



## JANUARY'S PROGRAM: ACCESSIBLE ALTERATIONS

Join us for an evening of learning the requirements with regards to accessible scoping and tolerances to create accessible alterations for your clients. Dawn Anderson will share the latest developments in State and Federal accessibility regulation and the best practices to avoid risk, realize actual cost savings, while creating aesthetic spaces for all users.

### Learning Objectives:

- Acquire new skills in assessing “existing” conditions.
- Build upon or expand current knowledge in basic accessibility building blocks.
- Stay up to date on new developments in State and Federal accessibility regulations.
- Learn best practices during the construction administration to assure accessible facilities and elements.

**Program qualifies for the CAB Continuing Education on Accessibility Requirements**

### Presenter:

Dawn Anderson, AIA, CSI, CASp is the principal architect at As It Stands, a full-service architectural firm specializing in quality assurance and forensics. She is certified in California as an OSHPD-A Inspector of Record (IOR), an Access Specialist (CASp), and is an ICC Combination Inspector, bringing over thirty years of design, management and construction experience to a wide array of public and private clientele.

Her insights on construction methods, building codes and regulation, and architectural design combine to form an integrated approach to assessing existing conditions of a variety of built environments, including hospitals, schools, commercial, multi-family, and historic properties.

Dawn is active on several state and organizational committees and lectures frequently on a wide range of topics including, accessibility, seismic design, and the application and development of building codes and regulations.

<p><b>WHEN:</b>        <b>Thursday, January 5, 2012</b></p>	<p><b>COST:</b>        No host bar, dinner is \$32.00 including gratuity and tax.</p>
<p><b>LOCATION:</b>    Biltmore Hotel and Suites 2151 Laurelwood Road, Santa Clara (Montague Expressway &amp; 101)</p>	<p><b>RSVP:</b>        Please make your reservations to Krista Nelson with choice of meal by 12:00 p.m. on Tuesday, January 3rd. email: krista@aba-arch.com phone: (408) 535-2935</p>
<p><b>TIMES:</b>        Board Meeting:     5:00 p.m. Social Hour:        6:00 p.m. Dinner:              7:00 p.m. Program:             8:00 p.m.</p>	<p>Guests are welcome • No-shows will be billed</p>
<p><b>MENU:</b>        Tossed salad; chicken breast sautéed and topped with mushroom marsala sauce, served with rice and vegetables; wine; dessert, coffee or tea. <b>OR</b> Tossed salad; an array of fresh vegetables and potatoes cooked in a thick vegetable broth served in an edible bread bowl; wine; dessert, coffee or tea.</p>	<p><b>CONTINUING EDUCATION:</b>  This program meets AIA/CES criteria. Participants will receive 1 hour of LUS (learning units).</p>



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Once again the holiday season is upon us. As we mark the end of the year it provides us an opportunity to reflect back on what has past and to the future and what the New Year will bring. For many of us we will be contemplating our New Year's Resolutions. Yes it's time to identify that list of resolutions for a brand New Year that will unveil a healthier, better organized, stress free, wealthier, slimmer, new and improved version of ourselves.

As we all know identifying the resolutions is a piece of cake. Determined as we might be at the stroke of midnight, too often the vision of what we want to be fades as we focus our attention to creating excuses and explanations for not following through. The conviction behind the resolutions quickly fades. The failure of achievement is comforted only by knowledge that we share the failure with most everyone foolish enough to make resolutions. In fact one poll indicates than

fewer than 12% of those achieved their New Year resolution goals.

You could look at these statistics and determine that with such a high failure rate it's not even worth trying. But what if there was a way to dramatically increase the odds of following through on your New Year's resolutions?

For most our limitations of willpower do not give us a fair opportunity of success over a long list of resolutions. To achieve better success, some advise that spreading the resolutions out over the year to provide a better opportunity to concentrate on each resolution. It only make sense that focusing on one goal such as losing weight should be much easier to accomplish than trying to lose weight, eat healthy, drink less, quit smoking, and reduce stress all at the same time. So the savvy limit their list to one resolution.

