

THE MEMPHIS

PERSPECTIVE

FEBRUARY 2016 Edition



BUILD/IT 2016

APRIL 7TH @ MINGLEWOOD HALL www.csimemphis.org

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CSI

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Founded in 1948, the Construction Specifications Institute is a not-for-profit technical organization dedicated to the advancement of construction technology through communication, research, education and service. CSI serves the interests of architects, engineers, specifiers, interior designers, contractors, product manufacturers and others in the construction industry.

Membership

Architects, engineers, contractors, and manufacturers—14,000 members strong—are in touch with one another through their Construction Specifications Institute membership. CSI provides contacts in the construction industry as well as provides you up-to-date information to help you do your job efficiently and effectively. Yearly Institute membership fee is \$250 plus \$40 Memphis Chapter fee = \$290; Institute membership fee for an Emerging Professional is \$125 plus \$40 Memphis Chapter fee = \$165.00; and Institute membership fee for students is \$30 plus \$10 Memphis Chapter = \$40.

Contact: Richard Hill richard.hill@basf.com
662-420-9563

Tabletop Displays at Monthly Meetings

At each monthly meeting, the Chapter encourages all members to provide a table display of their product and/or services for inspection and education of those attending the meeting. After the meal and prior to the program, the displayer will be given five minutes to address the group. The table display is also encouraged to be represented during the social hour and after the program for any questions by the attendees. The presentation fee for this time is \$25.00.

Table Top Info. - Mike Zielinski
mzielinski@lrk.com
901-652-5612

The Memphis PerSPECTive Information

The Memphis PerSPECTive is published ten times a year by the Memphis Chapter of the Construction Specifications Institute. Appearance of products or services, name or editorial copy does not constitute an endorsement by the Memphis Chapter of CSI nor any of its members.

Circulation of *The Memphis PerSPECTive* includes over 500 people consisting of members of the Memphis Chapter of CSI, members of the Memphis AIA Chapter, CSI Regional editors, the CSI Institute and other interested persons nationwide. To be included on future mailings, forward your name, mailing address, and e-mail address to the following address:

The Memphis PerSPECTive
P.O. Box 172349
Memphis, TN 38187-2349

You may also access a complimentary copy of *The Memphis PerSPECTive* online at www.csimemphis.org.

SUBMITTING ARTICLES

Readers are encouraged to submit articles of interest within the construction industry for publishing. Articles on individual projects whether currently in design, under construction, or recently completed are encouraged.

Any printed articles, photos or program inserts should be forwarded to:

The Memphis Perspective
Attn: Danny Clark
danny62clark@gmail.com
Or hansfaulhaber@hotmail.com

Articles and images should be submitted in electronic format via digital media or email. Microsoft Word documents are strongly preferred for articles, minus tabs and any other formatting. All images must include a date and caption. If printed photographs are submitted, please include SASE

MAGAZINE ADVERTISING

The advertising rates for 10 issues of *The Memphis PerSPECTive* in printed version and as published in the CSI Memphis Chapter website (www.csimemphis.org) are as follows:

<u>5 Issues</u>	<u>10 Issues</u>		
One-Eighth Page	\$100	\$	200
One-Fourth Page	\$200	\$	400
One-Half Page	\$400	\$	800
Full Page	\$ 800	\$	1,600

Get your company's name in front of a variety of industry professionals—check out our magazine's circulation.

Advertising Info. Contact - Jay Sweeney (901) 260-9670
Email: jsweeney@brg3s.com

Feb 8 Board Meeting 5:30 pm Allen + Hoshall office

Feb 11 Chapter Meeting Panel Discussion, Topic: The State of Contract Document Quality.

March 7 Board Meeting 5:30 pm Allen + Hoshall office

March 10 Chapter Meeting Program TBD

April 11 Board Meeting 5:30 pm Allen + Hoshall office

April CSI Build/IT 2016 April 7th Minglewood Hall

May 9 Board Meeting 5:30 pm Allen + Hoshall office

May 12 Chapter Meeting Program TBD

June 6 Board Meeting 5:30 pm Allen + Hoshall office

June Annual Awards Banquet Date TBD

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Everything you need to know about CSI Memphis and more.





**Hans Dietrich Faulhaber,
Architect
CSI Memphis
Chapter President**

Greetings Memphis Chapter CSI!!

I was pleased with the attendance for our last program where I presented **What is Quality?** I hope even more folks attend our February meeting where we will have a panel discussion on the state of Quality in Contemporary Contract Documents. The panel will be made up of Ronnie Bonner, Bob Roesler and Gary White who all happen to be architects-some seasoned more than others and Carl Drennon who as we all know is a contractor. I did try to find an engineer or two and none would accept my invitation. I suspect they do not want to be pointing out the defects in their clients work...

