



NO-NOS FOR DRAWING NOTES AND SPECS

Here are some tips based on a bulletin passed along by the Sacramento Chapter CSI. We think the no-nos in the left column are just as important here as they are there:

'any'	say 'all'	'any' is selective, incomplete
'should', 'must' 'is to'	say 'shall', or 'will'	(to the Contractor) (if you mean A/E or Owner) or, better, use the imperative!
'consisting of'	try 'including'	it is less limiting
'including'	if you can, say 'such as'	because no one knows whether a complete list follows 'including'
'as required'	say 'as required by...' 'as required in...' 'as required to...'	and then spell out what it is that is required
'the plans'	say 'the drawings'	what about sections? details?
'sheet'	say 'drawing'	if you do use 'drawing' in the title block
'plot plan'	say 'site plan'	if you want more than just the site geometry
'either side'	say 'both sides'	if you don't want it just on the one side chosen by the Contractor
'lineal'	say 'linear'	'lineal' has two meanings
'furnish'	say 'provide'	unless you want it installed only. then say who <u>does</u> furnish it.
'replace'	say 'remove' and 'install'	when you mean 'take out the old item and put in its place a new item'
'by others'	say by whom	in or out of contract
'drawings, specifications and addenda'	say 'Contract Documents'	they include all these, plus Conditions of the Contract, forms, Agreement. *

\* see AIA A201 1.1.1