To further increase your chances of success you must look at the resolution. Obviously the more difficult the resolution is your chance for success will decrease. A resolution to end hunger in the world, although extremely laudable would be impossible even for Bill Gates. In comparison it would be very easy to forgo eating a meal out once a month or week and donating the savings to a charity that feeds hungry children. It only makes sense; a successful resolution must be within your ability to achieve. The easier the resolution the higher the rate of success.

So now you know to create a one single easily achievable New Year's resolution. By reducing the list to only one resolution you will

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## Summary

The Summary is published monthly by the Santa Clara Valley Chapter of the Construction Specifications Institute. The deadline for articles and announcements to be included is the 10th of the month. We encourage readers to submit articles of interest to our membership and the construction industry. Articles and images should be submitted in electronic form by e-mail. PDF, TIFF, JPEG, Microsoft Word or Rich Text Format would be appreciated.

Email submissions to:

Rietta McCain

rietta.mccain@gmail.com



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Log in to [www.csinet.org](http://www.csinet.org) with your name and password, as described on the website. Then you have access to update your new address, new employment, or new email address... all at your fingertips. This way you will be sure to receive everything from Institute and our Chapter.

"The Old Year has gone.  
Let the dead past bury its own  
dead. The New Year has taken  
possession of the clock of time. All  
hail the duties and possibilities of  
the coming twelve months!"

Edward Payson Powell

# MINUTES OF THE BOARD MEETING

CSI, Santa Clara Valley  
(Draft, Board Approval Pending)

Date: December 1, 2011

## Opening

The meeting was called to order by Chapter President Kevin Norman at 5:00 p.m.

## Attendees

### Board Members

Kevin Norman, CSI, AIA, LEED, President; Julie Barrett, CSI, Vice-President; Jim O'Keefe CSI, Treasurer; Maia Gendreau, AIA, CSI, CDT, Secretary; Jim Morelan, CSI, AIA, LEED, Immediate Past President; Rose Garrison, CSI, Industry Director; Albert Wege III, CSI, CCCA, AIA, LEED, Professional Director; Dede Impink, CSI, AIA, Professional Director

## Minutes

The minutes of the November meeting were reviewed by those present. Minutes are accepted as distributed.

## Treasurer's Report

Deposits from Institute have been direct deposited into our account.

Report is filed for annual review.

## President's Report

CSI launched their new member campaign for 2012. If you recruit a

professional membership, you get a free professional membership for a second new member recruit.

Election information for CSI 2012 will be coming out in February. The voting will all be done electronically. It is critical that member information is updated at Institute for people to receive their electronic ballot.

## Unfinished Business

**Tax Exempt Status:** We are 30 days into the 90 day waiting period from the state.

**Committee Recruiting:** The board discussed Program Committee leadership. We need a program for January. Jim Morelan volunteers to help out with January meeting. Kevin will check with AIA Santa Clara for deadline for their newsletter for the inclusion of the flyer.

## Committee Reports

### Membership

The Chapter has 66 total members and two new members. Rose will send information to Rietta for inclusion in the newsletter. The Board briefly discussed an incentive discount rate possibilities for students and Emerging Professionals to encourage attendance at monthly meetings.

### Education Seminar

Maia went to see the space at Cal

Ergonomics. It looks good and is easy to get to from major highways. Tables would need to be rented. The opportunity for table tops would have to be outside which pushes the time line to a May-June. The Treasurer suggests it be in this fiscal year. The AIA Conference is in May in Chicago. DES Architects has a training room with tables and chairs, which is another possibility. Kevin will find out the capacity of DES's space.

### Programs/Technical/Social

This month is the joint holiday party, which is on the 15th at the San Mateo Marriott. Five sponsors have been secured, and others are being sought. Currently the expenses lag the income by approximately \$400 for each Chapter.

