



Summary

Using Concrete in Sustainable Building Design

The Santa Clara Valley Chapter of The Construction Specifications Institute (CSI) would like to extend an invitation to you to join them on Thursday, September 4th, 2003 for dinner and to hear about what concrete has to do with sustainable building design.

Come learn about combining design aesthetics with construction practicality. Find out about value engineering concrete in sustainable building

design. Our guest speaker is John Barker, Director of New Product Development. He has 28 years in the concrete industry, 19 years with Central Concrete Supply, and four years of working on sustainable concrete applications.

AIA/CES Learning Units: This program meets AIA/CES criteria. Participants will receive 1 hour of LUS (learning units) which also applies to 1 HSW (Health, Safety Welfare) hour.

When:	THURSDAY, September 4, 2003
Location:	Ramada Inn Silicon Valley, 1217 Wildwood Avenue, Sunnyvale (Lawrence Expressway and 101)
Times:	Social hour: 6:30 PM Dinner: 7:00 PM Dinner Cost: \$25 per person Program: 8:00 PM

RSVP: Please call Harry Hedges (408) 378-2762 and leave a message or email hharki@aol.com
RESERVATIONS ARE REQUIRED ***** Call prior to Noon on Tuesday, September 2, 2003 *****

Unfortunately our chapter dinner charge will need to be increased to cover costs. The new charge of \$25.00 will begin in September. Please make note of the change.

Benefits of Membership in CSI

- CEU's (LU's) earned by attending the monthly meetings and seminars
- Low cost insurance
- *Construction Specifier* magazine
- Knowledge and learning
- Networking with some of the most successful professionals in the industry

Minutes of the Board Meeting

2003-2004 Board of Directors

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Minutes of the Board Meeting
Santa Clara Valley Chapter CSI
(Draft – Board Approval Pending)

Place: Ramada Inn, Sunnyvale

Date: August 7, 2003

Time: 5:00 p.m.

Present: Jim Balboni,
Marvin Bamburg,
Joe Parsons,
Hannah Moyer,
Krista Nelson,
Robert Anderson,
Mike O'Donnell,
Gus Sharvey

1. The meeting was called to order at 5:00 PM by Chapter President Jim Balboni.

2. Minutes from last Board meeting were accepted, except for mis-spelling "Moyers" for "Moyer."

3. Treasurer's Report, Marvin Bamburg: 2004 Budget was passed around. Jim asked for copy of last year's budget for the Regional Convention. Proposed that contribution for registration be reduced to \$150 per person. We offered entire cost previously. \$2,600 + \$ 1,900 = \$4,500. Regarding Monthly Meetings, we budgeted \$3,600 and spent \$5,050. Marvin will study and revert with more information for next Board meeting. Motion to defer 2004 budget to next meeting was passed.

4. Region Director's Report:
No report.

5. President's Report: David

Ingram has offered synopsis of 3 hr meeting in San Francisco Chapter.

6. Unfinished Business: None.

7. New Business: See Item 3 above for 2004 Budget. See Committee Reports for Strategic Focus Session.

8. Committee Reports

a. Income Stream Task Team:

Marvin stated that he heard a leader of an environmental movement speak, he was very good. Such a program could be of interest to many. We could put one on and charge for it.

b. Leadership/Training Task

Team: Jim said that the CSI University is our format. We should put an article in the Association Newsletter describing it.

c. Programs:

Hannah & Julie deal with seminars, Joe and Robert handle activities and events. Jim stated that the vitality of the Chapter is tied to the treasury. It has been a whole year, we need to move now, and consider programs for the near term. Income must off-set expenses, or we will be broke in a few years. We need a chairperson to get this thing going. We cannot live on \$10 raffles. Sponsors are needed, and this requires committee work. Marvin: Golf tournaments become very labor intensive. It is difficult to get people confirmed. Jim: Poppy Hills does not have

Board continued on Page 3

SUMMARY

Board *continued from Page 2*

the name recognition as Pebble Beach. The former requires payment only one month in advance. Cost \$2.50 to \$2.95.

