



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

Department of Quantity Surveying

QSV 511 – Specification Writing

COURSE PARTICULARS

Course Code: QSV 511

Course Title: Specification Writing

No. of Units: 3

Course Duration: one hour of lecture and one hour of tutorial per week for 15 weeks.

Status: Compulsory

Course Email Address: qsv511@futa.edu.ng

Course Webpage: <http://www.qsv.futa.edu.ng/courseschedule.php?coursecode=QSV%20511>

Prerequisite: NIL

COURSE INSTRUCTOR

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COURSE DESCRIPTION

This course is descriptive, the course in specification writing is designed primarily for students in quantity surveying and allied disciplines. The focus is to impart useful skills on the students in order to enhance their theory of quantity surveying and prepare them for professional practice after graduating from University and to specifically know how to go about writing specification for construction works. Topics to be covered include principles and methods involved in the compilation of a specification for building and other engineering works. Objective and purpose of a specification. The specification as a contract document, legal tender and working aspects. Schedules, sources of information, references. Outright and performance specifications, prime – cost and provisional sums. Specification sections, clause and language master specification, preparation, format, building and printing. Explanation of documents and general conditions.

COURSE OBJECTIVES

The objectives of this course are to:

- introduce students to the art of writing various types of specification for building, civil engineering and industrial engineering works; and
- provide students with the necessary theoretical base and practical skills to enable them think analytically within a multi-disciplinary field.

COURSE LEARNING OUTCOMES / COMPETENCIES

Upon successful completion of this course, the student will be able to:

(Knowledge based)

- explain and differentiate between various types of specification [descriptive, performance, reference standard and proprietary specifications];
- describe the roles of quantity surveyor during pre-contract period as it affects writing of specification for the work;

(Skills)

- prepare the specification

GRADING SYSTEM FOR THE COURSE

This course will be graded as follows:

Class Attendance	5%
Assignments	15%
Test(s)	20%
<u>Final Examination</u>	<u>60%</u>
<u>TOTAL</u>	<u>100%</u>

GENERAL INSTRUCTIONS

Attendance: It is expected that every student will be in class for lectures and also participate in all tutorial exercises. Attendance records will be kept and used to determine each person's qualification to sit for the final examination. In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with the instructor, indicating the reason for the absence.

Academic Integrity: Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited. You are not allowed to make copies of another person's work and submit it as your own; that is plagiarism. All cases of academic dishonesty will be reported to the University Management for appropriate sanctions in accordance with the guidelines for handling students' misconduct as spelt out in the Students' Handbook.

Assignments and Group Work: Students are expected to submit assignments as scheduled. Failure to submit an assignment as at when due will earn you zero for that assignment. Only under extenuating circumstances, for which a student has notified the instructor in advance, will late submission of assignments be permitted.

Code of Conduct in Lecture Room: Students should turn off their cell phones during lectures. Students are prohibited from engaging in other activities (such as texting, watching videos, etc.) during lectures. Food and drinks are not permitted in the lecture room.

READING LIST

⁴Olafare, S. O, Adeyemo, A. A. & Awodele, O. O. P. (2008). *Quantities and Specification Simplified*. Hollad Publishers, Ibadan. 148p.

¹Seeley, I. H. (1982). *Civil Engineering Specification*. 2nd Edition. Macmillan, London. 247p.

¹Seeley, I. H. (1984). *Civil Engineering Quantities*. 3rd Edition. Macmillan, London. 242p.

¹Willis, A. J., & Willis, C. J. (1981). *Specification Writing for Architect and Quantity Surveyors*, 5th Edition. Granada, London. 97p.

Legend

- 1- Available in the University Library
- 2- Available in School Libraries
- 3- Available on the Internet.
- 4- Available as Personal Collection
- 5- Available in local bookshops.

COURSE OUTLINE

Week	Topic	Remarks
1	Introduction and Course Overview Principles and methods involved in the compilation of a specification for building and other engineering works.	During this first class, the expectation of the students from the course will also be documented. The student is expected to know a number of methods used in compiling specification.
2 & 3	Objective and purpose of a specification	Students will be taught about the objective and purpose of a specification.
4 & 5	The specification as a: <ul style="list-style-type: none"> • contract document • legal tender and • working aspects. 	Students will be taught the various roles of specification.
6	Schedules	Students are taught roles of specification as a schedule.
7 & 8	<ul style="list-style-type: none"> • sources of information • references 	Students will be taught how to source for information and reference them.
MID-SEMESTER TEST		
9 & 10	<ul style="list-style-type: none"> • Outright and performance specifications • prime – cost and provisional sums. 	Students will be taught types of specification and their comparable advantages and disadvantages.

11 & 12	<ul style="list-style-type: none"> • Specification sections • clause and language • master specification • preparation • format • binding and printing 	Students will be taught on how to practically write specification while carrying out their duties in a professional world.
13 & 14	Explanation of documents and general conditions	Students will be allowed to express themselves concerning the use of specification and other documents in construction works.
15	REVISION	This is the week preceding the final examination. At this time, evaluation will be done to assess how far the students' expectations for the course have been met.