

**THE ELEMENTS OF
SPECIFICATION WRITING: A
TEXT-BOOK FOR STUDENTS
IN CIVIL ENGINEERING**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649572380

The Elements of Specification Writing: A Text-book for Students in Civil Engineering by
Richard Shelton Kirby

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RICHARD SHELTON KIRBY

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IN CIVIL ENGINEERING**



R. S. Kirby, Associate Professor of Engineering Drawing, Author of 'Fundamentals of Mechanical Drawing,' 'The Elements of Specification Writing,' 'Exercises in Descriptive Geometry' and 'Lettering Tablet'

THE ELEMENTS OF
SPECIFICATION WRITING

A TEXT-BOOK FOR STUDENTS IN
CIVIL ENGINEERING

BY

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SECOND EDITION REVISED

NEW YORK

JOHN WILEY & SONS, INC.

LONDON: CHAPMAN & HALL, LIMITED

1921

Dec. 8, 1922
SCHOOL OF
LANDSCAPE ARCHITECTURE
HARVARD UNIVERSITY

2724
Cop. 1

Price
\$1.50

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PREFACE

THIS book is a text-book on the art of specification writing, not a collection of specifications. While intended primarily for the classroom, it should prove of value to the young engineer in practice. The book is the outgrowth of a series of lectures delivered by the author annually for the past six years before the senior class in Civil and Sanitary Engineering in the Sheffield Scientific School of Yale University.

The following features are worthy of note here:

(1) The fundamentals of a contract — particularly of a construction contract with its attendant plans and specifications — are concisely brought out.

(2) A chapter is devoted to the Advertisement and one to the Proposal.

(3) The General Clauses (Chapters VI to XI inclusive) are given thorough exposition, from an Engineer's viewpoint. Many interesting cases illustrating their application to actual construction work are cited and discussed. Numerous and varied model clauses are quoted.

(4) Chapter XII contains practical suggestions touching the Specific (or technical) Clauses. Outlines of such clauses for nine simple construction projects (Chapter XIII) will assist the student as he essays for himself the composition of specifications. The outlines cover work with which the average student is more or less familiar — a manifest advantage to the beginner.

(5) The classified list of references (largely to recent articles in the more readily accessible technical journals) in the Appendix will furnish student and instructor a fund of commentary and illustration.

To secure the maximum of efficiency in the use of the book as a text it is suggested that the instructor gather — as he easily

may — a large and carefully selected assortment of specifications for collateral use by the class. The student should prepare abstracts of these in connection with his study of Chapters VI to XI; he will also find in them suggestions as to the wording of the specific clauses outlined in Chapter XIII.

Professors S. E. Barney and J. C. Tracy of the Sheffield Scientific School have read the manuscript and furnished helpful criticism. The author wishes here to record his appreciation of their kindness.

RICHARD S. KIRBY.

GETTYSBURG, PA.,
May 5, 1913.

PREFACE TO THE SECOND EDITION.

This revision has been made with a threefold purpose:

1. To widen the field of usefulness of the book for those outside the Civil Engineering profession.
2. To emphasize the practical connection between the content and phrasing of specification clauses and their application to working conditions. The increased number of concrete illustrations and the Questions for Discussion following certain chapters may thus contribute to more effective teaching.
3. To bring the book up to date. Principles are unchanging, but their application varies; old organizations give place to new; references become obsolete. All this has been accentuated during the momentous years just past.

Much new material has been added. Chapters I and II have been largely rewritten.

R. S. K.

NEW HAVEN, CONN.,
February, 1920.

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