Julie: We should put an ad in the newsletter. Jim: 15-20 years ago seminars were the thing, golf tournaments are now. Aim for 3 programs per year. Try for 5 Chapter sponsors, \$500 each. Chapter dues can be raised \$10 for 2004-2005. Action Time Frame: Summertime 2004. Julie: Spec seminars need location, food advertising. Aim for February. Hannah will start phone calls tomorrow, weekdays including Fridays.

d. Education: We need a chairperson. Activities could be combined with *Item a* above.

e. Certification: No report.

f. Editor/Publications: While Julie is Editor, Audrey Giroux sets up the computer procedure. DCD author wanted to be recognized in the Newsletter.

g. Website: Robert: We should have sponsorship page, and can put roster on web page. Send all entries to Robert. Roster could contain advertising.

h. Operating/House: New contract is being negotiated with Ramada Inn.

i. Membership: Hannah gave report.

j. Awards: None this month.

9. Announcements/Open

Discussion: Marvin described \$7,500 Foundation event. Krista described delay in Newsletter en-

try. Joe: E-mail has been sent to Headquarters from the Chapter.

10 Jim Balboni adjourned the meeting at 7:34.PM. There was no dinner meeting this month.

Speakers Bureau

*By Julie K. Brown, CSI, CCS,
West Region Speakers Bureau
Chairperson*

The West Region Speakers Bureau was first formulated in January 2001 and has been updated four times since then. This useful tool is posted at www.westregioncsi.org for all to use and see. It has expanded to include programs for Chapter meetings and programs that can be used for Chapter education - whether they are half-day programs or all day programs. There is also a Speakers Bureau dedicated to members of the West Region that are willing to travel to other Chapters.

It is heartening to know that several chapters have been using the Speakers Bureau. This month I received a note from the Fresno Chapter stating that they had used four of the speakers for their programs and were happy with the outcome. The Santa Clara Chapter used the Speakers Bureau when the scheduled speaker was unable to attend the meeting, and they needed to find someone local quickly. I know that the

Speakers *continued on Page 11*

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West Region News

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Region News – July 2003

By John Patrick McCaffrey, West Region Director, Professional and Tim Maliepaard, West Region Director, Industry

Region News

Welcome to the new CSI Fiscal Year 2004! For FY 04, Tim Maliepaard and I will be writing this column. Valarie Harris set a high mark for communication about the West Region and the Institute and we hope to follow her example. Tim will report on Region news and I will follow with Institute News.

Tim:

Well, the first thing I want to say is how much I enjoyed CSI University. It was well put together. I was impressed with the CSI leadership. In discussions about CSI's future the directors and officers seem to be aware of the problems and challenges we face as an organization. In particular, the CSI show's future is something that I'm

interested in as a supplier. It appears the after Chicago in 2004 and Las Vegas in 2005, that we will be moving the show around and looking for organizations to have alliances with in doing these events. Education in particular will be stressed at next year's show. CSI knows we need to get attendance up and keep the quality up as well. The financial strength of CSI depends on it.

As far as the West Region, I know that many chapters are starting their new year. I've attended San Francisco as well as Sacramento's installation dinners in June. They both have good new leaders coming on. This is something that we as chapters need to be constantly looking for. That is future leaders and new growth. Unfortunately I will be unable to make the Fresno installation this week on short notice.

I understand that the LA Chapter had a very nice 50th anniversary party on June 21st at the Dorothy Chandler Pavilion. I talked to John McCaffrey and others in Philadelphia who told me it was a very nice event. Kudo's to Janet Piccola and her committee on a job well done. I understand that other chapters like San Diego and San Francisco will have anniversary parties coming up in the future. We will make sure that you know about these events in advance.

I want to encourage you all to attend the West Region Conference at Waikoloa Beach Marriott Hotel, Outrigger Resort, Kohala Coast, on the Island of Hawaii from Sept. 25-28th. You can download information and make reservations on their web site at www.CSIWRC2003.org. It should be a fun and informative event. They have put a lot of work into making sure that we will enjoy ourselves. Hawaii is always a great place to go.

