# Project manual

Saltbox & Sage / Planning, coordination and work divisions



## PROJECT INTENT

A timeless silhouette, efficient rooms and a kitchen made for gathering.

## PROJECT-SPECIFIC FOCUS

Field dimensions; actual structural system; local zoning; egress and systems coordination; site and flood constraints.

Original sample organized by relevant CSI MasterFormat divisions and construction-document coordination principles. CDT is an individual CSI certification; no CDT credential, CSI endorsement or accredited document status is claimed.

This manual is a planning example, not contract specifications, construction instructions or a permit package. Project means, methods and technical designs must be established by the responsible parties.

# From measured home to new design.

## 01 / Define the project

Owner and design team confirm the brief, target budget, property location, occupancy, access needs and expected deliverables. Separate must-have spaces from optional work.

## 02 / Measure and record

Our as-built teams measure the existing structure, photograph accessible conditions, record levels and openings, and create the agreed CAD, Revit or Chief Architect base. Concealed elements remain marked unknown.

## 03 / Establish constraints

Review survey, zoning, flood information, existing services, ownership and local submission rules. Identify required licensed participation and investigations before regulated work is commissioned.

## 04 / Compare schematic options

Compare retained and proposed areas, circulation, daylight and exterior integration. Record the selected option and reasons for rejecting alternatives in the worksheet.

## 05 / Resolve the interfaces

Coordinate the existing/new junctions and obtain required specialist input. Agree the room program, envelope strategy, service implications and project-specific documentation scope.

## 06 / Prepare and review documents

Prepare the applicable project documents from the measured base with required qualified participation. Check coordination and obtain necessary owner decisions and authority reviews.

## 07 / Coordinate the work

The contractor develops means, methods, temporary works, safety and phasing. Track submittals and questions; resolve concealed-condition discrepancies before affected work continues.

## 08 / Verify and close out

Arrange required inspections and testing, complete the punch list, record changes and collect warranties, maintenance information and final record documents.

# Work division outline

General / Products & records / Execution & hold points

## DIVISION 00 | Procurement and Contracting Requirements

**GENERAL**
Agree scope, exclusions, delivery format, schedule, fees and authorized decision-makers. Separate concept services from the later project-specific document scope.

**PRODUCTS / RECORDS**
Written brief, accepted scope, responsibility matrix and procurement route.

**EXECUTION / HOLD POINT**
Owner and provider resolve scope and responsibility before site work or design release.

## DIVISION 01 | General Requirements

**GENERAL**
Coordinate meetings, document numbering, survey dates, drawing status, revisions, substitutions, requests for information and site access. Identify occupied areas and protection responsibilities.

**PRODUCTS / RECORDS**
Survey checklist, document register, revision log, submittal log and meeting records.

**EXECUTION / HOLD POINT**
Contractor submits sequencing, protection and access arrangements; owner confirms household constraints.

## DIVISION 02 | Existing Conditions

**GENERAL**
Record room dimensions, levels, openings, visible assemblies and service locations. Mark concealed or inaccessible items unknown. Arrange qualified investigation for suspected hazardous materials or concealed defects.

**PRODUCTS / RECORDS**
Measured base, photo index, existing-condition model and uncertainty register.

**EXECUTION / HOLD POINT**
Do not authorize removals from a sample image. Field verification and project-specific reviewed information precede work.

## DIVISION 03 | Concrete

**GENERAL**
Determine whether new footings, foundation walls or slab work are part of the measured scope. Coordinate existing/new interfaces, moisture strategy, openings and inspection requirements.

**PRODUCTS / RECORDS**
Project-specific foundation information and relevant material submittals.

**EXECUTION / HOLD POINT**
No dimensions, reinforcement or bearing assumptions are supplied by this schematic.

# Work division outline

General / Products & records / Execution & hold points

## DIVISION 04 | Masonry

**GENERAL**
Survey existing brick or block where affected. Record cracking and finish condition; coordinate lintels, flashings, movement interfaces and matching or deliberately contrasting materials.