**Continuing Education:** No report.

### Greeter/Raffle:

Judy Coyle won the marble draw last month. The current award monies are already up to the \$1,000 cap. A motion is made to limit the marbles in the new game to 24 marbles including the white marble. Motion seconded, six ayes, one nay. Motion passes.

### Editor

The deadline for the January newsletter is Friday, December 9th at noon.

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**Historian:** No report.

**Awards:** No report.

**Website:** No report.

**Operating/House:** No report.

**Toys-for-Tots**

The barrels have been organized and a barrel will be provided for the Holiday Party. Kevin will find out if a Marine will be present.

**Marketing:** No report.

**West Region Conference 2012**

Education programs and entertainment are confirmed. The Keynote speakers are confirmed.

A Chapter Challenge event is being sought.

Payments are due to the hotel December 8. The West Region funds collected are not sufficient to cover the next payment to the hotel and monies from each Chapter will be required to cover the December payment.

The flyer will be out before Christmas.

Hannah will be talking to Albert about an Emerging Professionals event.

See written report for more information.

**Bylaws Review**

Maia will check in with Phil Kabza next week on the status of the Chapter's revised Bylaws.

**Closing**

The meeting was adjourned by Chapter President Kevin Norman at 6:00 p.m. ♡

PLANNING CALENDAR



CHAPTER MEETINGS

JAN 5	ACCESSIBLE ALTERATIONS
FEB 2	TBD
MARCH 1	TBD
APRIL 5	TBD

PLAN AHEAD

**CSI Academies**

March 1-3, 2012  
San Diego, CA

**West Region Conference**

April 26-29, 2012  
San Jose, CA

**CSI Annual Convention**

Construct 2012  
September 11-14, 2012  
Phoenix, AZ

CSI WEST REGION CONFERENCE 2012  
APRIL 26-29, 2012 | SAN JOSE, CA

HISTORIC DOLCE HAYES MANSION

Volunteers Are Welcomed. Please contact:

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## UPCOMING CSI WEBINARS

December 20, 2pm ET

### Binding Arbitration -- Do You or Don't You?

The construction industry has long been a business leader in trying to achieve more efficient and predictable means of final dispute resolution. The escalating costs of going to "court" and the realities of trying to get a Judge or jury to understand complicated construction terms and issues results in great unpredictability. Agreeing to resolve disputes through the use of binding arbitration instead of the court system has always been a method of solving these problems.

January 31, 2pm ET

### Top 10 Things Your College Professor Doesn't Prepare You For

Work in the construction industry at times seems very different from what your college professor once taught you in class. There are 'rules of the thumb' and the 'unsaid truths' as there are in any other industry. These rules are not in a rule book or a text book. They are learned through experience.

To sign up visit:

<http://www.csinet.org/Main-Menu-Category/Education/Webinars.aspx>



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want to maximize the benefits of that single resolution. Naturally who wouldn't want an easily achievable resolution where you:

- Develop new skills
- Augment your stature and credibility
- Enlarge your network
- Enrich your sense of purpose in life
- Increase your marketability

Well, you can realize all of these benefits and more with one New Year's resolution! That's right, simply resolve to volunteer for a CSI chapter, region or institute committee or task team and reap the rewards. In fact there are studies that show volunteering also improves the health and well being of the volunteers. So forget that fad diet New Year's resolution. You can resolve to help out on a CSI committee and get healthier at the same time.

The fact is most everyone I know who has volunteered for CSI remarks on the valuable experience and

have extolled about getting much more back than what they put in. I could not agree more. I have really enjoyed my experiences on CSI committees and found them to have benefitted me professionally, as well. I won't go in to how my health has improved but I have met a lot of fascinating friends not to mention a number of characters as well.

There are a lot of different volunteer opportunities available. Most of these only require a few hours a month. For those of you who have volunteered at the chapter level, I urge you to consider a region or Institute committee or task team. Find out more, talk to a CSI member who has served and find out what it takes. Feel free to get in touch with me, if you would like. Then make that resolution to volunteer for CSI, you won't regret it.

