

SAO eNews
Office of the State Architect / Columbus, Ohio March 2005

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1. SAO Adopts MasterFormat 2004

The Construction Specification Institute (CSI) released its new MasterFormat 2004 for use by the design and construction industry. MasterFormat provides a master list of numbers and subject titles and standardizes specifications for construction standards and requirements, products and applications. Released for use early this year, MasterFormat 2004 replaces the MasterFormat 1995 edition. The new edition accommodates a broader range of construction projects, facilitates the ability for increased database use, and provides flexibility for future enhancements and expansion to the specification system.

Recognizing the value of the CSI's enhanced specification system, the Office of the State Architect (SAO) has adopted MasterFormat 2004 for all new projects that use the contracting models established by the Department of Administrative Services through SAO. The Office of the State Architect will use the implementation schedule shown below for the new specification system. The dates indicated are the project bid advertisement dates. The implementation schedule is applicable to new construction contracts.

Through June 30, 2005 -- Optional

July 1 - Dec. 31, 2005 -- Recommended & Preferred
Jan. 1, 2006 and after-- Required

All Associates producing projects using the DAS contracting models must contact their Owner representatives, review this requirement and discuss the potential for using MasterFormat 2004 on their upcoming construction project. Associates producing SAO administered projects also must discuss the implementation schedule and the potential for using MasterFormat 2004 on the project with the SAO Project Manager.

As described on CSI's Web site, the MasterFormat 2004 Edition is the most significant revision in the product's 40-year history. The new edition enables specification writers to cover a greater amount of information about a construction project, in a much more detailed, systematic way. New sections are added in the 2004 edition that address rapidly developing changes in building design and construction components, such as telecommunications networks, integrated automation systems, and electronic safety and security systems. The edition also has new and standardized specification sections for building projects. For more information, contact your local chapter of CSI or visit the CSI national Web site at: www.csinet.org.

2. Info Required on Certificate of Insurance

Please remember to have the insurance vendor include in a prominent place on the Certificate of Insurance, the SAO-assigned "project number," "project name," and "project location." Indicate this information on a standard ACORD 25 form within the box titled: "description of operations/locations/vehicles/exclusions/added by endorsement/special provisions".

Also, the insurance vendor needs to include on the certificate, information about the builder's risk/installation floater and its "policy number," "effective date," "expiration date," and "limits" (which must not be less than the full amount of the contractor's contract). SAO recommends and requests that on this information be indicated, on a typical ACORD 25 form, within the category titled "other" or, alternatively, in the box described above.

3. New Ohio Building Codes

On March 1 the 2005 edition of the Ohio Building Code was released. Although the new edition code is valid upon release, there is a six-month grace period for blending the new code into projects. Plans submitted for approval on March 1 through Aug. 31 may be prepared and submitted under either the current code or the new edition; plans submitted on and after September 1 must comply with the newer code. Documents submitted for plan approval must clearly indicate which edition of the code was used for the design of the project.

House Bill 175, signed by Gov. Taft on February 23, 2005, establishes a state residential building code and makes other changes in the laws governing residential construction. Further, it establishes a "right to cure" procedure under which a residential contractor may cure a defect prior to an owner commencing arbitration proceedings or a civil action. The bill goes into effect 90 days after it is signed by the Governor and filed with the Secretary of State.

For further information, contact:

Ohio Department of Commerce
Division of Industrial Compliance
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P.O. Box 4009
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4. Transition Necessary From Certain Manual Forms to Electronic Forms

After two years of transition, the time has come to abandon the manual version of the forms we use for Field Work Orders, Change Orders, Contractor Pay Applications, and Associate Pay Applications.

All contracts awarded after March 31 must use the most recent electronic version of the forms listed above. All earlier contracts may use this most recent form. At any time, the current version of each form can be viewed and downloaded at no cost from the SAO website www.ohio.gov/sao.

Visit the Web site to verify the current version of a form by checking the numbers that follow the letter "v" in the form number which is usually in the lower left corner of the form. The first two digits after the lower case "v" indicate the month and the next two digits indicate the year. In rare cases, the version number also may include, at the end of the number, an update code which is shown as a hyphen plus a single digit ("-1").

Please contact your SAO Project Coordinator with any questions or concerns.

To subscribe, unsubscribe or change your e-mail subscription address, please notify Tiffany Plasencio at tiffany.plasencio@das.state.oh.us or call 614.752.0448. The SAO Web site address is: <http://www.ohio.gov/sao>.

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