Let me restate: we are still in the midst of our chapter **NEW**

MEMBER INITIATIVE. I hope to increase our membership to once again claim the title of largest chapter in the state. As I stated previously it shouldn't be that difficult- if every member would recruit one new member our chapter would be 216 members strong. At the time of this writing we are 16 members shy of being the largest chapter. Nashville is the largest chapter-if you were wondering- and we are second to them. That seems to happen a lot so let's buck that trend and **recruit new members!!**

From what I am hearing we are having success in garnering new donations for our Dempsey B. Morrison Scholarship Fund. Again, I encourage you to **make a donation** to this very worthy scholarship fund. CSI Memphis in partnership with the University of Memphis provides two scholarships that fully fund the tuition for the two selected students for one year. This can eliminate a financial hardship that might exist and in turn provide peace of mind to the student allowing them to focus on their studies and not fund raising activities. I knew Mr. Morrison and had him as a drafting teacher while attending State Technical Institute at Memphis-now SWTCC. Please consider a donation to this very worthy endeavor. **If I can donate to this very worthy fund...so can you!**

Our annual products display show which has been rebranded and now titled **Build/It 2016** happens on April 7th this year again at Minglewood Hall. Last year's show was a lot of fun and very informative. I encourage you to purchase a booth if you represent a product and/or attend to see what's happening in our industry and enjoy a bit of fellowship with your industry peers. I am looking forward to this event!

Once again I ***thank you*** for the opportunity to serve the chapter in this honorable position. I am humbled by the history of this chapter and its membership, past and present and hope to have an effective, productive and meaningful term. My phone is always open so if you have questions, comments, recommendations or simply suggestions give me a call. I'll see you at our next meeting!

Hans Dietrich Faulhaber, Architect
The University of Tennessee



**For Membership,
Fellowship
and Leadership
Call a CSI Leader
Today
and Volunteer**

Volunteer to mentor a student in our CSI Memphis Student Chapter.

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Fourth Year BFA Architecture

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BFA Interior Design Student

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Second Year BFA Architecture /
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Faculty Advisor

Tim Michael

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Jeremy Dollar

Second Year Masters Architecture



MARCH 2016 CHAPTER MEETING

THURSDAY March 10, 2016

5:30 Social Hour, 6:00 Dinner, 7:00 Program

The Racquet Club; 5111 Sanderlin Ave. Memphis, TN 38117

“TILE INSTALLATION—25 YEARS OF CHANGES & TRENDS”

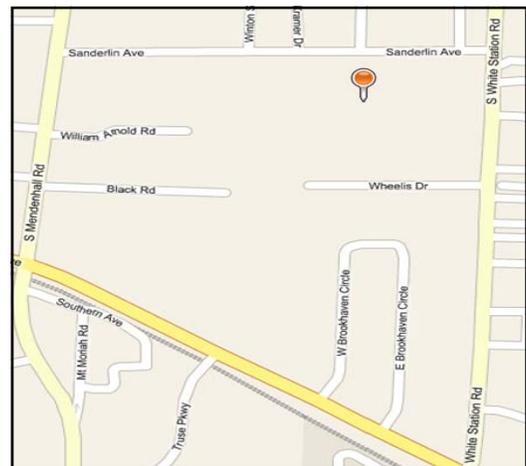
BY Chip O’Rear, CSI,CCPR,CTC,CCSMTT,LEED AP

Commercial Architectural Services with Custom Building Products

1Hr. AIA HSW LU

This program covers the changes and advancements of tile installation products, installation methods, Industry Standards and specification language over the past quarter century. Tile products, surface preparation materials, waterproofing, crack isolation and sound attenuation membranes, large format tile, thin set mortars and grouts are all addressed.

Since joining the LA Chapter in 1991, Custom Building Products (now a Quikrete Company) has always supported my efforts with CSI. My entire Team are CSI members across the country. When we come across 09 30 00 Tiling sections and Custom is listed, I credit our involvement with CSI. I’ve spent my career striving to be the best Construction Product Representative I can be so when a Specifier calls, I’ve got the answer. Earning the privilege of being specified is my motto. I’m making this pilgrimage to pay homage to CSI for all that membership and fellowship have meant to me throughout my career. See you at the meeting! Chip O’Rear



\$25.00 for members and non-members; \$12.50 for students (non-shows will be billed).

For reservations, contact Pam Davidson at 901-261-4671

or email at [pdavidson@allenhoshall.com](mailto:p davidson@allenhoshall.com)

Or reservations may also be made on-line at www.csimemphis.org using PayPal.

This article is related to documents required for submission prior to and typically during construction. The requirement for Submittals is found in Division 01 General Requirements and specifically in Section 01300 or 01 13 00. The individual specification sections will detail the specific submittals required. This article is a general discussion on the process of shop drawing submission, review and ultimate acceptance of submittals for inclusion in the Work.

Contractual Basis for Submittals

The basis for submission of **shop drawings, product data and samples** required for a project comes from the contract requirements found in the construction contract. The specific article in AIA A201 General Conditions of the Contract for Construction is 3.12 inclusive wherein the duties and responsibilities of the contractor relative to submittals are listed. The specifications reference and often include the General Conditions thus making them part of the contract. The specific Technical Sections found in the Project Manual will list the specific items the contractor is to submit.

The following definitions are found in the General Conditions:

“The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.”

“The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.” They also list the project constraints and requirements.

“Shop Drawings are drawings, diagrams, schedules and other data specifically prepared for the Work by the Contractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.”

Each technical specification section has three parts. The part that describes what submittals are required is Part One: General which should have the following paragraphs at a minimum:

- A listing of what is included in the particular section.
- What the related technical sections or portions of work are that relate to this section.
- What the industry reference standards are applicable to this section.