Here's to the new and improved you! Happy Holidays! ♥

## CDT 101 WEBINAR JANUARY 25, 2012 | 12 NOON PST

The CDT 101 webinar is an opportunity for individuals to learn about the benefits of CSI's Construction Documents Technologist certificate. The webinar helps advise CDT Exam candidates about the requirements and resources for successful exam preparation and study.

Pass the Construction Documents Technologist Exam (CDT), and you'll join an elite group of professionals known in the industry for their comprehensive knowledge of the writing and management of construction documents.

Getting your CDT means:

- Adding "CDT" after your name, to your business card and to your resume
- Understanding how a project unfolds from conception to delivery
- Understanding the documentation involved
- Getting listed in the Certificants' Directory

For more information visit:

<https://www1.gotomeeting.com/register/490564048> ♥

## BUCHNOTES: UNIQUE ARCHITECTURAL JOURNEY BY ED BUCH, CSI CSS AIA

One Woman's Unique Architectural Journey, The Life and Times of Mary Alice Hutchins is a peak into the practice of architecture in the mid-20th Century. The book describes the professional life of the first woman to be named a Fellow in both CSI and AIA. Mary Alice Hutchins graduated from the University of Oregon in 1941. Shortly after graduation she landed a job as the office "boy" in a Portland architect's office, she suspects mostly because WWII had created a shortage of available men. She quickly found her place in the office writing specifications for projects in the pre-CSI era. She describes the learning-by-doing approach common to that era and the problems that resulted. In 1949, Hutchins joined the newly formed CSI as its 97th member.

Hutchins was the first registered woman architect in Oregon. She describes the not so subtle discrimination against women architects that persisted well into the 1950s. Discrimination occurred in both professional societies and the office. When the small office in Portland where she worked was purchased by SOM in 1951, Hutchins was fired because SOM did not employ professional women.

Hutchins practiced as an architect and specifications writer in Portland and Honolulu well into the 1970s. She was a founding member of the Honolulu CSI chapter and an active member in CSI throughout her career. She participated as a member of the Portland chapter's technical committee in the preparation of several CSI Guide Specs.

The book was written by J.P. Kilbourn, a close friend of Hutchins

and the late wife of Lee Kilbourn, FCSI, FAIA, a CSI stalwart and longtime member of the Portland Chapter. It is a very short book, only 100 pages. But anyone interested in the early days of CSI and the evolution of specifications practice from ditto masters, to the cut and paste and photocopy era, to electric typewriters, and eventually to computer based specifications will enjoy this book.

In a previous BuchNotes article, I mentioned briefly a book by J.E. Gordon, Structures, or Why Things Don't Fall Down. He is also the author of a companion book, The New Science of Strong Materials, or Why You Don't Fall Through the Floor. In layman's language he presents crystal clear explanations of many engineering and materials science concepts we come across frequently in specifying materials or developing architectural details in our projects. For example, the difference between the strength of a material and its toughness is explained, Hooke's Law, and all of its implications are presented, modulus of elasticity, and an interesting chapter on "cracks" are included. The book also includes sections on the properties of metallic materials, wood, ceramics, and plastics, and composite materials.

The 2nd edition of the book was published by Princeton University Press, in 1988. It has 280 pages. It includes a brief history of several of the basic concepts in the strength of materials going back to Galileo in the 16th Century. It's the kind of book you can read several times and still find something new the next time you pick it up. An excellent reference to have on hand. ♡

## CHEVRONS FOR SALE

For those of you that have reached the prestigious point in your CSI membership where you have been a member for more than 10 years, 20 years, or 30 years, the CSI chevrons are available. They are \$10.00 each, which includes the hard costs and shipping costs at the time they were purchased.



Contact Julie Brown if you are interested in purchasing a chevron. She can be reached at (408) 778-0633 or [julie@jkbspecs.com](mailto:julie@jkbspecs.com).