Please submit the information that you want to discuss at the general session and annual board meeting to John and me as soon as possible. We are trying to put the agenda together. On the same note we plan to have the mid-year meeting again the first part of Feb. 2004 and very likely at the same location in Oakland. Nothing has been set up yet. It just seemed like it worked well and wasn't that expensive to get there. More information later.

Institute News

CSI University: The first annual CSI University was held in Philadelphia and by all accounts was a success. Attendance surpassed expectations when 100 additional members signed up to be there. It was really nice to see quite a few members of the West Region participating in this event. Next June, 2004, CSI-U will be held in San Antonio, TX which should

SUMMARY

make it easier for more of us in the West Region to attend. The seminars were well presented and varied in content. Tapes of the seminars are available and can be purchased by accessing www.csinet.org/csiuniversity/educationtapes.htm. The President's Luncheon was unique in that not only was the baton passed from President Phil McDade to In-Coming President Edith Washington but also that it brought the leaders, movers and shakers of the Institute together in one large room.

CSI Board Meeting: The June Board meeting was also held in Philadelphia after CSI-U. There were several important issues that were presented to the Board for balloting and are briefly reported here.

Institute Policy was revised by deleting the requirements for the Convention Host Chapter. Due to the staging of the Convention in Chicago for 3 years, it became apparent that it would be a burden for the Chicago Chapter to host the Conventions. In future years as the Convention relocates to various cities, the local chapter will be

contacted for assistance but will not have the formal responsibilities of hosting the Convention.

Every 5 years the Board is required to review Region boundaries. A report was presented to the Board with 3 possible solutions. These were considered but we did not vote to change any Region boundaries. The report was referred to a special task team that will be reviewing the scope of work currently handled by Institute Directors.

A new national Master Award was approved and will be called the Michelangelo Buonarroti Award "The Master." A bust of Michelangelo will be presented to pay tribute to an individual for a lifetime of distinguished, innovative service to the design and construction industry, thereby exhibiting excellence in the mastery of creating and sustaining the built environment. The individual may or may not be a member of CSI. Criteria for this award will be posted on the CSI website under the Honors and Awards Guide.

West continued on Page 11

Planning Calendar 2003

September 4 - Concrete in Sustainable Design

October 2 - Storm Water Prevention Plan - Fact vs. Fiction

November - New Name and Manual for an Association We Used to Call WIC

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in the
Santa Clara Valley CSI
Summary**



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CSI University, What's the Big Deal?

By Krista Nelson

You'd think it would only take once to learn. You don't go to Philadelphia in the middle of the summer. It's hot, muggy and miserable. So why did I go again this year? To attend CSI University, a great opportunity to learn leadership skills, meet people involved in CSI leadership and exchange ideas.

I, along with about 350 other attendees, took advantage of the education sessions covering leadership development, interpersonal skills development and technical training. The opening keynote speaker kicked off the day talking about why members might be willing to give up precious time in order to contribute to the organization. Since CSI is a volunteer organization, it was exciting to see that a sense of accomplishment and recognition for good work came before pay on the list. I followed this with a session about education programs and what's required for AIA Learning Units – important for a program co-chair to know and understand. I learned more about strategic planning, how to run meetings, mentoring and preparing presentations. Most importantly, I learned techniques on how to plan, prioritize and manage stress.

The education sessions were great, but even better was the

opportunity to meet so many people involved in all levels of CSI leadership. Between the technical tours, networking lunches, breaks between sessions, evening dinners and the chapter social event there were many opportunities to mingle and meet other members. Those that know me, know that this isn't something that I do easily. I found that it was much easier in this forum. One person introduced me to someone they thought I should know, who introduced me to three other people and on and on. I now have people that I can email or call for ideas or feedback along with great memories of sharing Soul food and Peachtree martinis.

CSI University provided a chance to reenergize myself. How often do I get to step away from work for a few days and just focus on improving myself? There is an excitement that comes from bringing together so many people with similar goals. Opportunities were abundant to discuss ideas on what's worked in other chapters so that I can turn around and help improve what our chapter offers to its members.