- What the administrative requirements are such as pre-installation meetings, if required.
- ***What the required submissions are for review by the design team. This will include shop drawings, product data and samples.***
- What the level of quality is expected to be for the product or assembly.
- What the storage and handling requirements are for the product or assembly.
- What the warranty terms are for time, material and labor concerns.

It is the paragraph #5 above (in bold *italics*) noting the submittal requirements that is the focus of this article. Although I should point out that the entire specification relates specifically to the submittal and submittal requirements in one way or another. For example, in Part Two, the acceptable manufacturers are listed. Clearly, without this information the bidder would be at a loss to determine the basic requirements of the product characteristics to be submitted. Part Three lists the execution requirements which are also necessary for the bidder to have knowledge of relative to any special product installation requirements or coordination requirements with other adjacent products requiring concurrent submission.

In more recent years the quality requirements in listed in Part One relate more to the quality requirements of the manufacturer and installer. Product quality requirements are going into Part Two as part of the product (performance) requirements.

Submittal Classifications

There are essentially three types of submittal classes: shop drawings, product data and samples. The contractor will be required to review the individual technical specifications for project specific requirements for a given section. Additionally the contractor will be required to understand the inter-relationship between components in order to submit them at the proper time thus ensuring a coordinated and timely review.

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Shop drawings typically include drawings showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams. These are the more common submittals that have long been in existence. An example of these documents is as follows: shop drawings for a storefront window system will indicate in plan how the unit fits into the construction as well as detail how it is to relate to adjacent materials. Details will be provided for the head, jamb and sill as well as flashing for the unit as required. There may also be a sample of the intended frame section for review included that may or may not relate to the “finish” sample requirements.

Product data can best be described as manufacturer’s literature that will substantiate the suitability of the product for inclusion in the Work. This material can be as simple as a manufacturer’s flyer for the subject material or a catalog indicating all aspects of the material thus providing the confirmation of the submittals’ compliance with the contract requirements. Regardless of the format, the contractor is to clearly mark what components are intended for review.

The sample is a physical manifestation of the specified material used for verification of contract compliance for that material. Samples can take many different forms. For example, when there is no finish specified for the window system noted above, a sample may be submitted that has the intended finish (and color) for that system. A sample may also be required to verify that the particular material meets the specified requirements. Or the sample might be used as an indication of the standard of work that the contractor intends to provide.

There are cases where a “sample” is simply a product warranty. That is to say a specimen of the warranty the contractor intends to furnish at the close of the project. This will often take the form of an actual warranty submitted for acceptance prior to the completion of the work required to confirm conformance with the specified warranty requirements. This type of sample often occurs with roofing systems.

Record Keeping: The Submittal Log

There are usually many submittals required for a project for various reasons. Given the voluminous number of submittals, all parties should be keeping track of the submittal status. The contractor should keep track to ensure a timely review and return of the submittal. The design team should keep track to ensure they are not contributing to a potential project delay and that they have all submittals

required when they need them.

At a minimum a Submittal Log containing the following information should be kept (and kept current):

- Section number and submittal number
- Description of the submittal
- Date received by the reviewing entity
- Date distributed to an outside consultant
- Date returned from an outside consultant
- Date returned to the contractor
- Disposition (approved, disapproved etc.)

This information will become invaluable in the unfortunate event of a delay claim based on submittal review. This can and does occur frequently because of inadequate submittal tracking. Monitoring the Submittal Log should be a daily occurrence by the construction administration personnel. This will ensure that submittals are processed in a timely manner and do not negatively impact the project.

The Submittal Process

The submittal process is, essentially, the interaction between the contractor who is submitting the material to be reviewed and the design team who will be reviewing and providing a disposition for the submitted material. The submittal process is a logical activity of researching and determining what is required, gathering that information, preparing the information for submission and confirming the information is complete. Once these activities have taken place, the contractor will then submit the information to the design team for disposition.

To be more specific: the contractor receives the submittal from their subcontractor and logs it in. The contractor’s contractual obligation is to review the submittal and annotate any conflicting or non conforming items within the submittal. If the contractor finds too many non conforming items, the submittal should be sent back to the sub for revisions. As previously stated, the Contractor’s contractual review requirement and basis of responsibility is listed in the General Conditions, article 3.12.5. If there are no

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revisions to the submittal, the contractor will signify its' acceptance by placing its' review stamp on the submission and initialing and dating in the appropriate place. It is then logged out of the contractor's office and forwarded to the design team for their review along with a written transmittal record.

The submittal is received by the designer and is logged in. The submittal is then reviewed for general content and routing. If it is an engineering submittal, it is transmitted to the appropriate engineer. If it is an architectural submittal the appropriate architectural design reviewer will review it for content and ensure it meets the specification. Offices may vary somewhat but submittals are typically processed in this manner. Some larger architectural firms may have their own in house Shop Drawing Department where the submittal is logged in and then given to the appropriate parties or reviewed directly by the shop drawing department. Once the submittal review is completed by the design team it is stamped by the shop drawing department with the noted disposition stamp, the date and initials of who performed the review for the submittal and then logged out and transmitted back to the contractor; *OR*:

Where appropriate, outside consultants, such as Civil, MEP/FP/Com or structural, are sent submittals, along with a written transmittal record, to perform their review. The construction industry recognizes that it takes time to simply deliver submittals from one entity to the other and accounts for that time by providing additional time for outside consultant review. The review time frames vary with projects which means the person in control of submittal distribution will need to be familiar with the time frame requirements in the Contract Documents.

