



Construction
SPECWORK

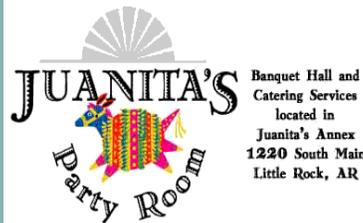


Knowledge for Creating & Sustaining the Built Environment
CSINet - Home of The Construction Specifications Institute

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**FEBRUARY 2010 CHAPTER MEETING
ELECTRONIC FILE MANAGEMENT**



Banquet Hall and
Catering Services
located in
Juanita's Annex
1220 South Main
Little Rock, AR

Source: <http://www.juanitas.com/annex.html>

Date: Tuesday, February 9, 2010
Location: Juanita's Party Room
Time: 11:30 am Lunch and Meeting
Seminar 12:00 pm Seminar
Cost: \$20 Lunch and Seminar
\$10 Seminar only

Learning Units: 1 PDH, 1 CEH, 0.1 CEU, 1 AIA LU (Non-HSW)

The presentation will be given by Steve Jordan, Vice President of Paperless Environments, LLC. He will discuss electronic file management as well as the laws that govern electronic information. It should be a very interesting and informative seminar.

"Mission of CSI:

Advance the process of creating and sustaining the built environment."

"CSI is a national association dedicated to creating standards and formats to improve construction documents and project delivery.

The organization is unique in the industry in that its members are a cross section of specifiers, architects, engineers, contractors and building materials suppliers."

From CSI Website: csinet.org

RESERVATIONS:

CONTACT TIM DAVIS, CSI, CDT

PHONE: 501-374-8677

EMAIL: tdavis@baldwinshell.com

JUANITA'S IS LOCATED AT

1220 SOUTH MAIN

LITTLE ROCK

RESERVATION "NO SHOWS" WILL BE BILLED AT FULLPRICE

PRESENTATION FOR FEBRUARY MONTHLY MEETING LITTLE ROCK, AR

CSI Seminar Little Rock, Arkansas

Does your company have electronic filing policies and procedures? Is there a safe and secure centralized storage of all company electronic files? Are electronic records indexed for instant retrieval from all company sources? Are paper filing and storage systems coordinated with electronic systems? Do employees manage their own email or is it managed according to policies and procedures in place for your company? If you had to be able to retrieve all paper files, electronic files, and email associated with a particular client, job, or time, could you do it?

Businesses today are conducting more of their business electronically due to the acceptance of the internet, email, and smart phones. Most contract negotiations, collaboration, and acceptance are handled completely through electronic technology, or without the use of paper. The problem, however, is that most companies do not have adequate policies and procedures in place to manage paperless business transactions and communication and are exposing themselves to great risk by leaving the management and organization of electronic information up to the individual users.

The CSI seminar will cover the following topics:

- Define the various types of electronic file management strategies and discuss the advantages and disadvantages
- State and Federal laws that govern electronic information and how they apply to the AEC industry
- How to build an effective electronic file management strategy

The seminar leader will be Steve Jordan, Vice President of Paperless Environments, LLC located in Baton Rouge, Louisiana. He comes with over 30 years of experience improving business processes through the use modern technology and management.

He is also a partner in E-Risk Consulting, LLC which provides training and consulting services to businesses who are designing and implementing electronic file management policies and procedures.

Steve is an avid golfer who has been married for 30 years with 2 grown children.

Information provided by Steve Jordan



Construction Specwork is the monthly newsletter of the Little Rock Chapter of the Construction Specifications Institute, Inc. Opinions and advertising expressed in the newsletter are those of the contributors, and do not necessarily reflect the opinions, policies or practices of the Construction Specifications Institute or the Little Rock Chapter. The newsletter is funded, in part, by the sponsors listed within this newsletter. Laura Kirk, Editor.

PRESIDENT'S MESSAGE

CINDY TONEY, CSI, CDT, LEED AP

I am happy to announce that we have a new SpecWork Editor. Please welcome Laura Kirk as Chair and Bart Lusk as Vice-Chair of Publications. Laura will be SpecWork Editor. I know they will do a fantastic job !

