 - Conveying Equipment

Meeting 4 - Div's 06 and 09: **Interiors**

(good to have the interior designer on the call)

- 06 - Wood, Plastics, and Composites (Interiors portions)
- 09 - Finishes

(This meeting could be combined with Meeting 3)