Once the review process is complete, the submittal will be assigned a disposition and returned to the contractor, along with a written transmittal record, for its inclusion in the Work.

The contractor is directed in the technical specifications to forward groupings of submittals, finishes (exterior or interior) as an example, under one transmittal letter. This will allow the designer to review all of the available color selections at one time and select a coordinated color palette. If the color selections are received at differing times, their review periods could vary and cause a delay or mis-coordinated color of finish to be selected. Either situation is not desirable, could result in project delays and should be avoided. Another benefit to this requirement is that the contractor will discover any discontinued products or finishes and make provisions for the appropriate substitute materials to be submitted.

Submittal Disposition and Submittal Review Stamps

As noted above, after the submittal has been reviewed it will be stamped with the review stamp indicating the reviewed disposition, who reviewed it and on what date. The following are examples of the potential disposition:

- *Reviewed*: submittal is acceptable for inclusion in the work
- *Rejected*: submittal is not acceptable to be integrated into the work
- *Revise and Resubmit*: the submittal is acceptable with modifications; resubmission is required.
- *Furnish As Corrected*: the submittal is acceptable with modifications noted on the submittal; no resubmission is required.
- *Submit Specific Item*
- *Submit Record Set* (typically noted during the project close out phase)

Not all submittal review stamps are created equal. These days most will have a disclaimer indicating the review was performed to ensure compliance with the design intent or concept only thus abdicating any responsibility for virtually any other aspect of the submittal. In general, the designer is not responsible for means and methods or the dimensional verification of items to be integrated into the work so verbiage of this nature on the review stamp is often redundant. The means and methods as well as all construction dimensional verifications are the purview of the contractor, not the designer.

Not all submittal review stamps are created equal.

The information on the stamp, other than the disclaimer, is important for a number of reasons. Knowing who performed the review will allow any subsequent issues to be resolved in a more expeditious way. Knowing on what date the submittal review was completed will indicate if the review was timely or not. And finally, having the disposition of the submittal will tell the contractor what further action is required on his part in order to integrate the submitted material into the work of the contract.

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A Note Regarding “Furnish as Corrected”

“Furnish as Corrected” does not mean to furnish as the design has been modified during the shop drawing review. The Contract Document requirements should not be modified at the shop drawing phase without good reason such as inability to be constructed or potential for failure. The old school thinking of “we have one last chance to get it right” is the perfect set up for paying additional money both for labor and material and other hidden charges by sub and general contractors. If the documents indicate a certain configuration of a given component, and that component is modified at the shop drawing stage, the contract has been modified and an add or credit to the contract sum may result. To change the design at the submittal stage without a clear understanding by all parties, is not good practice and will only add confusion to the process: the contract documents direct one way of accomplishing the mission while the actual shop drawing for that component indicate another. Personnel in the field who have not been briefed on these modifications will be confused which could result in constructive mistakes. The costs incurred will likely be higher due to the change order that will inevitably be submitted to cover the modification’s cost. The bottom line is: under no circumstances should the shop drawings be modified to reflect a change in the design, to fix an incomplete design detail or just to add scope forgotten or overlooked in the design and construction documentation phases. A Bulletin, an ASI or other contract modification instrument must be compiled and issued to the contractor to accomplish and affect a change of this nature.

Submittals Not Required but Submitted

Submittals that are not required by the contract documents and submitted by the contractor should, in most cases, be sent back with no action taken. The architect assumes liability for every performed review and submittal disposed. Unrequested submittals that are not required submittals take up valuable administrative and processing time for which the architect is not compensated. This also applies to the contractor who may unknowingly submit information “because he always has done it that way before”. The contractor is obligated to review and understand the contract submittal requirements. The contractor, on most projects, is required to submit a submittal schedule prior to submission of any product information, data or samples defining what will be submitted, when and in what sequence.

As stated above, some submittals such as finishes or materials requiring a finish or color selection, should be speci-

fied for concurrent submission. Architects typically specify this submission requirement. This allows the designer to choose the finishes at one time eliminating multiple reviews and possible changes due to a previous selection found to be incompatible with subsequent submittals requiring a color or finish selection or that have become unavailable by the manufacturer. The contractor will also benefit from this procedure by having all of the finish selections made at one time.

System submittals should be complete in that if a single component is a part of a system, all of the components making up the entire system should be submitted at one time. This allows the designer to evaluate the inter-relationship of the various components. This also benefits the contractor in that he has reviewed what he submitted and had an opportunity to review and opine on any constructability issues that may not have been identified in the in house Quality Management review. Some schedules or construction procedures may necessitate partial submittals. If this is the case, the contractor is to formally notify the architect and seek approval of a partial submittal prior to making the submittal.

“Furnish as Corrected” does not mean to furnish as the design has been modified during the shop drawing review.

There is some level of misconception that all components listed for submission in a specification section should be submitted concurrently. In an attempt to eliminate this misconception: ALL submittals listed for a given section as required should be submitted at the same time. For example: miscellaneous metals submittals. All components listed or scheduled in this section should be submitted at one time for a complete review of the proposed components. Roofing is another example where all of the roofing components should be submitted concurrently, including warranty specimens and samples. This allows for the review of the entire “system” of components for the specification section allowing for a one time review and eliminating potential multiple reviews.