**PRODUCTS / RECORDS**
Condition photos, selected sample panel and coordinated interface details.

**EXECUTION / HOLD POINT**
Qualified review determines support requirements and suitability of retained masonry.

## DIVISION 05 | Metals

**GENERAL**
Identify any required beams, columns, connectors, guards or stairs only through project-specific coordination. Verify compatibility, corrosion exposure and connections to retained materials.

**PRODUCTS / RECORDS**
Reviewed shop information, finish samples and connection coordination records.

**EXECUTION / HOLD POINT**
Fabrication and installation proceed only from the appropriate approved project documents.

## DIVISION 06 | Wood, Plastics, and Composites

**GENERAL**
Coordinate new framing and joinery with verified existing dimensions. Identify structural work separately from finish carpentry. Coordinate built-ins, backing and moisture exposure.

**PRODUCTS / RECORDS**
Framing information where required, product data, millwork studies and field dimension checks.

**EXECUTION / HOLD POINT**
Temporary support, fastener schedules and load paths require project-specific responsible design and contractor planning.

## DIVISION 07 | Thermal and Moisture Protection

**GENERAL**
Develop continuous roofing, wall drainage, air-sealing and insulation strategies at each retained/new junction. Coordinate flashings, roof slopes and water discharge before finishes conceal the work.

**PRODUCTS / RECORDS**
Envelope junction review, material data and agreed inspection/photos before enclosure.

**EXECUTION / HOLD POINT**
Do not cover unresolved leakage, damaged materials or unreviewed interfaces.

# Work division outline

General / Products & records / Execution & hold points

## DIVISION 08 | Openings

**GENERAL**
Verify rough openings, daylight, privacy, safety glazing, operation and weather performance. Coordinate changed openings with structure, egress and finish dimensions.

**PRODUCTS / RECORDS**
Door/window schedule, product selections, rough-opening confirmation and interface details.

**EXECUTION / HOLD POINT**
Order after field dimensions and project-specific performance requirements are confirmed.

## DIVISION 09 | Finishes

**GENERAL**
Select flooring, wall and ceiling finishes around measured substrates, transition levels, moisture exposure and maintenance goals. Review samples in actual light.

**PRODUCTS / RECORDS**
Finish schedule, samples, substrate acceptance and transition study.

**EXECUTION / HOLD POINT**
Close concealed work inspections before finish installation; protect completed work.

## DIVISION 10 / 12 | Specialties / Furnishings

**GENERAL**
Coordinate accessories, storage, furniture clearances, shading and casework. Establish backing and support needs before closing surfaces.

**PRODUCTS / RECORDS**
Accessory and furniture layout, sample selections and clearance review.

**EXECUTION / HOLD POINT**
Verify fit and operation against actual measured rooms and installed service locations.

## DIVISION 11 | Equipment

**GENERAL**
For kitchens, outdoor kitchens or specialty rooms, identify appliance and equipment selections, clearances, access and service requirements. Coordinate the selected equipment with the room program and responsible trades.

**PRODUCTS / RECORDS**
Equipment schedule, manufacturer data, finish selections and coordinated service information.

**EXECUTION / HOLD POINT**
Confirm utility needs, ventilation, weather exposure and installation requirements before purchase and installation.

# Work division outline

General / Products & records / Execution & hold points

## DIVISION 21 | Fire Suppression

**GENERAL**
Determine whether the proposed use, added area or local rules require sprinkler work or modification. Coordinate coverage and affected construction through the appropriate qualified parties.

**PRODUCTS / RECORDS**
Written applicability determination and required specialist documents.

**EXECUTION / HOLD POINT**
Do not assume an existing system or an exemption. Confirm before concealing affected services.

## DIVISION 22 | Plumbing

**GENERAL**
Verify existing routes and capacity where kitchens or bathrooms move or expand. Coordinate venting, access and fixtures through the responsible qualified trade.

