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# **CSC**

## **Glossary of Terms**

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## **INTRODUCTION**

The CSC Glossary of Construction Terms has been developed as a multi-purpose document for use by the Canadian design and construction industry. The terms and definitions reflect common industry usage. The primary purpose of this Glossary is to identify and clarify terminology commonly used in construction documentation. It is intended to be used as an educational tool, as an integral part of every CSC educational program, course, or technical seminar, and to ensure that consistent terminology is used throughout all CSC documentation.

The Glossary is coordinated with and intended to supplement guides, standard form contracts, manuals of practice, and other documents published by the Canadian Construction Documents Committee (CCDC), the Royal Architectural Institute of Canada (RAIC), and other design and construction organizations.

The Glossary provides definitions of words and phrases in the context in which they are commonly used in the design and construction industry. An exhaustive list of technical terms associated with technical specifications and drawings is not included. The Glossary is intended to be updated periodically to reflect new and changing industry practices.

## **TERMINOLOGY SOURCES**

The Glossary terms and definitions are drawn from or coordinated with:

- CCDC Contracts, Guides, and Master Specifications.
- RAIC Document Six.
- RAIC Canadian Handbook of Practice.
- CSC Principles of Construction Documentation (PCD) Course.
- CSC Specifier Course.
- CSC Construction Contract Administrator (CCA) Course.
- CSC Technical Representative (CTR) Course.
- Other CSC seminars and technical documentation.

## **GLOSSARY TERMS**

The Glossary is organized alphabetically and usually contains a single definition for each term. Occasionally, more than one definition is provided for different contexts. Other definitions and uses of a term may exist when used in contexts other than design and construction. Where a term is synonymous with another, the same definition may appear for different terms and the synonymous term is noted.

Use of abbreviations, initialisms, and acronyms is generally not advised by CSC, but they are occasionally included where commonly used. Most words and phrases are shown in their singular form, with the assumption that their plural form does not change the definition. Where Glossary defined terms appear in definitions within the Glossary, they are capitalized.

Where CCDC and RAIC definitions are used, the document number is referenced, and the definition appearing in the current edition (at time of writing) is quoted. These definitions may be slightly modified by, for example, removal of repetitive words and removal of references to other parts of a standard form contract. Their original capitalization/non-capitalization is retained.

**LIST OF TERMS**

<b>WORD/PHRASE</b>	<b>DEFINITION</b>
<b>Acceptable</b>	Satisfactory to and approved by a reviewing or other authority in accordance with defined criteria.
<b>Acceptable Product</b>	A Product proposed for use on a Project that meets a Specification's minimum requirements and determined to be Acceptable.
<b>Access to the Work</b>	The legal right of a Builder, Consultant, Owner or other authorized person or entity to enter, occupy, and exit a Work Site.
<b>Accessibility Consultant</b>	Provides specialist services for barrier free Design.
<b>Acoustical Consultant</b>	Provides specialist services for the Design of auditoriums, classrooms, concert halls, and other spaces with acoustic or noise isolation requirements.
<b>Act</b>	A law created by elected representatives either in the federal parliament or provincial/territorial legislative assemblies. Synonymous with Statute.
<b>Addendum</b>	CCDC 23 Definition: "... a document the Procurement Authority makes available to Bidders before contract award that modifies and forms part of the Bid Documents. The plural of Addendum is Addenda."
<b>Additional Service</b>	RAIC Document Six Definition: "... services that are not included as Services to be provided by the Architect ... at the time this contract is made but which, with the written agreement of the Client and Architect, are subsequently added to the Services identified in ..."
<b>Agency</b>	A legal relationship by which one party is empowered to act on behalf of another party.
<b>Agent</b>	A person or entity authorized by another to act in their place or on their behalf.
<b>Agreement</b>	The signed legal instrument binding parties in a Contract, describing and summarizing the key terms of the Contract.
<b>Alternate</b>	Synonymous with Alternative. See preferred terms Alternative, Alternative Bid, and Alternative Price.
<b>Alternative</b>	CCDC 23 Definition: "... anything for which Bidders provide a separate price, with the intent of giving the Owner the option to accept or not accept that alternative in determining the actual Work of the contract. An alternative could be any product, system, installation method, design, requirement, scope of work, etc., that is different from (i.e. an alternative to) whatever is included in the base Bid."
<b>Alternative Bid</b>	Provided as a supplement or appendix to the Base Bid, and which the Owner has the option to accept or reject.

