

CONSTRUCTION SPECIFICATIONS - WRITING, PREPARING & APPLICATIONS

"Enhancing Project Outcomes Through Accurate, Clear, and Compliant Construction Specifications"

Schedule

Date	Venue	Fees (Face-to-Face)
21 - 25 Sep 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Construction specifications are a cornerstone of successful project planning and execution, ensuring clarity, compliance, and coordination across all project stakeholders. This 5-day intensive course provides participants with the knowledge and skills to write, interpret, and apply construction specifications effectively in both design and construction phases.

The course emphasizes best practices in specification writing, including structure, content development, legal implications, and coordination with drawings. Participants will explore real-world case studies and develop hands-on skills in producing project specifications that reduce risks and enhance quality and communication across teams.

Objectives

By the end of this course, participants will be able to:

- Understand the purpose and components of construction specifications.
- Write clear, concise, and enforceable project specifications.
- Use standard formats such as CSI MasterFormat or similar frameworks.
- Coordinate specifications with project drawings and contract documents.
- Identify common specification errors and how to avoid them.
- Apply specifications effectively in procurement, execution, and quality control.

Why Attend

- Improve project accuracy, quality, and contractual clarity.
- Reduce misunderstandings and change orders caused by vague specifications.
- Strengthen collaboration between project designers, engineers, and contractors.
- Align your work with global specification standards and formats.
- Boost your credibility and value as a construction professional.

Target Audience

This program is designed for:

- Architects, engineers, and designers involved in technical documentation
- Project managers and construction supervisors
- Contract administrators and procurement officers
- Quantity surveyors and estimators
- Construction consultants and specification writers

Individual Benefits

Key competencies that will be developed include:

- Precision in specification writing and formatting
- Enhanced ability to interpret and implement specifications
- Improved risk identification and documentation clarity
- Stronger communication with technical teams and contractors
- Mastery of documentation tools and reference standards

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced quality assurance across project documentation
- Fewer project delays due to improved technical clarity
- Reduced disputes and legal exposure related to vague specs
- Better procurement and contract alignment with technical requirements
- Standardization of internal specification processes

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - In-depth review of specification standards, structures, and legal relevance
- Case Studies - Examples of successful and failed specification documents
- Workshops - Hands-on exercises in writing and reviewing construction specifications
- Peer Exchange - Group dialogue on project issues related to specifications
- Tools - Templates, checklists, and formatting guides for compliant spec writing

MAWA EVENTS

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Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Fundamentals of Construction Specifications

- Module 1: Introduction to Specifications (07:30 – 09:30)
 - What are construction specifications and why they matter
 - Types of specifications: performance, prescriptive, proprietary
 - Key components and roles in the construction process
- Module 2: Spec Writing Standards and Formats (09:45 – 11:15)
 - CSI MasterFormat and other global standards
 - Organizing sections and divisions effectively
 - Coordination with drawings and contracts
- Module 3: Workshop – Reviewing Real Specifications (11:30 – 01:00)
 - Identifying errors and inconsistencies
 - Evaluating clarity and enforceability
 - Discussion on common pitfalls
- Module 4: Legal and Contractual Considerations (02:00 – 03:30)
 - How specifications affect project risk and liability
 - Legal language and avoiding ambiguities
 - Integration with contract clauses

Day 2: Specification Writing Techniques

- Module 1: Principles of Effective Spec Writing (07:30 – 09:30)
 - Writing style: clarity, conciseness, and consistency
 - Action verbs and avoiding legal jargon
 - Common dos and don'ts in wording
- Module 2: Coordination with Design and Engineering Teams (09:45 – 11:15)
 - Synchronizing with technical drawings and BIM models
 - Multi-disciplinary input and version control
 - Managing updates and revisions
- Module 3: Workshop – Writing Sample Specs (11:30 – 01:00)
 - Drafting specifications for real project components
 - Peer review and feedback
 - Lessons learned from shared exercises
- Module 4: Project Submittals and Approvals (02:00 – 03:30)
 - Submittal processes and spec-driven evaluations
 - Managing technical reviews and approvals
 - Communication between field and office

Day 3: Materials, Testing & Performance Specs

- Module 1: Technical Material Descriptions (07:30 – 09:30)
 - Material properties and testing requirements
 - Writing for sustainability and compliance
 - Addressing codes and standards
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Module 2: Performance vs Prescriptive Specs (09:45 – 11:15)

- When to specify performance and when not to
- Aligning specs with industry practices
- Real-world examples of misalignment
- Module 3: Workshop – Spec Comparison (11:30 – 01:00)
- Analyzing different styles of specs for same item
- Identifying clarity and constructability
- Improving draft language
- Module 4: Quality Control and Inspection Role (02:00 – 03:30)
- Linking specs to QA/QC processes
- Inspection checklists based on specs
- Creating hold-points and test requirements

Day 4: Advanced Applications and Project Integration

- Module 1: Digital Tools and Specification Software (07:30 – 09:30)
- Spec-writing software and templates
- BIM and specification data linking
- Managing collaborative revisions
- Module 2: Specifications for Specialized Projects (09:45 – 11:15)
- Infrastructure, healthcare, and high-risk facilities
- Fireproofing, waterproofing, and security specs
- Working with proprietary systems
- Module 3: Workshop – Full Section Drafting (11:30 – 01:00)
- Writing a specification section from scratch
- Internal referencing and formatting
- Peer feedback and improvement
- Module 4: Managing Revisions and Addenda (02:00 – 03:30)
- Handling changes post-tender
- Writing addenda and responding to RFIs
- Document control and traceability

Day 5: Simulation, Review, and Application

- Module 1: Final Review of Best Practices (07:30 – 09:30)
- Summary of lessons learned
- Checklist for specification accuracy and compliance
- Preparing final deliverables
- Module 2: Final Team Exercise – Complete Spec Application (09:45 – 11:15)
- Team-based project to prepare a complete spec package
- Cross-checking with drawings and technical data
- Presentation to group
- Module 3: Feedback and Course Wrap-Up (11:30 – 01:00)
- Instructor-led feedback
- Group reflections and challenges
- Post-training action planning
- Module 4: Certification and Closing (02:00 – 03:30)

Final Q&A

- Certificate distribution
- Networking and group photo

Certification

Participants will receive a Certificate of Completion in Construction Specifications Writing & Application, validating their ability to create and manage detailed, enforceable, and accurate project specifications aligned with global construction and contract standards.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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