We had a great January meeting with ASHRAE Arkansas, and I would like to extend our gratitude to them for hosting the joint meeting. The turnout was tremendous. Mike McClellan with Trane Arkansas gave an interesting talk regarding updates in the Arkansas Mechanical Code and Ed Ellis, with the Arkansas Energy Office, filled us in on ACT 1494 - the energy code for state agencies and higher education. For those of you who missed it, you missed an great meeting.

Our next meeting will be held at Juanitas and the guest speaker will be Steve Jordan with Paperless Environment. He will discuss electronic filing management, including the laws that apply to the industry. It should be a very interesting presentation.

Soon, you will be asked by our Awards Committee to place your nominations for awards. Please be thinking about all of those folks who have given their time and effort to continue to make the Little Rock Chapter of CSI better. We really have accomplished a lot this year, starting with the Leadership Conference in August and then directly to an awesome Membership drive at Murry's Dinner Playhouse. The year is not over yet, as we have some very exciting programs in store for the months ahead.

The nominating committee will also be requesting your nominations for chapter officers and directors. If you would like to take on a position as officer or director, or know of someone who would, please contact any one of the officers on the *Officer, Directors and Committee Chairs* page of this newsletter.

The CDT, CCS, CCCA, and CCPR exams will be given in Little Rock, between March 29 and April 3rd. January 29th is the deadline for early registration... with February 26th as the final deadline to register to take these exams. Don't forget to sign up early for the early registration discount. Also, if you are interested in taking classes to help you prepare for the exam, contact Michael Sanders at 501-329-5645, or Doyle Phillips at 501-374-8677, for more information.

Looking forward to seeing all of you at the next meeting on February 9th at Juanitas !

Cindy Toney

President, Little Rock Chapter CSI FY 09/10



The Gulf States Region Conference

Conference dates are April 16 - 17, 2010 in Shreveport, La.

More information to come in next newsletter.

The Construction Specifications Institute is a nationwide non-profit technical organization dedicated to the improvement of specifications and building practices in the construction industry through service, education and research. Founded in 1948, CSI provides a forum for architects, engineers, specification writers, contractors, suppliers and others in our industry. Membership is open to all who are involved in the built environment. Please contact [Chapter Membership Chairman, Kay Young](#), 501-912-8534; email: kayyoung3@sbcglobal.net, or any chapter officer listed on the "Officer, Directors and Committee Chairs" page of this newsletter.

[CSI lapel pins can be purchased for \\$10 at regular Monthly Meetings.](#)

Curmudgeon's Corner; Sensible Stimulus

by Sheldon Wolfe, RA, FCSI, CCS, CCA CCA

by Sheldon Wolfe, RA, FCSI, CCS, CCA

infrastructure: the roads, bridges, rail lines, power grid, and similar public works that are required for an industrial economy to function

The subject of my last article, "Return on investment", was the ancient buildings I saw while on vacation in Europe, and how they continue to be useful today. This month, we'll look at more recent construction, particularly the infrastructure that supports our lifestyle. (Incidentally, I received many comments in response to my reference to our European vacation. If you're interested, some of our pictures are online at <http://snipurl.com/trgm5>.)

Just this month, I finally joined the twentieth century and had satellite TV installed in our house. We had talked about it for a couple of years, but saw little reason to increase the sources of garbage available from five channels to more than a hundred. The few channels we were interested in - Discovery, Food, HGTV, and History - were not quite tempting enough to entice us into dealing with all the rest. Also, I had a fear of spending all my waking hours watching the History Channel. The deciding factor turned out to be financial; we could get a bundle with phone, unlimited long distance calls, DSL, and HDTV for less than we were paying.

And sure enough, I've been captivated by the History and Discovery Channels. One of the recent shows, *The Crumbling of America*, was fascinating - and chilling. Opening with the collapse of the I35W bridge in 2007, the show went on to look at the potential for catastrophe in virtually every part of our infrastructure. Much of what we have was built in the early part of the twentieth century, with a design life of fifty years. The continued serviceability of that work is a tribute to the engineering and construction quality of that time, and though service life can be extended with regular inspection and maintenance, there comes a time when replacement is necessary. Unfortunately, it's a lot easier, and more fun, to build new than to maintain existing buildings; I believe most of us have seen that the maintenance budget is often the first to be cut.