Time

The contractor is obligated by the terms of the contract to complete the project to which he is contracted within a contracted time duration. Consequently it is of utmost importance for the reviewing personnel to conform to those contract requirements related to reviewing time and the processing and disposition of submittals. Equally as

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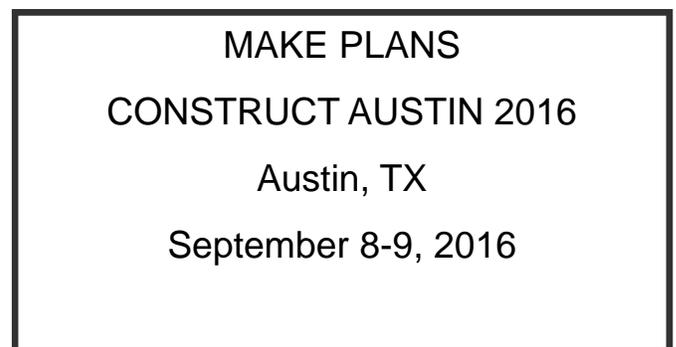
important is the contractor's adherence to the contract requirements related to the compilation and submission of submittals as defined in their contract. Ideally the contractor and the architect have met prior to the commencement of the Work such as in a pre-construction conference) and have agreed upon a predetermined plan that works within the constraints of the contract and will efficiently and expeditiously address submittals.

Conclusion

One of my favorite dictums learned from being a member of CSI is the four "C's" rule that a specification is to be clear, concise, correct and complete in order to be considered a good specification. The same holds true for submittals. I like to add a fifth "C" which is "coordinated". Coordination relative to the submittal process means that the sequence of submission as well as the actual submittal is coordinated prior to its submission. This is a task to be completed by the specifier prior to signing the contract and the contractor once the submittals are prepared for review and will lead to a more streamlined and efficient review process.

Submittals are a contractual requirement for most construction projects. The intention of the submittals is to ensure conformance with the design intent and level of quality specified for the project. Submission of materials and components for a project are intended more as a confirmation of the contractor's intent to meet the design intent and the established specified quality levels set forth in the Contract Documents. Submittals are a necessary part and integral part of the construction process providing confirmation of adherence to the contract requirements. This process is for everyone to benefit so following the established process and adhering to the contractual time for review will produce a positive end result and contribute to a successful project.

Hans Dietrich Faulhaber, Architect, CSI, CDT ©2016



The early registration deadline for the spring certificate/certification exam cycle is quickly approaching. Exams will be offered March 29th - April 30th in the U.S. and Canada, and the CDT exam is also offered internationally.

Through CSI's Certificate/Certification Program you can develop a conceptual understanding of the entire construction process and concrete skills in:

- Construction documentation development and administration
 - Specification writing and enforcement
 - Product research and sourcing
- Communication with the design and contracting teams

CSI's Construction Documents Technologist (CDT) certificate is a prerequisite to CSI's certifications: Certified Construction Contract Administrator (CCCA); Certified Construction Specifier (CCS) and Certified Construction Product Representative (CCPR).

Visit www.csinet.org/certification to register this week.



CSI Memphis Mission Statement

In order to enhance the process of creating and sustaining the built environment, Memphis Chapter CSI:

**Provides opportunities for persons in the design and construction industry to receive cutting edge information regarding construction documents and practices;
promotes members career advancement and enhancement of leadership and communication skills; and supports students aspiring to design and construction careers.**

ELECTION TIME ! © 2015, Sheldon Wolfe, RA, FCSI, CCS, CCCA, CSC

I remember being, as a new CSI member, somewhat confused by our election process. Having been a voter for many years, I knew that the US president did not take office immediately, but was a *president-elect* for a short time. So it seemed strange that, instead of voting for the next president of CSI, we vote for a person who won't take office as president for at least a year. The other problem I had had nothing to do with the process; I simply didn't know who was running for office! But we'll get to that later.

It wasn't until I became more active in CSI that I realized the value of the offices of president-elect and immediate past president. The office of president-elect gives the person who is next in line a full term to serve on the board of directors and see how it works. It's likely that person has already served on the board, and probably was a board member when elected, but one's perception often changes significantly when faced with the responsibilities of the highest office. For the person who has not served on the board, the term spent as president-elect is essential preparation for taking the office of president. It's a time to learn who the board members are, how the board works, and what is expected of the board and the president. This is infinitely preferable to being thrust into the office with no idea what to expect. A president-elect who has used that term wisely is able to immediately take charge, and will have set goals and evaluated plans for achieving them. I have seen and heard of too many examples of presidents-elect who did not attend board meetings, and were relatively ineffective when they became presidents.

The office of past president also can be valuable. Having just been in battle, the past president can use the experience of the last term to provide assistance to the sitting president. No longer responsible for the final decision, the past president can be more relaxed when weighing options. Taken as a whole, the succession from president-elect through immediate past president provides continuity, and makes it possible to pursue activities that last more than a single year. However, as is the case with the office of president-elect, it is common to see past presidents take a lackadaisical approach to the office, thereby losing potential benefit of that office.