<b>WORD/PHRASE</b>	<b>DEFINITION</b>
<b>Alternative Dispute Resolution (ADR)</b>	A means of resolving disputes between two or more contracting parties before Litigation is commenced, with the objective of resolving the dispute more quickly, less expensively, and more privately than by Litigation. Parties may agree in advance to ADR as a term of the Contract or by mutual agreement upon the occurrence of a dispute.
<b>Alternative Price</b>	The amount stipulated by a Bidder for an Alternative in an Alternative Bid. Stated as an addition, deduction, or no change to the Base Bid.
<b>Application for Payment</b>	A Builder's written request for payment for completed portions of the Work and for Products delivered to the Place of the Work, or as otherwise provided in the Contract.
<b>Arbitration</b>	An Alternative Dispute Resolution procedure in which a dispute is presented, by agreement of the parties, to one or more Arbitrators to decide on the dispute instead of by Litigation. Unless otherwise agreed by the parties, the decision is final and binding on the parties.
<b>Arbitrator</b>	A qualified person chosen, by agreement of the parties, to resolve a dispute by Arbitration.
<b>Architect</b>	A person qualified to Design, document, coordinate, and administer all aspects of Building Design and Construction, and who is licensed to practice architecture under a provincial/territorial Act.  RAIC Document Six Definition: "... the person or entity identified in ... the agreement and who is registered, licenced or otherwise authorized to use the title "Architect" and to practice architecture at the Place of the Work."
<b>As-Built Documents</b>	Drawings, Specifications, and other documents that are annotated by the Builder during Construction to record whatever is constructed that differs from the Contract Documents.
<b>Assembly</b>	Products, Components, Materials, or Equipment assembled for a particular function and ultimately comprising an assembled Product or part of the Work. UniFormat™ uses Assemblies as a basis for its Classification.
<b>Attribute</b>	Data, such as a door number or column, attached to an entry, block, or symbol in an electronic Drawing or Building Information Management (BIM) model.
<b>Auditor</b>	In the context of Commissioning, a person or entity under Contract to an Owner to review and assess Commissioning reports.
<b>Authority Having Jurisdiction</b>	A person or entity charged with the responsibility for enforcement and administration of an Act, Regulation, or Code.

<b>WORD/PHRASE</b>	<b>DEFINITION</b>
<b>Bar Chart</b>	A graphic display using horizontal bars to show the start date, duration, and dependencies of Project activities. Often used for Construction Progress Schedules. Synonymous with Gantt Chart.
<b>Base Bid</b>	The sum stated in a Bid for which a Bidder offers to perform the Work described in the Bid Documents, and to which Work may be added to or deleted from based on one more accepted Alternatives.
<b>Basis of Design</b>	In the context of a Project Manual, refers to a Product identified by a Manufacturer's or Supplier's trade name, type or model number, etc. It indicates that other aspects of the Design shown in the Drawings and Specifications assume the use of this Product, but that Substitutions may be Acceptable.
<b>Benchmark</b>	In a general context, a standard by which something can be measured or judged. In the surveying context, a point of known elevation marked in a permanent way, to serve as a reference point from which other elevations are measured.
<b>Best Value</b>	CCDC 23 Definition: "... a Procurement Method by which the Owner selects a Contractor based on a variety of factors in addition to price."
<b>Bid</b>	CCDC 23 Definition: "... a legally binding document submitted to the Owner in response to a Bid Call, offering to provide Construction services for a given price (or prices)."
<b>Bid Bond</b>	A type of Bond, submitted with a Bid, in which the Surety Guarantees to the Oblige (typically an Owner) that the Principal (the Bidder) will, upon a Notice of Award within the specified Bid validity period, honour its Bid by signing the Contract and furnishing a Performance Bond or other security as may be required by the Bid Documents. The purpose is to compensate the Owner financially if the Successful Bidder fails to do so. See also Bid Security.
<b>Bid Call</b>	CCDC 23 Definition: "... the process whereby the Procurement Authority solicits and receives competitive Bids."
<b>Bid Calling Authority</b>	See Procurement Authority.
<b>Bid Closing</b>	The date and time by which Bids must be received by the Procurement Authority.
<b>Bid Depository</b>	A system by which sealed or confidential Subcontract and Sub-subcontract Bids are received by a Third Party organization for distribution to Prime Contract and Subcontract Bidders respectively. Intended to prevent Bid Shopping and Bid Peddling.