So why should you go to CSI University in San Antonio, Texas next summer where it's likely to be even hotter and muggier? Because you'll come back with renewed energy and commitment to CSI; learn leadership skills that will help you both in CSI Chapter leadership and in your work and meet other people beyond the Santa Clara

Chapter of CSI. You'll also have a greater appreciation for California weather. To top it off, San Antonio also has its rich history, architecture and the "River Walk" to explore during your leisure time. If you like Tex-Mex cuisine, you have to go for the food. There aren't many non-profit organizations that provide this type of leadership training. The opportunity is yours for the taking.

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MORE THAN YOU EVER WANTED TO KNOW

❖ *A dime has 118 ridges around the edge.*

❖ *A cat has 32 muscles in each ear.*

❖ *A crocodile cannot stick out its tongue.*

❖ *A dragonfly has a life span of 24 hours.*

❖ *A goldfish has a memory span of three seconds.*

❖ *A "jiffy" is an actual unit of time for 1/100th of a second.*

❖ *A shark is the only fish that can blink with both eyes.*

❖ *A snail can sleep for three years.*

❖ *Al Capone's business card said he was a used furniture dealer.*

❖ *Butterflies taste with their feet.*

Shop Drawings - Learning to Live with Them - Part Two

By Arthur F. O'Leary, FAIA,
MRLAI

Originally published in Design Cost Data Magazine. Reprinted here by permission of the author.

Contractor's Review of Shop Drawings

The contractor is obligated to review and approve all submittals before conveying them to the architect. (A201, 3.12.5) The contractor's review should be for compliance with information given in the contract documents as well as for suitability to field conditions and dimensions. The contractor is not responsible for ascertaining conformity with the design concept or the intent of the documents.

The contractor is required to make such submissions to the architect with reasonable promptness, in such sequence as to cause no delay in the work, and in accordance with the submission schedule. Architects should be very strict in enforcing the requirements of Subparagraph 3.12.5 of A201. If the submittals do not exhibit a contractor's review stamp showing "approved," they should be immediately returned to the contractor. The same subparagraph also states that the architect may return without action any submittals that are not specified in the contract documents.

The general contractor's review, in addition to assuring that realistic field conditions and dimensions are reflected, is to make sure that all contract requirements are being met. The contractor is in a much better position than the architect to make determinations relating to physical field conditions.

The contractor should not proceed with any fieldwork governed by shop drawings until after they have been approved. It is the contractor's responsibility to assure that all work on the job is in conformance with approved shop drawings. (A201, 3.12.6 through 3.12.7)

The AIA General Conditions make it clear that the architect's approval of a shop drawing does not relieve the contractor of responsibility for meeting requirements of the contract documents. The contractor is unquestionably responsible for errors or omissions in shop drawings.

A serious underlying concern of all architects is the possibility of inadvertently sanctioning hidden errors or unidentified revisions in a shop drawing. Architects rely on the AIA General Conditions provisions that require the contractor to disclose all deviations from the contract documents and to obtain the architect's written approval of specific deviations. (A201, 3.12.8 and 3.12.9)

This analysis of shop drawing problems and procedures is based on the situations that would prevail if the owner, architect, consultants, and contractor contracted with each other using the standard form agreements issued by the American Institute of Architects. Use of the following documents will be assumed:

General Conditions of the Contract for Construction AIA Document A201-1997 (Incorporated as part of the Owner-Contractor Agreement.)

Owner-Architect Agreement Standard Form of Architect's Services: Design and Contract Administration AIA Document B141-1997

Architect-Consultant Agreement AIA Document C141-1997

Shop Drawing and Sample Record AIA Document G-712

The contractor is relieved of responsibility for deviations from contract requirements only if the contractor specifically informs the architect of the deviations in writing and the architect has given specific approval of the deviation in writing. At the same time, however, the architect should be extremely careful and thorough in checking shop drawings to minimize the possibility of error.