I know enough about government to never expect too much, but when the recent stimulus package was proposed, I envisioned a large investment in highways, bridges, dams, and other civil works projects. I won't pretend to understand the economics or details of the public works programs of the 1930s, but there are countless examples of well-designed, useful, long-lasting projects of the Works Progress Administration (WPA) and Civilian Conservation Corps (CCC). My own state, Minnesota, has numerous state park buildings, highways, dams, bridges, and utilities that were built seventy years ago and remain in service today.

Needless to say, I was disappointed by the stimulus program's small investment in infrastructure. Of the \$770 billion (or is it a trillion? or two trillion?), about \$140 billion is earmarked for transportation, water projects, construction and repair of buildings, and upgrading the electric grid.

That sounds like a lot of money, but how much is needed? Those most likely to know are the civil engineers, who are most familiar with the design and maintenance of the systems in question. And indeed, they have something to say. The American Society of Civil Engineers (ASCE) has a website named "Report Card for America's Infrastructure" (<http://snipurl.com/tril7>). The ASCE website discusses fifteen infrastructure components, giving each a letter grade, the amount of money needed to bring it up to date, and the amount of money already budgeted. The highest grade is a C+; the average is a D. The total recommended investment, over five years, is \$2.2 trillion, approximately twice the amount budgeted from all sources. Another look at infrastructure costs is found at <http://snipurl.com/trirs>. This one estimates over \$3 trillion is required, with almost \$2 trillion going to just roads and bridges.

To me, the logic of making this type of investment a high priority is inescapable; there is little value in other stimulus spending if the services we depend on fail. Sadly, it seems the money isn't available to do the necessary maintenance until a levee or a bridge fails, when legal fees and cleaning up the mess further increase the costs.

CONTINUED NEXT PAGE....

Curmudgeon's Corner; Sensible Stimulus

CONTINUED FROM PREVIOUS PAGE
by Sheldon Wolfe, RA, FCSI, CCS, CCA CCA

It's easy to say, "You think that only because you're an architect," but that's not true. While a few architects would profit to some extent, engineers and contractors would be the main immediate beneficiaries. Of far greater value would be the indirect benefits to the countless others whose lives depend on services that work.

The importance of our utilities and transportation systems hasn't been entirely ignored. In 1998, President Clinton's Presidential Directive PDD-63 set up a national program of "Critical Infrastructure Protection", which was superseded in 2003 by President Bush's HSPD-7 (Homeland Security Presidential Directive No. 7) - but the focus of these directives is on protection from attack, and on reconstruction after an attack. Perhaps a smart terrorist would simply wait until our infrastructure collapses from neglect.

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Ray Echols Scholarship

Awarded by

The Construction Specifications Institute

Little Rock Chapter (LRCSI)

A \$750 scholarship awarded to a part-time or full-time student majoring in architecture, engineering, interior design, landscaping, or construction management for one Senior semester for students attending U of A (Fayetteville), UCA, ASU and UALR.

For more details or to download an application, visit www.csilittlerock.org.
Or contact Sally Bowen at sbrppy@sbcglobal.net or by phone at 501-372-0272.

Board Meeting Minutes January 2010 Meeting

1. Awards: It was voted and passed to charge the chapter members \$35 a head and absorb the remainder of the cost for the banquet.
2. Certification: Doyle Phillips thanked Jonathan Lowrey for his help on the committee promotion. About 9 people signed for CDT Exam and 2 for CCA Exam. Combo package offer: if join chapter and purchase PRM, 20% discount.
3. Education: It was voted and passed to pay AIA \$150 to offer education credits.
4. Programs: February Meeting at Juanita's at 11:30 am and March Meeting/Joint Meeting with USGBC at Next Level Events at 11:30 am.
5. Newsletter: Laura Kirk and Bart Lusk, with Archway Graphics, agreed to be the new editors for the Chapter's Newsletter.
8. Chapter E-mail Vote: Beginning February, Institute will go to an all E-mail vote. Michelle Christen suggested that we look at heading in this direction. Still need to think about members who don't have E-mail, and some sort of clearinghouse.
9. Billing for Monthly Meetings: It was proposed to go towards cash or check for monthly meetings and golf tournament. The Board will discuss and vote at February Board Meeting.
10. Board Meeting Location: The board will meet at Baldwin & Shell for the remainder of the 2009/2010 term, unless notified otherwise.

