**DESIGN A/E NOTE - GUIDE SPECIFICATION CONVENTIONS**

**Color-highlighted text**

**Yellow: Editor’s Notes. Comments inserted into the text are addressed to the A/E, not the Contractor. Editor’s Notes are formatted as hidden text. Editor’s Notes are not identified with an update. Do not print Editor’s Notes in issue for distribution to Bidders/Contractors.**

**Tip: To not print Editor’s Notes (hidden text) in document choose Tools on Menu bar, click Options, Print tab, under Include with document, uncheck Hidden text (check to print text), click OK. Save.**

**Tip: To view Editor’s Notes (hidden text) in a document choose Tools on Menu bar, click Options, View tab, under Formatting marks, check Hidden text (uncheck to hide text), click OK. Save.**

**Red: Text updated in 1st quarter. April – June.**

**Strikethrough text and highlighting (not text) in previously issued quarters are deleted. Only 1st quarter highlighted updated text is indicated.**

**Turquoise: Text updated in 2nd quarter. July – September.**

**1st quarter updated text remains highlighted.**

**Pink: Text updated in 3rd quarter. October – December.**

**1st and 2nd quarter updated text remain highlighted.**

**Bright Green: Text updated in 4th quarter. January – March.**

**1st, 2nd and 3rd quarter updated text remains highlighted.**

**Text Editing**

**Select options [in brackets] and edit <notes> before issuing specifications for distribution to Bidders/Contractors.**

**Delete Strikethrough text.**

**Tip: To delete strikethrough text, choose Edit on Menu bar, click Find, Find tab, More (Search Options opens), select All, click Format, Font, check Strikethrough, OK.**

**Click Replace tab, Replace All, OK, Close. Save.**

**Delete all highlighting of text from issue to be distributed to Bidders/Contractors.**

**Tip: To delete highlighting, locate cursor at beginning of Section and block all text in Section, press Shift + Control + End, click No Highlight icon on Formatting toolbar. Save.**

**IMPORTANT: Retain month and year under section title on first page indicating updated Guide Specification Section issue used.**

**Note: This** page **will not print when Hidden text is unchecked as indicated in Editor’s Notes Tip.**

IF THE HIDDEN GUIDE SPECIFICATION CONVENTIONS DO NOT APPEAR PRECEEDING THIS

NOTE, TURN THEM ON AS FOLLOWS.

**FOR MICROSOFT WORD 2000 and 2003**, CLICK ON SHOW/HIDE ICON IN MENU BAR OR CHOOSE

TOOLS IN MENU BAR. THEN CLICK OPTIONS, VIEW TAB, UNDER FORMATTING MARKS, CHECK

HIDDEN TEXT.

**FOR MICROSOFT WORD 2007,** CLICK ON MICROSOFT OFFICE ICON LOCATED IN UPPER LEFT

CORNER OF MENU BAR. CLICK ON WORD OPTIONS AT BOTTOM OF DROP DOWN. THEN CLICK

ON DISPLAY. CHECK THE HIDDEN TEXT BOX.

**FOR MICROSOFT OFFICE 2010,** CLICK ON FILE BUTTON LOCATED IN UPPER LEFT CORNER OF

MENU BAR. IN THE DROP DOWN, CLICK ON OPTIONS, AND A WORD OPTIONS BOX WILL

APPEAR. CLICK ON DISPLAY. CHECK THE HIDDEN TEXT BOX.

THE GUIDE SPECIFICATION CONVENTIONS SHOULD NOW BE VISIBLE IN THE DOCUMENT.

(Delete this note before printing.)

SECTION 00 31 00

AVAILABLE PROJECT INFORMATION

(Edited from DeCA June 2022 Design Criteria)

1. GENERAL
   * + 1. EXISTING CONDITIONS
          1. Certain information relating to existing surface and subsurface conditions and structures is included in the Project Specification Manual, and is available to bidders for use in preparing their bid and performing the work on this project.

Use next two paragraphs when adding Asbestos Reports.

* + - * 1. Bidders shall take this information into account when preparing their bid and include all such costs related to this information in their bid.
        2. Asbestos and other hazardous materials:

Bidders may conduct their own survey for asbestos containing materials at the areas affected by the Work of these Projects, at their option. Report any variations in results to the Owner.

When present, removal of asbestos containing materials is included in the Work. Bidders shall include all costs of abatement of asbestos containing materials in their bid.

* + - * 1. Attachments:

Edit the following according to the information that you are including in the project for contractor information.

Geotechnical Report Entitled:

Asbestos Report Entitled:

Slab Moisture Test Entitled:

Site Environmental Assessment Entitled:

**END OF SECTION**