<b>WORD/PHRASE</b>	<b>DEFINITION</b>
<b>Bid Documents</b>	A set of documents consisting of Procurement and Contracting Requirements, General Requirements, Specifications, Drawings, Addenda, and other information made available to Bidders for the purpose of preparing and submitting a Bid.  CCDC 23 Definition: "... all of the documents the Procurement Authority makes available to Bidders as part of the Bid Call."
<b>Bid Form</b>	The form provided by the Procurement Authority, which Bidders must use when submitting their Bids.
<b>Bid Form Supplement</b>	One or more documents that the Procurement Authority requires Bidders to submit as part of their Bid submission, in addition to the Bid Form.
<b>Bid Modification</b>	A modification to a previously submitted Bid submitted by a Bidder before the Bid Closing.
<b>Bid Opening</b>	The opening and tabulation of sealed or confidential Bids after the Bid Closing.
<b>Bid Peddling</b>	The unethical practice of a prospective Subcontractor, not initially selected by the successful Prime Contractor, offering to perform the Work at a lower price than the originally chosen Subcontract Bidder. Refers also to a prospective Sub-subcontractor or Supplier similarly approaching a successful Subcontractor with a lower price. See also Bid Shopping, which this is essentially the reverse of.
<b>Bid (Bidding) Period</b>	The period of time from issuance or availability of the Bid Documents to prospective Bidders until the Bid Closing.
<b>Bid Price</b>	The dollar amount for which a Bidder offers to perform the Work called for in the Bid Documents.
<b>Bid Security</b>	A Bid Bond or cash deposit submitted with a Bid, to ensure that a Bidder will, upon a Notice of Award within the specified Bid validity period, honour its Bid by signing the Contract and furnishing a Performance Bond or other security as may be required by the Bid Documents. The purpose is to compensate the Owner financially if the Successful Bidder fails to do so. See also Bid Bond.
<b>Bid Shopping</b>	The unethical practice of a Prime Contractor disclosing a Subcontract Bidder's Bid Price to other Subcontract Bidders and asking those competitors to submit a lower price after the Prime Contractor's Bid has been accepted by the Owner. Also refers to a Subcontractor disclosing a prospective Sub-subcontractor's or Supplier's bid to their competitors and asking them to submit a lower price after the Subcontractor's bid has been accepted by the Prime Contractor. See also Bid Peddling, which this is essentially the reverse of.
<b>Bidder</b>	CCDC 23 Definition: "... an entity that submits a Bid in response to a Bid Call."