**LITTLE ROCK CSI CHAPTER
OFFICERS, DIRECTORS AND COMMITTEE CHAIRS 2009—2010**

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TECHNICAL TOPICS
BY KARL HANSON, CSI, CCS, CCA

REPRINT—NEWS RELEASE
DATED DECEMBER 21, 2009

First Integrated Green Construction Code Poised For 2010 Debut

Drafters of the International Code Council's *International Green Construction Code* (IGCC) are nearing completion of the first-ever integrated green code for traditional and high performance commercial buildings, set for a public release in March.

"This will be the first time code officials, owners and designers will have an integrated regulatory framework to put into practice that meets the goal of greening the construction and design of new and existing buildings," according to Code Council CEO Richard P. Weiland. "Only a code that is useable, enforceable and adoptable will have the capability of impacting our built environment in dramatic ways."

The IGCC is designed specifically to integrate and coordinate with the other International Codes already being enforced by governmental code officials at all levels. All 50 states and more than 20,000 U.S. jurisdictions use the International Codes developed by the Code Council for safety and sustainability. The International Codes also serve as the basis for construction of federal properties around the world, and as a reference for many nations outside the United States. The International Code Council is a non-profit membership association dedicated to building safety, fire prevention, energy efficiency, and sustainable building construction and performance.

The IGCC's unique drafting approach links the International Codes to a public process bringing together diverse areas of expertise to create the first integrated, regulatory framework for green commercial buildings. The American Institute of Architects (AIA) and ASTM International are Cooperating Sponsors. Other organizations with representation on the IGCC drafting committee, known as the Sustainable Building Technology Committee (SBTC), include the U.S. Green Building Council Green Globes Initiative along with over a dozen others.

"We are not an industry or advocacy organization, but rather the same folks who have written the building codes used throughout the United States and around the world for decades," said Code Council Board Member and SBTC Chair Ravi Shah. "From the beginning of our code development earlier this year, we've had 29 SBTC members and countless work group members from across the spectrum of government, industry, non-profit and academia weaving their views into a consensus code," Shah said.

The Code Council's unique consensus process invites continual public input from all perspectives, culminating in a final approval from code officials to ensure the best possible rate of compliance.

A critical element of the IGCC is that it is consistent and coordinated with existing International Codes that span the spectrum of the industry from building, to energy conservation, fire safety, plumbing, mechanical fuel gas and existing buildings among others.

"Voluntary systems have led market transformation and paved the way for a regulatory framework that includes specialized standards addressing highly technical areas around installation and equipment performance," Weiland said. "And with our Cooperating Sponsors at the AIA and ASTM International providing the essential perspective of the design and standards communities, there is finally an option on the table that a local, state or federal code official can actually use, enforce and adopt to impact the built environment."

The last drafting meeting of the SBTC will be in January in Austin, Texas. The first public version of the IGCC will be published in March, which is expected to inform many policy discussions currently underway. At the same time the IGCC will undergo continual maintenance with the solicitation of additional public comments thru hearings being conducted in August. The IGCC will then go through another round of review, comments and public hearings in 2011 for the publication for the 2012 ICC Family of Codes.

Information on activities about the IGCC is available for review at www.iccsafe.org/igcc.

Contact Steve Dagers: (888) ICC-SAFE

Reprinted from: International Code Council News Release dated December 21, 2009.

http://www.iccsafe.org/newsroom/News_Releases/NR122109-IGCC.pdf

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New Member Spotlight

By Kay Young, CSI, CDT, Membership Chair

Say hello to our new members!



Jerome Sorensen

Jerome Sorensen, AIA, LEED AP—WER Architects

I am a licensed architect originally from the metropolitan Detroit, MI area. I graduated with a Bachelors and Masters degrees from Lawrence Technological University in Southfield, MI. My background is strongly routed in the construction administration and coordination of the SMEP design trades with architectural into the construction documents. I moved to Little Rock in May of 2009 to head the Construction Administration Department at Witsell Evans Rasco Architects Planners. I have interests in sustainability, historic rehabilitation and antiquities.