Which candidate should I vote for?

It's rare that a new member knows more than a few current chapter members, and rarer still to know members in other chapters. This makes it difficult at best to choose among candidates. We're all familiar with get-out-the-vote campaigns, which, if you think about it, make little sense, and do nothing to advance the organization. Encouraging voting by persons ignorant of the candidates may increase the number of voters, but it does not improve the chance



of electing the best officers. For that reason, I did not vote for several years. Knowing the candidates remains a problem, though. The longer you're a member, and the more active you are, the more candidates you'll know. But in most cases, it will be the older members. Unless they've been very active - Cherise Schacter comes to mind - younger members become the unknowns.

Voting at the chapter level is the easiest for most members, as they are more likely to know something about the candidates. Voting for Institute candidates is facilitated by the information posted on the Institute website, and it's likely that active members will have heard something about Institute level candidates. Having had experience with only one region, I can't say much about region elections. Most regions, I believe, have officers elected directly by the members of the region. The North Central Region has a representative form of government; the chapters choose representatives to the region board of directors, and the board of directors elects the officers. Regardless of the level, most nominating committees need to provide more information about candidates.

Many years ago, a member suggested that if you didn't know which candidate to vote for, you should vote for the one with the best credentials, reasoning that the person with the most alphabet soup had done the most, and probably had the most experience. That is true to some extent, but it overlooks the promise of less well-known members. Another approach is to follow the lead of someone you trust, which at least is based on some degree of personal knowledge. Whatever your method, it's worth spending a little time to learn about the candidates.

Remember, you're electing the members who will decide the future of our organization.

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Agree? Disagree? Leave your comments at <http://swconstructivethoughts.blogspot.com/>

CSI BUILD/IT 2016

The Memphis Chapter of the Construction Specifications Institute is proud to announce details for its all new products display show, BUILD/IT.

BUILD/IT 2016 is an updated version of this successful long-time Memphis area tradition. Our goal is to shine the spotlight on all facets of the construction industry – and we want you join with us to create a great success.

BUILD/IT 2016 will on April 7, 2016 at Minglewood Hall. Space is limited to only 53 products and services companies working for the betterment of improving or advancing the world of design and construction will have product display opportunities.

How can you be a part of BUILD/IT 2016 and help solidify it as the new standard in regional products shows? The first and simplest way is to join in the show. There is no better way to get in front of the area's best architects, engineers, contractors, facility managers and building owners than to be a presenter in our show. It truly is the biggest bang for your marketing efforts. If you want more, we encourage you to review the unique sponsorship opportunities that are available. If the title sponsor is right for you then let's talk now – the sooner you get in, the sooner your name can be shared.

You can also help us spread the news. Tell your friends, your boss, your clients, and your boss's boss. Let them know about CSI and BUILD/IT 2016. In April, we will be supporting MIFA, a local charity that provides meals for those in need which includes the underserved and our ever-increasing elderly population. We will also have opportunities for you to help the younger generation by adding to the Dempsie B. Morison Scholarship Fund, which helps two architecture students per year with the rising cost of books and tuition at University of Memphis as they strive to learn the profession that combines art and science.

So to recap, help CSI and BUILD/IT 2016 be a great success by joining the show, sponsoring the show, spreading the word, and giving to one or both worthy causes. Sign up, get noticed, and be part of the new CSI !

Thank you,



Scott Guidry, CSI, RA
CSI BUILD/IT 2016 Chair

SPONSORSHIP OPPORTUNITIES:

TYPE A: Title Sponsor

AMOUNT: \$5,000

QUANTITY: 1

DESCRIPTION: This level of sponsorship includes your company name/logo on the digital leader board at the venue one week prior to the show and for the day of the show, all show signage which includes the "build/it" logo, all promo material printed or shared digitally including local paper and/or news coverage. Name announced once each hour over the PA system during the event. Company name/logo will appear in 10-issues of the organizations trade publication "The Memphis PerSPECTive" and will be posted on the organizations website (csimemphis.org) for 10 months.

TYPE C: Keynote Sponsor

AMOUNT: \$1,500

QUANTITY: 3

DESCRIPTION: This level of sponsorship includes your company name/logo on all new media designated to PreShow activities related to the Keynote Address. Estimated attendance averages 50 people. Name announced once each hour over the PA system during the event. Company name/logo will appear in 5-issues of the organizations trade publication "The Memphis PerSPECTive" and will be posted on the organizations website (csimemphis.org) for 2 months.

Attendees/audience include all members of the design + construction community including but not limited to architects, engineers, interior designers, general and sub contractors, commercial developers, corporate ownership groups, attorneys and insurance agents related to the industry. Show attendance records for 2015: 300+

TYPE B: Round-Table Sponsor

AMOUNT: \$1,000

QUANTITY: 5

DESCRIPTION: This level of sponsorship includes your company name/logo on all new media designated to PreShow activities related to the Panel Discussion. Estimated attendance averages 50 people. Name announced once each hour over the PA system during the event. Company name/logo will appear in 5-issues of the organizations trade publication "The Memphis PerSPECTive" and will be posted on the organizations website (csimemphis.org) for 5 months.