<b>WORD/PHRASE</b>	<b>DEFINITION</b>
<b>Bidding</b>	The process of preparing and submitting a Bid (or an Offer) to provide Construction related services for at stated price.
<b>Bill</b>	A proposed Act or Statute. It is what members of parliament or a legislative assembly debate. A bill goes through three readings. When it passes third reading and receives royal assent it is enacted. It becomes an Act or Statute.
<b>Bond</b>	A type of Contract in which a Third-Party Surety Guarantees the obligations of the Principal (the provider of the Bond) to an Obligee (the recipient of the Bond). Synonymous with Surety Bond.
<b>Bonding Company</b>	The entity that issues a Surety Bond. Synonymous with Surety.
<b>Breach of Contract</b>	Intentional, inadvertent, or negligent failure, without legal justification, to fulfill a contractual obligation.
<b>Builder</b>	The entity that is responsible for the performance of all or part of the physical Construction Work for the Project. May be called the Contractor, Trade Contractor, Design-Builder, or Construction Manager in different Standard Form Contracts under different Project Delivery Methods. This term is used when referring generally to this entity under any Project Delivery Method. Synonymous with Constructor in some contexts.
<b>Building</b>	A type of Facility comprising partially or totally enclosed spaces and providing shelter.
<b>Building Code</b>	A set of rules regulating the Construction of Buildings, primarily for safety related reasons.
<b>Building Information Management (BIM)</b>	A computerized process that creates and manages detailed Design, Construction, and Facility operation and maintenance information for a Project in a software-controlled database.
<b>Building Permit</b>	A permit issued, usually by a municipality or other Authority Having Jurisdiction and required for the Construction of a new Building and for additions or renovations to an existing Building.
<b>By-Law</b>	A type of law enacted by municipalities and which may govern Construction.



<b>Cash Allowance</b>	CCDC Div. 01 Master Specification Definition: "... sum of money that the Contractor is required to carry in the Contract Price ... for something known to definitely be required but which cannot be specified with adequate detail to permit accurate pricing at the time of the bid call, or which otherwise needs to be deferred.... When more information subsequently becomes available to permit the item to be more accurately priced, the Owner approves expenditure of the cash allowance [via Change Order]. A cash allowance excludes any amounts for the Contractor's overhead and profit related to the item. The Contractor must carry the overhead and profit separately in the Contract Price."
<b>Certificate</b>	A document attesting to the truth of certain stated facts.
<b>Certificate of Insurance</b>	CCDC 21 Definition: "Written document stating the insurance is in effect. Includes general statement of policy coverage."
<b>Certificate for Payment</b>	A process where the Consultant verifies and documents that a Progress Payment amount is properly due to be paid. May also referred to as Payment Certificate.
<b>Certified Construction Contract Administrator (CCCA)</b>	A person certified by CSC as having the qualifications and experience necessary to carry out the responsibilities of administering a Construction Contract.
<b>Certified Specifications Practitioner (CSP)</b>	A CSP is a person certified by CSC and has experience, knowledge, and ability to communicate and write technical specification documents for the design and construction community.
<b>Certified Technical Representative (CTR)</b>	A person certified by CSC as having the qualifications and experience necessary to carry out the responsibilities of a Supplier's technical representative.
<b>Change Directive</b>	CCDC 2 Definition: "... a written instruction prepared by the Consultant and signed by the Owner directing the Contractor to proceed with a change in the Work within the general scope of the Contract Documents prior to the Owner and the Contractor agreeing upon adjustments in the Contract Price and the Contract Time."
<b>Change Order</b>	CCDC 2 Definition: "... a written amendment to the Contract prepared by the Consultant and signed by the Owner and the Contractor stating their agreement upon: <ul style="list-style-type: none"><li>- a change in the Work;</li><li>- the method of adjustment or the amount of the adjustment in the Contract Price, if any; and</li><li>- the extent of the adjustment in the Contract Time, if any."</li></ul>
<b>Change in the Work</b>	An addition, deletion, or other revision to the Work within the general Scope of the Contract.