For membership information visit littlerockcsi.org or call Kay Young 501-912-8534.

Please welcome Laura Kirk as your new Specwork editor and help her get the Little Rock Chapter newsletter out in a timely manner by getting your articles to her by deadline. Of course, it's always a welcome sight to see articles arrive earlier than that.

Remember that deadlines are the 15th of every month.

Cindy Toney

CSI Certification, CDT and CCCA Exam Registration Deadline is February 26

Registration deadlines for the spring exam taking place March 29-April 3, are fast approaching:

- Early registration deadline **January 29**
- Final registration deadline **February 26**

CONSTRUCT2010 & The CSI Annual Convention

May 11 – 14, 2010

Pennsylvania Convention Center, Philadelphia

www.constructshow.com

Watch CSI Weekly & this space for updates!

ThyssenKrupp Elevator

Americas Business Unit



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ThyssenKrupp

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Board Meeting	4	5	6 CDT Class
7	8	9 CSI Monthly Meeting	10	11	12	13 CCCA Class
14	15 Specwork Articles Due	16	17	18	19	20 CDT Class
21	22	23	24	25	26 CDT/CCCA Final Registration	27 CCCA Class
28						

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Board Meeting	4	5	6 CDT Class
7	8	9 CSI Monthly Meeting	10	11	12	13 CCCA Class
14	15 Specwork Articles Due	16	17	18	19	20 CDT Class
21	22	23	24	25	26	27 CCCA Class
28	29 CDT/CCCA Exam	30 CDT/CCCA Exam	31 CDT/CCCA Exam			

INSTITUTE PRESIDENT

MIKE DAVIS, FCSI

Greetings, CSI members!

I don't know about you, but I am glad to see 2009 come to an end. I have been involved in the construction industry since 1969, and 2009 had the most damaging impact to our industry that I can remember. The company I work for had projects cancelled and was fortunate to end the year with only a 50% reduction in our volume of work from previous years.

I discuss this only to lead into my topic for this communication: CSI Membership. Why join CSI or continue membership in CSI? We talk about "the benefits of CSI membership," but what are they? Is it really worth the cost and time commitment to be a member of CSI? In the current economic situation, would I do better to invest my time and dollars in something else? My membership is up for renewal, and these questions have been on my mind for several days. I will renew my membership, but I am sure other CSI members and prospective members are asking these questions. I will try to provide some simple answers.



- **Why join CSI or continue membership in CSI?** My simple answer: How can you afford not to join CSI? Membership in CSI is not expensive. I have been a member of CSI since 1993. Until renewal in 2006, my membership was paid by my company. I left my position as a partner in a general contracting firm and took off several months to catch my breath. When it was time to renew my membership, I did not need to think twice. I believe I receive true value in my CSI membership. The networking opportunities are endless, if you make the effort. The letters "CSI" on my business card has opened many doors that might not have opened without having those initials.

Yesterday, I received a cold call from a product representative. No phone call, no advance notice. Just happened to be in town and thought he would stop by my office to check on bid opportunities. My schedule was pretty hectic. However, when I looked at the business card handed me, I saw "CSI" following the representative's name. This is the only reason I got up from my desk and had a 20-minute meeting with this representative. If there had been no "CSI," there would not have been a meeting

- **What are the benefits of CSI membership?** Where do I start? Networking opportunities as I previously mentioned, certification programs, education programs, involvement in creating methods of handling or distributing building information... I leave it to each of you to make your own decision on this question, as we could have many different answers.

- **Is it really worth the cost and time commitment to be a member of CSI?** CSI membership is an investment. And like any other investment, if you fail to continue to make the investment, you will find the dividend shrinks. Compared to other organizations, I feel the cost of CSI membership is economical. But more than dollars, consider investing your time in CSI. I truly believe that an investment of my time in CSI has enabled me to grow professionally at a quicker pace. In some cases, I have been able to receive instant credibility from architects because of my involvement with CSI.

We continually discuss the "grass-root members" of CSI. Folks, we are the grass roots of CSI; each and every one of us, with all our imperfections. It's the person down the hall, in the next cubicle or across the country. We are not just specifiers; we are designers, contractors and subcontractors, building owners, product representatives, and others involved in one of the greatest professions. In short, we are the construction industry!