Drawings continued on Page 8

Drawings *continued from Page 7*

The contractor is required to identify specifically in writing any shop drawing revisions other than those requested by the architect on previous submittals. (3.12.9)

Consultants' Review of Shop Drawings

All submittals that further illustrate or describe work originally designed by consultants such as civil, structural, electrical, or mechanical engineers should be referred by the architect to the appropriate consultant for review. The architect should also check them to the extent of coordination requirements such as physical interrelating or meshing with work of other disciplines.

Architects, when making their agreements with consultants, should be sure that shop drawing review and coordination is included in the consultants' duties. The AIA Standard Form of Agreement Between Architect and Consultant, Document C141-1997, provides in Subparagraph 4.5.11 for the consultant to review the contractor's submittals in respect to the portion of the work entrusted to the consultant. This subparagraph is harmonious with the comparable provision in the AIA Owner-Architect Agreement (B141-1997, 2.6.4.1).

Architect's Review of Shop Drawings

Not requiring shop drawings for architectural review is conceding some degree of design

prerogative to the subcontractor. Appearance problems and other construction difficulties that could have been discerned in the shop drawing review will be solely in the hands and discretion of the subcontractor. By the time it is perceived in the field it could be too costly to justifiably rectify.

Architect's Approval of a Shop Drawing

The checking of shop drawings is a mundane and uninspiring task in a design office, so there is the temptation to assign it to someone low in pecking order. This is a serious mistake, as the checker should be intimately aware of the contract requirements and capable of recognizing potential construction difficulties and design problems. In the architect's office, it is crucial that shop drawing review be assigned to a qualified person, one who is intimately acquainted with the contract documents and the design concept or intent of the documents. Otherwise, how could the reviewer comply with the requirements of the Owner-Architect Agreement (Subparagraph 2.6.12) and of the AIA General Conditions (Subparagraph 4.2.7), which have similar language and both of which promise that the architect will be reviewing submittals "only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents"?

Scheduling shop drawing review. Architects must be alert

to the possibility of holding up construction progress by taking too much time in shop drawing review and processing. Accordingly, many architects insist that all shop drawing processing time be shown on the general contractor's construction schedule. This would allow the architect to object in advance of an inadequate time allowance for review procedures.

Architect's "Approval." For years we have been reading in the professional literature that we should avoid using the word "approved" in describing the outcome of our review of a submittal. However, arbitrators and the courts have consistently rejected the idea that an architect or engineer could avoid responsibility for reviewing shop drawings merely by using some other word or an enigmatic expression such as "no exception taken."

The AIA documents now accept the reality that architects really do approve (with or without conditions) or disapprove shop drawings. The AIA Owner-Architect Agreement (Subparagraph 2.6.12) and the AIA General Conditions (Subparagraph 4.2.7), using identical language, state, "The Architect shall review and approve or take other appropriate action..." (my italics). Therefore, it is my opinion that there should be no problem with having "approved" included as one of the options on the shop drawing stamp.

Whatever words the architect

Drawings *continued on Page 9*

Drawings *continued from Page 8*

uses in trying to avoid saying approved, there comes a time in the process when the contractor needs a final decision on whether or not the work can proceed in accordance with the shop drawings. Thus in the practical world of construction, all words that do not reject the shop drawings will be interpreted as approving them.

Contractor's Responsibilities and Prerogatives. The architect's review is not to be taken as an approval of any safety precautions as these are the contractor's responsibility. The review also is not intended to interfere in any way with the contractor's prerogative of determining and controlling construction means, methods, techniques, sequences, or procedures. The architect's review is limited to determining if the requirements of the contract documents are being met and that the completed work will be in compliance with the contract documents.

The most important principle to be followed at this juncture is to make sure that whatever words you use on the shop drawing stamp and the accompanying letter of transmittal are an accurate portrayal of your intended action. If your approval is in any way conditional, choose your words carefully so no one is led astray.

Shop Drawing Stamps

Architects usually express their opinion of the shop drawings, product data, and samples by

use of the rubber stamp which usually has some exculpatory language in fine print plus some options which can be exercised by use of check marks. Often the stamp says something like "Review is for general compliance with Contract Documents. No responsibility is assumed for correctness of dimensions or details."