### CSI ONLINE

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[www.csiscv.org](http://www.csiscv.org)

Region  
[www.westregioncsi.org](http://www.westregioncsi.org)

Institute  
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## PER-SPEC-TIVES: THE “MILKING” STOOL

BY RALPH LIEBING, RA CSI CDT

It might be a good time to review our liturgy, [perhaps refresh them] and teach others what a three-legged stool has to do with architecture, construction and specifications writing. It might just be to stoke the fires again and renew our dedication; and augmenting it.

Architectural and construction projects are driven by, and controlled by three, interconnected documents working in concert-- and collectively known as “the Contract Documents!”

The premier document is called “the Contract,” or “Agreement.” A highly legal-toned document, this is only remotely known to the general public, and of interest, mainly, to the lawyers for the various parties who sign the document. Its fundamental purpose is to provide a common basis for the project, whereby the Owner, and the Contractor agree that, 1] there is a project to be built, as depicted and described in other associated documents, 2] the Contractor will do all of the work of buying and installing the material, systems and labor, 3] the work will be done in accord with the drawings and specifications which describe the work required to complete the project, and 4] upon satisfactory execution of the work, the Owner will pay the agreed-to price, as stated in the Contract.

The general public is more readily familiar with the drawings, still known to some, as “the blue prints.” These are fascinating, graphic displays of the building overall, in different views, and with a host of smaller, but interrelated drawings. Literally, they show the workers how to put the building together. Closer and more enlightened scrutiny, reveals that,

even with a wide array of drawings, there is a lot of information that is not included.

The additional information required is provided in booklets called Project Manuals [by many]. In these are the “specifications” [“specs” in the vernacular], which add to, explain, and describe aspects of the work that simply cannot be shown graphically. Since there is a tremendous amount of information that is best written, the specifications become most valuable documents, and in fact are co-equals with the drawings.

No project can be built with drawings alone; neither can it be built solely by the written words, in the specifications.

Discussion of specifications needs to start with an open and frank analysis of their prevailing, and overall concept. There is a general lack of knowledge of these documents among the non-construction public. Even to many within the construction industry, there is a rather murky mystique about the creation, writing, use, and value of these documents-- and the role they play in bringing building projects to fruition.

Specifications are NOT a “handy,” nice-to-have, off-hand, peripheral documents that play only a marginal or sporadic role in the construction of a project. To the contrary, the specifications **ARE** a necessary, important, pervasive, and viable part of a project’s documentation, used in every phase of the work.

In that context, they need to contribute information necessary for the correct construction of the project. In their status as

“complementary and supplementary” to the drawings, it is essential that the specifications augment and enhance the information on the drawings. Further, it is essential that they be as complete, clear, and concise as possible, so they are easily assimilated by the various construction personnel.

Hence, the pre-eminent function of the specifications is to “round-out,” or complete the documentation of the project through the use of specific information written in construction terms.

Specifications are pro-active instruments—not preventative, punitive, or after-thoughts. Their function is to provide decisive construction information specific to the project, which cannot be shown graphically, but which is important and necessary. In addition, they provide detailed information which precludes the need for extensive/ massive notations on the drawings, which tend to obscure or impair their use.

The specifications are not the prime method for preventing cost expansion, etc. They establish quality of product and method, which can effect costing. It is other factors that are the causes of cost expansion or growth. Specifications need to be complete, but not speculatively all-encompassing, anticipating every possible scenario for modification of the project work. In the same context, though, they should not open-ended or ship-shod, with gaps, ambiguities, and incomplete information, or other discrepancies that forces the bidding contractor

## CSI AND ICC EVALUATION SERVICE AGREE TO REFERENCE GREENFORMAT IN ICC-ES ENVIRONMENTAL REPORTS

The Construction Specifications Institute (CSI) and ICC Evaluation Service, LLC (ICC-ES), today announced they have signed a Memorandum of Understanding (MOU) to strengthen the relationship between CSI's GreenFormat and the ICC-ES Environmental program.

