Advisory Committee for the Care of Churches of the Diocese of Leicester

ARCHITECT'S SPECIFICATIONS

What does the DAC expect of a specification?

- 1. Specifications should include: -
 - A summary of the works on the first page of the specification so that it absolutely clear to people who are not used to reading such documents exactly what work is to be done
 - Carefully selected *relevant* preliminaries (i.e. no standard paragraphs about lead burning for works dealing with drainage)
 - A full schedule of works, including provisional quantities and locations (i.e. "approx. 4m² plaster repairs on chancel south wall" *not* "plaster repairs as necessary")
 - Full details of the materials and techniques to be used (i.e. the mix for mortars must be stated so that the contractor knows what to use and how to do the work)
 - All information required for the specification to be acceptable as the basis for the legal contract
- 1. Specifications should be accompanied by: -
 - Sketches, scale drawings, ground plans, elevations, annotated photographs all clearly referenced so their relationship to the specification is clear (see attached exemplar)