TYPE D: Corporate Partner

AMOUNT: up to \$1,000. no minimum

QUANTITY: unlimited

DESCRIPTION: This level of sponsorship includes your logo on the sponsors page within the event program and on the sponsor's sign at the show. Your company logo will be posted on the organizations website (csimemphis.org) for 1 month.

Call to inquire about or reserve a sponsorship type. 901/409-0297 or email to scott@designshoparc.com

Additional information regarding the event can be found at csimemphis.org

Proceeds benefiting MIFA and 2 students at the University of Memphis Department of Architecture

EVENT SCHEDULE :

2:00p Round Table

3:30p Keynote

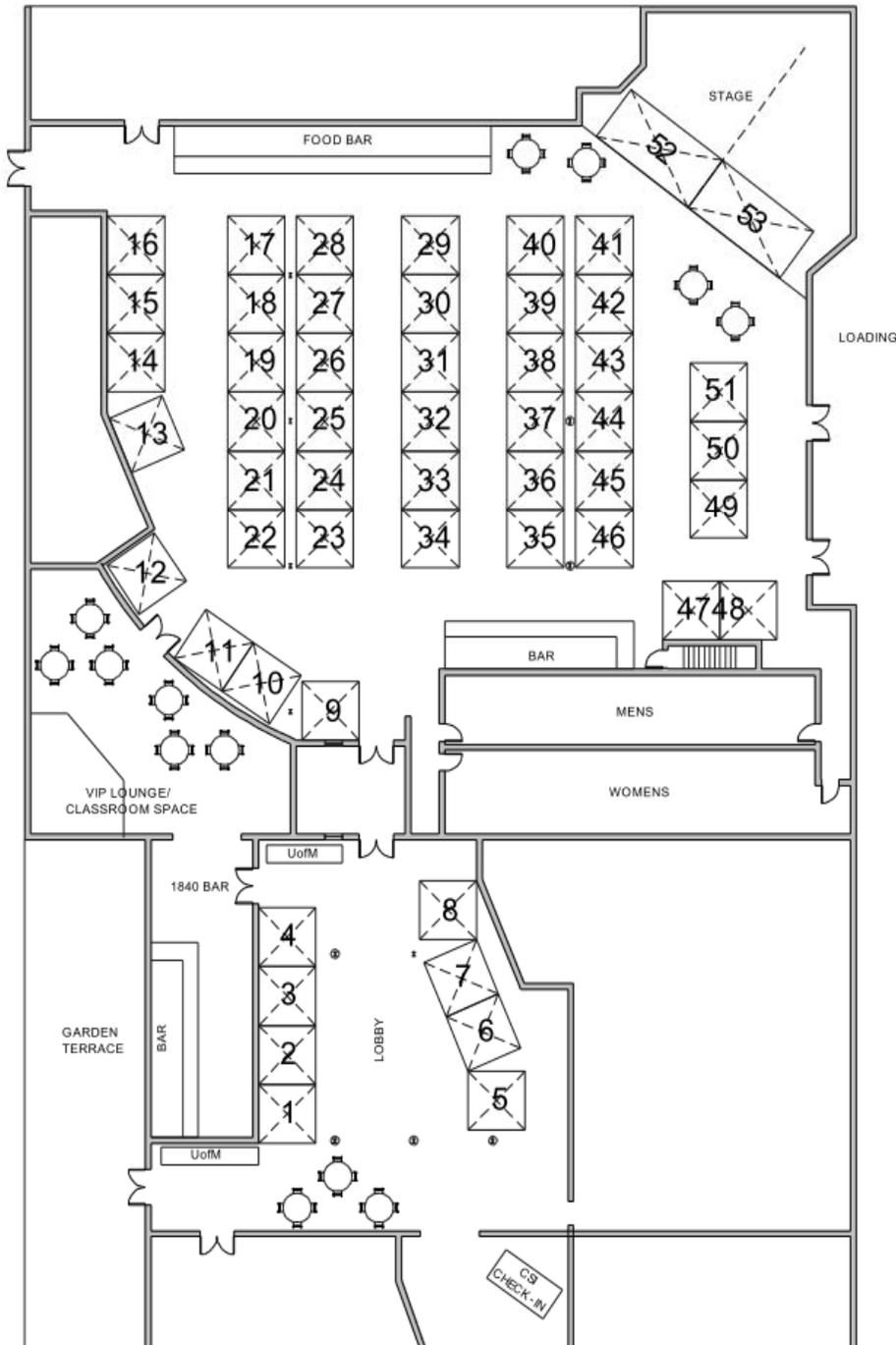
4:30p Build/it Floor Open

8:00p Build/it Floor Closed

layout

CSI BUILD/IT 2016

THURSDAY, APRIL 7, 2016 @ MINGLEWOOD HALL | MEMPHIS, TENNESSEE



registration

CSI BUILD/IT 2016

THURSDAY, APRIL 7, 2016 @ MINGLEWOOD HALL | MEMPHIS, TENNESSEE

contact information			
Company Name:			
Street Address:			
City:	State:	Zip:	
Telephone:			Fax:
Email:			
Web Address:			
Contact Person:	CSI Member Number:		
booth information			
Preferred Booth Numbers (\$550 members, \$650 non-members)	1	2	3
Tables Needed/Booth (one included, \$50 each additional)	1	2	3
Electrical Power (\$75 additional fee)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Name Badges (two included, \$10 each additional)			
1	3		
2	4		