<b>Checklist</b>	A tabular listing of Products, Materials, Components, Systems, and Assemblies intended for use on a Project. Precedes or is a part of the development of an Outline Specification.
<b>Civil Law</b>	The province of Quebec's unique legal system that is rooted in the French civil law tradition and primarily codified in the Civil Code of Quebec, rather than the English Common Law that governs the rest of Canada. The Civil Law system governs relationships between persons or entities including, among other things, Design and Construction related contracts, property, and liability in Quebec.
<b>Claim</b>	A demand or assertion by one party seeking, as a matter of right, adjustment or interpretation of Contract terms, payment of money, extension of time, or other relief with respect to the terms of a Contract.
<b>Claimant</b>	A party who makes a Claim against another party to a Contract.
<b>Class A Construction Cost Estimate</b>	The final estimate of the total Construction Cost based on completed Construction Documents for all Work of the Project.
<b>Class B Construction Cost Estimate</b>	An estimate of the Construction Cost based on Design Development Drawings and Outline Specifications, which include the preliminary Design of all major Systems, Elements, and Components.
<b>Class C Construction Cost Estimate</b>	An estimate of the Construction Cost based on conceptual and Schematic Design and a comprehensive list of Owner requirements.
<b>Class D Construction Cost Estimate</b>	A preliminary estimate of the Construction Cost based on the Owner's Statement of Requirements, an outline of potential solutions, a Functional Program, or a combination thereof.
<b>Classification</b>	A set of concepts arranged systematically according to chosen characteristics or criteria.
<b>Clerk of the Works</b>	A traditional term for a person retained and paid by the Owner to be the Owner's full-time representative at the Place of the Work. This is usually a person acceptable to both the Owner and Consultant, who is experienced in all phases of Construction.
<b>Client</b>	A person or entity who retains and pays for the professional services of another. In Construction this usually means the Owner but may include other parties in some contexts. For example, under the Design-Build Project Delivery Method, the Design-Builder is a Client of the Consultant.
<b>Climate Change</b>	Long term shifts in temperatures and weather patterns.
<b>Code</b>	Government legislated requirements put in place for the public good.
<b>Code of Conduct</b>	A formal statement of values and business practices of corporations, institutions, professionals, associations, and individuals.

<b>Commissioning</b>	A step-by-step process, executed by specialists, to ensure that all Systems and Components of a Facility are installed, tested, and operating in accordance with the Design intent and meet the Owner's functional operating requirements.
<b>Commissioning Agent</b>	A person or entity tasked with the responsibility to oversee the Commissioning of a Facility.
<b>Commissioning Record Manual</b>	A document containing the Commissioning report that identifies operational data and guidelines for efficient System operation by the Owner.
<b>Commissioning Team</b>	A group of people responsible for the Commissioning process.
<b>Common Law</b>	A legal system originating in England and using in many English-speaking countries, including Canada outside of Quebec. It is primarily judge-made law, built on judicial precedents where rulings from past cases decide future decisions.
<b>Component</b>	An individual part of an Assembly or System.
<b>Conceptual Planning</b>	The activity associated with merging a Project's requirements with associated factors as an early step in the process of identifying Project requirements.
<b>Conditions of Contract</b>	Part of the Contract Documents that defines the legal rights and obligations of the parties to a Contract. Also referred to as General Conditions of Contract or General Conditions.
<b>Consensus Standard</b>	A type of Standard developed through a process where parties agree to common rules, guidelines, or characteristics for activities or results. Compliance is voluntary but may become mandatory through Building Codes or by contractual requirement.
<b>Construction</b>	The process of creating the built environment.
<b>Construction Budget</b>	RAIC Document Six Definition: "... the maximum amount of money, including contingency allowances, which the Client is prepared to spend on Construction Cost. This amount is stated in ... the Agreement or may be an adjusted amount determined or approved by the Client under the terms of this contract."  See also Project Budget. Construction Budget is distinct from Project Budget.
<b>Construction Contract</b>	An Agreement between an Owner and a Builder for the Construction of a Project, or portions of a Project, in accordance with Contract Documents.
<b>Construction Contract Administration</b>	The management of all activities necessary to monitor and ensure compliance with contractual requirements by the parties to a Construction Contract.

