

PSFA GUIDE CONTRACT DOCUMENTS AND FORMS

INTRODUCTION

- **How to use these documents.**

The specifier or contract administrator must use the latest document version with the most recent changes and edit appropriately for each individual project. Most editing can be accomplished by deleting unnecessary requirements and options. Options are indicated by brackets []. **Modifications may be made which suit the project needs and meet Owner's approval.**

Guidance notes in the standard PSFA specifications will typically appear in bold-face type and are indicated with five asterisks at the beginning and end *****. These are notes to assist the specifier in selecting options and editing the guide specification. **For final editing, all brackets and guidance notes must be deleted from the document.**

Throughout the guide specifications references are made to other sections and divisions that might be included in the project manual. These references are presented as examples and coordination reminders. Modify and coordinate any such cross-referencing as necessary to ensure an accurate and complete project manual document.