As you read this email, please give serious thought to your membership status in CSI. If you are not willing to grow in your chosen profession and don't want to give your time, then by all means find something else where you can commit your time and resources. However, if you are willing to grow and make a commitment, CSI has a place for you at the table. Get involved! I look forward to working with you as we work to improve our industry.

CSI President Mike Davis, FCSI, is "an Estimator for DBS Corporation" in Chattanooga, TN. He can be reached at [president@csinet.org]

Education Corner

By Michael Sanders, CSI, CCS, CCCA, MAI, LRCSI Education Chair
Doyle Phillips, CSI, CCCA, CPE, LRCSI Certification Chair

SEMINAR SCHEDULE GETS WEATHER ADJUSTMENT!!

THE LITTLE ROCK CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE PRESENTS

Seminar Series 1

“CONSTRUCTION DOCUMENT FUNDAMENTALS AND FORMATS” (completely revised for 2010!!)

The Little Rock Chapter CSI (LRCSI) will sponsor Seminar Series 1 of the Construction Practice Series: Documentation, Representation, and Administration, entitled “Construction Document Fundamentals And Formats,” which is scheduled to begin February 6, 2010. Classes will meet every other Saturday (**Feb. 6, Feb. 20, Mar. 6 & Mar. 20**) on the campus of UALR, ETAS Building Room 233, from 8:00am to 3:30pm. The registration cost for the complete seminar series is \$195.00 (\$150.00 for LRCSI Members) and includes seminar handouts. (The Project Resource Manual must be purchased separately.) Each daily seminar may also be attended individually for continuing education purposes. The registration cost for each individual Saturday session (6 credit hours each) is \$75.00.

This seminar series is excellent as a study aid for the CDT Examination. It also provides basic employee training in construction documentation, formats, and the life-cycle process, and is also an informative Continuing Education offering.

24 educational contact hours are available (24 AIA LU HSW, 24 PDH, 24 CEH, 2.4 CEU)

Seminar Series 4

“BASIC CONSTRUCTION CONTRACT ADMINISTRATION” (rescheduled: NEW START DATE!!)

The Little Rock Chapter CSI (LRCSI) Seminar Series 4 of the Construction Practice Series: Documentation, Representation, and Administration, entitled “Basic Construction Contract Administration”, **HAS BEEN RESCHEDULED** to begin **FEBRUARY 13, 2010**. Classes will still meet every other Saturday (**Feb. 13, Feb. 27, Mar. 13 & ending now on Mar. 27**) on the campus of UALR, ETAS Building Room 233, from 8:00am to approx. 3:30pm. The registration cost for the complete seminar series is \$195.00 (\$150.00 for LRCSI Members) and includes seminar handouts. (The Project Resource Manual is available to be purchased separately.) Each daily seminar may also be attended individually for continuing education purposes. The registration cost for each individual Saturday session (approx. 6 credit hours each) is \$75.00.

This seminar series is excellent as a study aid for the CCCA Examination. It also provides basic employee training in the construction contract administration process, and is also an informative Continuing Education offering.

24 educational contact hours are available (24 AIA LU HSW, 24 PDH, 24 CEH, 2.4 CEU)

For further information and/or registration forms contact:

Michael L. Sanders, CSI, CCS, CCCA, MAI; LRCSI Education Chair at 501-514-2791,
(S2KMichael@conwaycorp.net), or

Doyle T. Phillips, CSI, CCCA, CPE; LRCSI Certification Chair at 501-374-8677, dphillips@baldwinshell.com

Little Rock Chapter
Construction Specifications Institute

Post Office Box 126
Little Rock, Arkansas 72203

Gulf States Region Website:
<http://www.csiwse.net/csi/11000>

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Check out the website:
www.csiLittleRock.org

Our Thanks to Capitol Blueprint for doing such a great job of printing for us.

Interested in hosting a Table Top at our next Meeting?

Contact: Tim Davis, CSI, CDT 501-374-8677

tdavis@baldwinshell.com

Interested in doing a Presentation at our next Meeting?

Contact: Tim Davis, CSI, CDT 501-374-8677

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