<b>Construction Cost</b>	The total cost to the Owner to physically construct a Project, including the cost of the Work, the cost of Changes in the Work, and Construction Management Fees where applicable, but does not include Design Fees and other ancillary costs. See also Project Cost. Construction Cost is distinct from Project Cost.
<b>Construction Cost Estimate</b>	Either a Class A Construction Cost Estimate, a Class B Construction Cost Estimate, a Class C Construction Cost Estimate, or a Class D Construction Cost Estimate, as the context requires.
<b>Construction Documentation</b>	Anything written or drawn, in printed or electronic form, that is used to convey information in the process of Design and Construction.
<b>Construction Documents</b>	<p>When used in a broad sense, this term is synonymous with Construction Documentation.</p> <p>Also, the Working Drawings and Specifications created by the Designers, based upon which a Class A Construction Cost Estimate can be produced.</p> <p>CCDC 14 Definition: "... Drawings, Specifications, and other documents prepared by or on behalf of the Design-Builder, based on the Contract Documents, and accepted in writing by the Owner and the Design-Builder as meeting the Owner's Statement of Requirements and the general intent of the Contract Documents."</p> <p>CCDC 30 Definition: "... the digital model, drawings, specifications and other documents, including electronic media prepared by or on behalf of the Design/Construction Team ... to describe the whole of any part of the Work."</p>
<b>Construction Equipment</b>	CCDC 2 Definition: "... all machinery and equipment, either operated or not operated, that is required for preparing, fabricating, conveying, erecting, or otherwise performing the Work but is not incorporated into the Work."
<b>Construction Management</b>	A general type of Project Delivery Method whose primary defining characteristics are at least two separate contracts: between Owner and Consultant, and between Owner and Construction Manager, with collaboration among the Consultant, Construction Manager, and Owner working as a Project Team to achieve efficiencies in time, cost, and constructability. Usually involves Fast-Tracking.
<b>Construction Management for Services</b>	A specific type of Construction Management under which the Construction Manager provides management services only and is not the Builder. The Owner retains all Trade Contractors and Suppliers. Sometimes also referred to as "Construction Manager as Agent."
<b>Construction Management for Services and Construction</b>	A specific type of Construction Management under which the Construction Manager provides management services, assumes the responsibilities of Builder, and contracts with Subcontractors and Suppliers. Sometimes also referred to as "Construction Manager at Risk."

<b>Construction Manager</b>	Under the Construction Management Project Delivery Method, a person or entity contracted by the Owner to assist in the Design Phase of a Project and assume responsibilities for the management of Construction during the Construction Phase.
<b>Construction Phase</b>	That Phase of the Project commencing with Contract Award or other approval to proceed with physical Construction at the Place of the Work and extending through to Ready-for-Takeover.
<b>Construction Progress Schedule</b>	A graphic representation of all activities in a Work Breakdown Structure for a Construction Project, or part of thereof, and their estimated and actual durations, with start and end times. Used as a primary Project Management tool.
<b>Construction Team</b>	The group of people responsible for the Construction of a Facility. Depending on the Project Delivery Method, the Construction Team will be comprised of various individuals, with different roles, during various stages of Construction.
<b>Constructor</b>	May appear in some provincial/territorial Legislation in the context of health and safety. Synonymous with Builder in some contexts.  RAIC Document Six Definition: "... the person or entity engaged by the Client under the Construction Contract to perform some or all of the Work. It does not mean "constructor" as this term may be defined in any provincial or territorial legislation."
<b>Consultant</b>	A person or entity retained to provide Design or other specialist services for a Construction Project.
<b>Consultant of Record</b>	The professional Architect or Engineer with primary responsibility for the Design of a Project in accordance with the requirements of the Authority Having Jurisdiction.
<b>Contingency Allowance</b>	CCDC Div. 01 Master Specification Definition: "... sum of money that the Contractor is required to carry in the Contract Price ... for something completely unknown. It may or may not ultimately need to be spent in whole or in part ... an amount ... which the Owner may use to pay for some or all changes in the Work. Unlike a cash allowance, the Contractor's overhead and profit, and all other costs for which the contingency allowance is to be used, are included in the contingency allowance amount."
<b>Contract</b>	An Agreement between parties, creating rights and obligations that are legally enforceable.  CCDC 2 Definition: "... the undertaking by the parties to perform their respective duties, responsibilities, and obligations as prescribed in the Contract Documents and represents the entire agreement between the parties."
<b>Contract Administration</b>	The management of all activities necessary to monitor and ensure compliance with Contract requirements by the parties to a Construction Contract. Synonymous with Construction Contract Administration.