Booth Name (as it shall appear on booth sign)

This contract entitles you to a 10' x 10' exhibit booth including: 8' high pipe and flame resistant fabric backdrop; 3' high pipe and flame resistant fabric side rails; a booth sign with your company name; one 6' draped table and two chairs. Additional furnishings, name badges, and electrical power will be available, at an additional charge, if desired. Neither the Memphis Chapter of CSI, The Construction Specifications Institute, its representatives or employees of Minglewood Hall and their representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever. The exhibitor, or his representative, on signing this contract expressly releases the foregoing named organization, individuals, decorator and venue from any and all claims for such loss, damage or injury.

sponsorship		check all that apply
Title Sponsor	<input type="checkbox"/>	\$ 5,000
Keynote Sponsor	<input type="checkbox"/>	\$ 1,500
Round-Table Sponsor	<input type="checkbox"/>	\$ 1,000
Corporate Partner	<input type="checkbox"/>	\$

donation		
Dempsie B. Morrison Scholarship Fund	\$	tax-deductible
MIFA	\$	tax-deductible

send questions to:

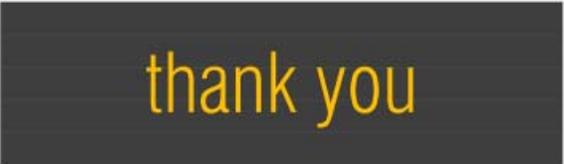
THE MEMPHIS CHAPTER OF CSI

c/o CSIBUILD/IT 2016

post office box 42203 | memphis, tn 38174

901/303-8255 . scott@designshoparc.com

www.csimemphis.org



- * all payments are due within 30 days of receipt of the invoice. Payments made after 30 days are subject to 1.5% late fee.
- ** CSI Memphis reserves the right to reassign booth spaces if all payments are not received by March 01, 2016.
- *** cancellations may receive full refund when requested on or before January 07, 2016.
- **** cancellations may receive 50% refund when requested on or before February 07, 2016.
- ***** cancellations will forfeit any payments made when requested after February 07, 2016.



Dempsie B. Morrison Scholarship Fund

2015 - 2016 Campaign | September 1, 2015 - January 30, 2016

Thank you to all of those who have supported the Scholarship Campaign for the 2016-17 academic year, and congratulations to **National Guard Products** for winning the University of Memphis Basketball tickets! The official Campaign will end January 30th which leaves only **2 days to make last minute contributions**. Thank you again in making such an impact on present recipients of the scholarship and for those to come!



Joel Jassu, 2015-2016 Recipient

"Dreams can only be achieved by the support of other people; it is a game that cannot be played by just one individual. The CSI scholarship has been a real game changer for me. It has helped me with my tuition and this can only make my future brighter and closer. Thank you so much for making a difference in my life."



Nester Lobos, 2015-2016 Recipient

"I would like to thank everyone involved in providing this educational opportunity for me. This scholarship which has been generously granted allows me to direct my undivided attention to my education, instead of my financial status. Words cannot describe the enormous gratitude and honor I feel for being a recipient of this prestigious award."

Please join us in celebrating the legacy of Dempsie B. Morrison by donating to the Scholarship fund online at csimemphis.org or through the attached contribution form. Thank you for your continued support; your generosity is greatly appreciated by CSI Memphis and all Scholarship recipients.

Sincerely,

Julie Varnado, Scholarship Chair
Kate Haywood, 2008-09 & 2009-10 Scholarship Recipient



Dempsie B. Morrison Scholarship Fund

2015 - 2016 Campaign | September 1, 2015 - January 30, 2016

Levels of Participation (Please select one):

<input type="checkbox"/> \$500*+ Diamond	<i>* As a small token of appreciation, for all donations of \$100 or more, the donor will be entered to win (4) four tickets to a University of Memphis basketball game in Spring 2016. This drawing will take place at the monthly meeting in January 2016.</i>
<input type="checkbox"/> \$400* Platinum	
<input type="checkbox"/> \$200* Gold	
<input type="checkbox"/> \$100* Silver	
<input type="checkbox"/> \$Other Friend	

Contact Information:

Name: _____

Address: _____

Email: _____

Is your contribution a Memorial?

In memory of: _____

Please send acknowledgement to: _____

Please make your fully tax deductible check payable to:

Dempsie B. Morrison Scholarship Fund, Inc.

And Mail form and check to:

**Farrell-Calhoun Paint
Attn: Julie Varnado
221 E. Carolina Ave.
Memphis, TN 38126**

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Past President:	Mike Zielinski, CCCA
UM Student President:	Nestor Lobos
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Planning:	Charles Cooper / John Bigham
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Programs:	Mike Zielinski / Hans Faulhaber
Publicity:	Randall Haynes / Hans Faulhaber
Scholarship:	Julie Varnado / Chris Byrd
Table Top:	Mike Zielinski
Technical:	Hans Faulhaber
Bylaws & Operating Guide:	Open NEED VOLUNTEER!!
Web Management:	Scott Guidry



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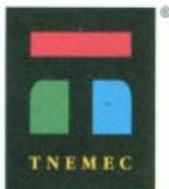
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Anne Roeper, CSI, CCPR
 Southeast US Manager, Specifications

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