

What is the purpose of Coordination?

Choose all that apply

- A. Improve efficiency
- B. Manage activity dependencies
- C. Add value
- D. Minimize value engineering

Who should be included in coordination meetings?

Choose all that apply

- A. Owner
- B. Architect/Engineer
- C. Drafters
- D. Specifier

What is considered a coordination checklist?

Choose all that apply

- A. Preliminary Project Description (PPD)
- B. Outline specifications
- C. Office standard checklists
- D. MasterFormat®

What drawing coordination must be performed?

Choose all that apply

- A. Within each design discipline drawings
- B. Between all discipline drawings
- C. Between drawings and construction contract
- D. Between drawings and project manual


What should coordination eliminate?

Choose all that apply

- A. Omissions
- B. Cross-referencing
- C. Incorrect or unspecified materials
- D. Difficult or impossible construction methods

How are discrepancies resolved?

Choose all that apply

- A. Order of precedence
- B. A/E decision
-  C. Referral to A/E

What should the specifier coordinate with the owner?

Choose all that apply

- A. Who is writing the procurement documents
- B. Division 01 specifications
- C. Owner procedures for product substitutions
- D. Owner design manuals

What principles should guide spec coordination?

Choose all that apply

- A. Regular project team review
- B. Begin at earliest phases
- C. Say it once and in the right place
- D. Document last minute changes quickly

For alternates, specifiers should...

Choose all that apply

- A. Coordinate specs with Section 012300
- B. Identify alternates by number
- C. Describe base bid and alternate bid
- D. Include statement in every affected specification section