**PRODUCTS / RECORDS**
Fixture schedule, routing/capacity review and required inspection records.

**EXECUTION / HOLD POINT**
No pipe sizing or connection method is prescribed in this concept manual.

## DIVISION 23 | Heating, Ventilating, and Air Conditioning

**GENERAL**
Assess loads, comfort, fresh-air needs and distribution for new or changed rooms. Coordinate equipment, noise, access and penetrations through responsible qualified parties.

**PRODUCTS / RECORDS**
Room-use brief, load and system review, equipment information and commissioning records.

**EXECUTION / HOLD POINT**
Do not extend existing equipment solely on the basis of added floor area or a rendering.

## DIVISION 26 | Electrical

**GENERAL**
Coordinate lighting intent, receptacle use, equipment loads, panel capacity and affected circuits through the responsible qualified trade. Review the reflected-ceiling concept with services and finishes.

**PRODUCTS / RECORDS**
Lighting selection record, capacity review, coordinated layout and inspection records.

**EXECUTION / HOLD POINT**
Isolation, energization and installation remain qualified-trade tasks governed by the actual project documents.

# Work division outline

General / Products & records / Execution & hold points

## DIVISION 27 / 28 | Communications / Electronic Safety and Security

**GENERAL**
Coordinate network, audiovisual, alarms and detection needs with planned rooms and retained systems. Verify code-required coverage and interconnection through appropriate parties.

**PRODUCTS / RECORDS**
Device/coverage review, equipment record and testing checklist.

**EXECUTION / HOLD POINT**
Confirm compatible devices, routes and required approvals before closing walls.

## DIVISION 31 | Earthwork

**GENERAL**
For a new footprint, verify survey, buried utilities, access, existing foundations, proposed grades and the need for geotechnical input. Coordinate temporary drainage and protection of neighboring property.

**PRODUCTS / RECORDS**
Survey control, utility records, ground information and site logistics plan.

**EXECUTION / HOLD POINT**
Excavation means, temporary support and safety arrangements are developed by responsible qualified parties.

## DIVISION 32 | Exterior Improvements

**GENERAL**
Coordinate decks, patios, gazebo, planting, access and drainage with surveyed grades and retained structures. Establish maintenance access and avoid directing water toward the house.

**PRODUCTS / RECORDS**
Outdoor layout, material samples, planting intent and coordinated level study.

**EXECUTION / HOLD POINT**
Guard, stair, support and utility requirements need project-specific resolution before construction.

## DIVISION 33 | Utilities

**GENERAL**
Confirm service entries, capacities, easements and any relocation needed for the proposed footprint. Coordinate with utility owners and local authorities.

**PRODUCTS / RECORDS**
Utility coordination log, approvals and verified connection locations.

**EXECUTION / HOLD POINT**
Do not assume routes or move services from a conceptual diagram.

# Keep every decision traceable.

## FIELD VERIFICATION HOLD POINT

Confirm these issues for Saltbox & Sage: Field dimensions; actual structural system; local zoning; egress and systems coordination; site and flood constraints. Do not treat illustrative conditions as verified field facts.

## COORDINATION MATRIX

For every affected assembly, record existing condition, proposed change, responsible party, input required, review status and release date. Identify a single owner decision-maker and a revision owner.

## REQUESTS FOR INFORMATION

Number each question. Cite the relevant document and location; attach an annotated photo. Record the response, cost/schedule effect and any revised document. Verbal instructions are documented before incorporation.

## SUBSTITUTIONS AND CHANGES

Compare performance, compatibility, appearance, availability, cost and maintenance. Obtain required approvals before purchasing or installing an alternative. Log the change and distribute the current revision.

## CLOSEOUT RECORD

Collect applicable inspections, tests, punch-list completion, product manuals, warranties, care guidance, equipment information and agreed CAD/model record updates. State what was actually field-verified.

## DOCUMENT BASIS

CSI MasterFormat is an information organization framework. CSI CDT concerns individual construction-document knowledge; it is not project approval. Reference: csiresources.org/certification/cdt and csiresources.org/standards/masterformat.