The various options to be selected include Reviewed, Approved, Rejected, Revise and Resubmit, Furnish as Corrected, No Exception Taken, Make Corrections Noted, and Submit Specified Item.

Space is also usually provided for the date of review and action and the shop drawing number. The wording on a shop drawing stamp will not serve to change or extend the meaning of Subparagraph 4.2.7 of the AIA General Conditions. Therefore, the following words, "Submittals have been reviewed and action taken in accordance with Subparagraph 4.2.7 of AIA General Conditions" could be used, with the appropriate options available for checking. The accompanying letter of transmittal should have additional comments that are needed to explain the reviewer's action or conditions of approval.

Monitoring Progress of Submissions

Monitoring the progress of the contractor's submissions of shop drawings, product data, and samples and the review status of each can be a complicated process if not approached in a systematic

manner. Many architects have custom-designed schedules that are used for this purpose. Also, the AIA has designed and issued Document G712, Shop Drawing and Sample Record, October 1972 Edition, which is suitable for the purpose.

Improper Use of Shop Drawings

Contractor Misuse. Contractors, subcontractors, and suppliers should not use the shop drawings as a means of suggesting substitutions from the contract requirements. Should it become advisable to recommend changes, the contractor should make specific requests of the architect, explaining the particulars and the reasons. If it is necessary to deviate from the contract requirements in the shop drawings, then the contractor must point out the deviations at the time of submittal.

If the architect is deceived into approving shop drawings containing unlabeled deviations, the approval will be void. The architect's approval of a contract deviation is valid only when the architect has approved the specific deviation. (A201, 3.12.8 and 3.12.9)

If it becomes obvious that the contractor is not properly reviewing the shop drawings, but is merely having someone apply the approval stamp, the architect should strenuously object to the contractor.

Architect Misuse. The architect should not use the shop draw-

Drawings continued on Page 10

GUIBytes

Twenty Years Ago, Part 3 - Disk Storage

In the last column we looked at random access memory (RAM), the kind of memory your computer uses when it thinks. Memory of this type is known as volatile memory, as it lasts only as long as the computer is turned on. Once you shut it down, everything in RAM disappears. While this is no problem for “thinking” memory, we also expect the computer to remember things from one day to the next; if we had to re-enter data every day, the usefulness of the computer would be much reduced.

As noted in the last column, the QX-10 had 256K of RAM, but it also had two 5-1/4 inch floppy drives. At that time there was no permanent memory other than removable disks, so each time the computer was turned on you had to insert one or more floppy disks to load the operating system and the program you wanted to use. Not until you were done with that could you load data to work on, from yet another disk.

A year or so after I bought my QX-10 I was tempted to buy a hard drive so I wouldn't have to feed a series of disks in every time I wanted to use the computer. Unfortunately, the cost was prohibitive - about \$2,000 for a 10 meg drive - and I resigned myself to a tedious boot process.

Fortunately, disk drives quickly evolved. Each new floppy disk

format was physically smaller, yet held more information than its predecessor. I still have an 8-inch floppy, which held just over 100K. My QX-10's 5-1/4 inch drives, which held about 340K, were replaced with the still-popular 3-1/2 inch drives with 1.44 megabyte capacity. There was a brief flirtation with 2-inch drives, but they didn't see much use, probably because they were too small to contain even the briefest description of their contents!

During the same time, hard drives have increased in capacity from 10 megabytes to 200 or more gigabytes (one gigabyte = one billion bytes), while the

GUI Bytes *cont'd on Page 11*

Drawings *continued from Page 9*
 as a medium for making changes in the contract requirements. If the architect needs or wants to make a change, it is proper to initiate a change order or a construction change directive or to order a minor change (all provided in Article 7 of AIA Document A201).

The only corrections which architects and engineers should make on submittals are to bring them into conformance with the requirements of the contract documents.

Keeping the Client Informed

Most clients of architects are not fully aware of the importance and role of shop drawings nor of the large amount of time and

effort expended in the review process and its related administration. In fact, many inexperienced clients have no reason to know of the existence of the shop drawing system or of the necessity of professional review and comment. This should be completely explained to the client. It is also appropriate to send the client copies of all shop drawing letters of transmittal to keep the client currently informed and aware of this significant behind-the-scenes process.