ICC-ES currently references CSI's MasterFormat and other formats in all of its evaluation reports. The MOU will add GreenFormat references.

"CSI's GreenFormat identifies and organizes the sustainable attributes of building products," said CSI Executive Director and CEO Walter Marlowe, P.E., CSI, CAE. "By collaborating with ICC-ES, it will help increase awareness and use of GreenFormat, particularly with products compliant to the 2012 International Green Construction Code (IgCC), so that professionals who select building products can make informed choices."

"This MOU recognizes the complementary nature of ICC-ES and CSI's GreenFormat in the sustainable building sector and demonstrates added value to environmental reports," said Rob Brooks, Director of ICC-ES Environmental Programs. "While CSI provides a uniform structure for manufacturers to report the sustainable characteristics of their products through GreenFormat, ICC-ES provides evidence that products meet requirements of codes and green building standards."

Among the agreements included in the MOU:

- ICC-ES will add GreenFormat's numbering scheme within new and existing ICC-ES Environmental

Evaluation reports (Verification of Attributes Reports and Plumbing, Mechanical and Fuel Gas Listings) for environmental attributes.

- ICC-ES and CSI will work together to maintain the relationship between GreenFormat categories and the questions in the ICC-ES Environmental Evaluation reports as both are updated and add references to new reports.
- CSI will present ICC-ES Criteria to the GreenFormat task team for consideration as appropriate product evaluation tests within GreenFormat.

In addition, CSI and ICC-ES intend to participate in each other's technical committees, where applicable.

GreenFormat provides a uniform structure for manufacturers to report the sustainable properties of their products. It helps industry professionals evaluate the green characteristics of building products they are considering for their projects.

The ICC-ES Sustainable Attributes Verification and Evaluation (SAVE) program provides manufacturers with independent verification that their products meet specific sustainability targets defined by today's codes, standards and green rating systems. The ICC-ES SAVE and PMG Listing programs both evaluate the compliance of products to a subset of GreenFormat attributes.

To learn more about GreenFormat, visit <http://www.greenformat.com/>; for more information on ICC-ES, visit <http://www.icc-es.org/>. ♡

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to "interpret," or flatly guess at what is required or intended. Specifications are an element of project control.

Another function, often overlooked, is the legal implications of the specifications. Much of the "front-end," "boiler-plate," or "red-tape" portion of the specifications is devoted to relationships and responsibilities as well as project-wide controls, regulations, and other parameters. Too often disregarded by the Contractors [in bidding and afterward], these provisions are crucial to proper, cohesive, and smooth-running execution of the project, within the strict limits, and direction of the Contract [Agreement] in effect.

Specifications, while essential, should not be assigned unobtainable expectations or converted to instruments which function in a wrong manner. Their proper function is unique and essential to the project-- not unlike the third leg of the stool. Not too long to make the others wobble; not too short to wobble itself. Rather a good, strong, equal and contributing "partner".

Then why do we allow them to be so maligned, mischaracterized, and all but ignored at times? ♡



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Specifications  
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**CSI West Region  
Conference  
Specifiers Forum  
Sponsored by  
SCIP**

**Date:** Sunday  
April 29, 2012  
**Time:** 9:00 am-12:00 pm

Continental Breakfast  
sponsored by Draper, Inc. **DRAPER**<sup>®</sup>

Roundtable Topics for Discussion:

- Pros and cons of liability insurance for independent specifiers; by John Feeney of Heffernan Insurance



HEFFERNAN INSURANCE BROKERS  
A Member of the Heffernan Group

- Tools that make specifying easier
- Any other topics on your mind

**In-house specifiers welcomed!**

**Location:**  
Dolce Hotels & Resort  
Hayes Mansion  
200 Edenvale Avenue  
San Jose, CA

Conference Room TBA

**RSVP:** Please indicate your plans to attend by March 15, 2012

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