<b>Contract Administrator</b>	A person charged with the responsibility of Contract Administration. Synonymous with Construction Contract Administrator.
<b>Contract Award</b>	The decision to notify a Successful Bidder that its Bid has been accepted (conditionally or unconditionally) or to notify another party of the intent to enter a Contract with them as part of a Negotiation process. Contract Award may not necessarily or immediately result in the creation of a legally binding Contract. See also Notice of Award.
<b>Contract Documents</b>	CCDC 2 Definition: "... those documents listed in ... the Agreement and amendments agreed upon between the parties."
<b>Contract Law</b>	That body of law which governs the enforcement of Contracts.
<b>Contract Modification</b>	A change to a Contract after Contract Award that affects cost, time, or both. Typically documented by Change Order or Change Directive.
<b>Contract Price</b>	CCDC 2 Definition: "... the amount stipulated in ... the Agreement ..."
<b>Contract Time</b>	CCDC 2 Definition: "... the time from commencement of the Work to the date of Ready-for-Takeover as stipulated in ... the Agreement ..."
<b>Contracting Requirements</b>	The part of a Project Manual organized in accordance with MasterFormat™ that includes the Agreement, General Conditions, Supplementary Conditions, and related documents.
<b>Contractor</b>	CCDC 2 Definition: "... the person or entity identified as such in the Agreement."  CCDC 23 Definition: "... the entity with whom the Owner enters into a contract for the provision of construction services."
<b>Coordination</b>	The arrangement and direction of the services or Work of others by a person or entity in a manner to optimize efficiency and minimize conflicts, delays, interferences, etc.
<b>Cost Consultant</b>	A specialist Consultant who provides Construction Cost Estimates for a Project.
<b>Cost Plus a Fee</b>	A contractual payment method whereby the price the Owner pays the Builder is not determined before the Work is performed. Rather, the Owner reimburses the Builder for actual costs incurred and pays a percentage or fixed Fee in addition to those actual costs.
<b>Cost Plus Contract</b>	A type of Contract in which the method of payment is Cost Plus a Fee. CCDC 3 is a Cost Plus Contract.
<b>Critical Path Method (CPM)</b>	A system of Project planning, scheduling, and control, which identifies the longest sequence of activities (the "critical path") that determines the shortest possible duration to complete the Project. It involves mapping out all activities in the Work Breakdown Structure, their dependencies and durations, then determining the earliest and latest start and finish times for each activity. Activities on the critical path have zero Float, meaning any delay in these activities will delay the entire Project.