Some experienced owners not only know the value of the shop drawings, but also wisely require a complete file set of all construction submittals to be assembled as an aid in the future maintenance of their buildings.

Notes

Various provisions of AIA standard form documents (A201, B141, C141, and G712) have been quoted briefly and should be reviewed in their entirety for their complete language and context to avoid possible misinterpretation.

Should anyone be contemplating changing the wording of their shop drawing stamps based on my expressed opinions, they are hereby advised to first confer with their legal advisor or their liability insurance carrier.

For a fuller discussion of Shop Drawings, see Chapter 12 in “A Guide to Successful Construction - Effective Contract Administration,” by Arthur F. O’Leary, FAIA, MRIAI, published by BNi Publications, Anaheim, California.

GUI Bytes *cont'd from Page 10*

price has fallen dramatically. The cost of hard drive storage for my computer in 1984 was about \$200 per megabyte; in mid-2000 it reached one cent per megabyte, and today it is about 10 megabytes per cent!

I recently bought a pair of Lexar JumpDrives, portable storage devices about as big as your thumb that plug directly into the computer's USB (universal serial bus) port. The ones I bought hold 128 megabytes each, but they are now available with up to one gigabyte capacity.

The picture shows an 8-inch floppy, a 3-1/2 inch floppy, and a Lexar JumpDrive. Quite a change - from a disk nearly as big as a notebook that would hold 100K, to something small enough to hang on your keychain that will store ten million times as much as the big disk!

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FCSI, CCS, CCCA on the web at
www.CSI-MSP.org

West *continued from Page 5*

The Board approved the creation of College of Fellows. The College will be an integral unincorporated part of CSI. The College will provide an organized and formal method of tapping the knowledge and expertise of the Fellows as a group for the betterment of CSI at all levels and to provide a forum by which the Fellows, as individuals and as a

group, can increase their contributions to CSI.

The Board ratified the Finance Committee's FY 2004 Budget and Three Year Plan (FY 2004-2006). Discussion of a dues increase was tabled.

Establishment of a UniFormat Task Team was balloted and approved. The Task Team will lead the revision of UniFormat to become an application guide for OmniClass Table 5 – Elements; to support Preliminary Project Descriptions described in CSI's Manual of Practice, Chapter FF180, and to be used in Design-Build Specifications produced using PerSpective.

To all West Region Chapter Presidents: This is a call for agenda items to be discussed at the Annual Business Meeting and Board Meeting at the West Region Conference in Kona, Hawaii. Please submit agenda items to Tim or me by 15 August 03. Thanks.

Speakers *continued from Page 3*

Sacramento Chapter has looked at the Speakers Bureau. They were interested in the type of program that a speaker presented and if he was a good presenter. The grapevine said, that the program was a success and they enjoyed it. I have had two chapters ask me to find speakers for a specific topic, which also has been successful for each of the chapters. It is so gratifying that the effort involved in main-

taining and promoting the Speakers Bureau is helping Chapters.

So what is the point of this article?

Value - There is value in using a tool that allows each chapter chair to find resources that are near them, or people willing to travel to their location. There is also value in using the program ideas to spark new ideas that can blossom into a great program idea.

Networking – Your Chapter's great program can be shared with other Chapters, and bring the same great information to more people of our Region.

Membership Growth and Retention - Having interesting and exciting programs are the key and cornerstone for a healthy Chapter. If people are not participating in the local Chapter, they lose out on so many resources and knowledgeable people. Much of what is so wonderful about being a CSI member.

The Speakers Bureau does need to be kept current, and the only way that can happen is for each Chapter to provide me with the information about their Chapter's favorite topics and programs. I thoroughly enjoy hearing from you and we would like to make this Speakers Bureau the best tool it can be. Thank you to those that have used the Speakers Bureau, and to those that have taken the time to tell me about it. If you have any questions about the Speakers Bureau, feel free to contact me at julie@jkbspecs.com.



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Aloha - Kipa Mai
(Come Visit)