<b>Damages</b>	In law, monetary compensation for loss or injury caused by the wrongful act of another. Such compensation is the objective of most Litigation.
<b>Day</b>	A calendar day unless specifically defined otherwise in a Contract. See also Working Day.
<b>Default</b>	Non-performance of a duty, whether arising under a Contract or otherwise; failure to meet an obligation when due.
<b>Defect or Deficiency</b>	A Product or Work that is not in conformance with the Contract Documents and that is faulty or defective in a way that may impair its performance, durability, or appearance.
<b>Deficiency Holdback</b>	The retention of Contract monies otherwise payable by the Owner if required by a Contract to ensure the fulfillment of a contractual obligation to remedy Defects or Deficiencies. See also Holdback.
<b>Delay</b>	Any situation where the Contract Time established in a Contract may be, or is, exceeded.
<b>Delegated Design</b>	A contractual provision whereby responsibility for the Design of an Assembly, Component, or System is assigned to a Builder, Subcontractor, or Supplier.
<b>Descriptive Specification</b>	A type of Specification that provides a detailed written description of required properties of a Product, Material, Component, or System and its fabrication and installation.
<b>Design</b>	The creative effort of Architects, Engineers, and other members of a Design Team to conceive, plan, make decisions about, and create Drawings for a Construction Project. Used as a noun and a verb.
<b>Design-Bid-Build</b>	A Project Delivery Method whose primary defining characteristics are at least two separate and sequential contracts, first between Owner and Consultant (Designer), then between Owner and Builder, with Construction typically commencing only after Design and the Bidding process are substantially complete.
<b>Design Brief</b>	A document created to describe in general Design terms an Owner's requirements for a Facility in terms of functions and required spaces for particular functions, usually without regard to specific Components, Systems, Assemblies, or Products that may be used in the final Design to satisfy those requirements. Synonymous with Functional Program.
<b>Design-Build</b>	A Project Delivery Method where a Builder assumes contractual responsibility for both Design and Construction of a Project under a single Contract with the Owner.
<b>Design-Builder</b>	The term used to describe the Builder under the Design-Build Project Delivery Method. CCDC 14 Definition: "... the person or entity identified as such in the Agreement."
<b>Design Development</b>	The process of refining and developing the Schematic Design in more detail, at the end of which a Class B Construction Cost Estimate can be produced.

<b>Design Services</b>	Services required for the Design of a Construction Project, and other related services, performed by Architects, Engineers, and other Design professionals. CCDC 14 Definition: "... the professional design and related services required by the Contract Documents."
<b>Design Team</b>	The group of people (assembled and responsible for a Project's Design and Design document development. Comprised primarily of Designers (Consultants). A Design Team may also include Owner and Builder representatives, depending on the Project Delivery Method.
<b>Designated Substance Survey Report</b>	A report on the results of a survey of existing conditions identifying the types and locations of Toxic and Hazardous Substances or other designated substances, usually prepared by a specialist Consultant.
<b>Designer</b>	A person or entity, usually a Consultant (Architect, Engineer, or other Design professional) who is responsible for the Design of all or part of a Project.
<b>Detail</b>	A term used to describe large scale Drawings or sections of a Drawing, which show more information about specific Components and Assemblies than can be provided in smaller scale Drawings.
<b>Development</b>	When used as a noun, refers to a Project that results in a change of land use, the Construction of or addition to a Building, or other change to the built environment.
<b>Development Application</b>	A formal application for the approval of a Development by a municipality or other Authority Having Jurisdiction.
<b>Division</b>	The primary Classification framework of MasterFormat™. Divisions are the highest level of numbers and titles that identify the broadest groupings of related information.
<b>Division 00 – Procurement and Contracting Requirements</b>	The Division of MasterFormat™ comprising the Sections used to specify requirements related to the Bidding process and Conditions of Contract.
<b>Division 01 - General Requirements</b>	The Division of MasterFormat™ comprising the Sections used to specify administrative requirements, procedural requirements, temporary facilities and controls, and performance requirements and that apply to and govern the Work of the Technical Specifications Sections in Divisions 02 - 49 where applicable.
<b>Drawings</b>	The graphic representations and Details resulting from the Design effort that are necessary for the Construction of a Project. CCDC 2 Definition: "... the graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details and diagrams."
<b>Duty of Care</b>	The legal obligation of a person or entity to avoid acts or omissions likely to cause harm to others.



<b>Environmental Impact</b>	Changes to the natural environment, including to all naturally occurring living and non-living things, that result, or may result, from a Development or a Construction Project.
<b>Environmental Product Declaration (EPD)</b>	An international Standard that signals a Manufacturer's commitment to measuring and reducing the environmental impact of its Products and services and report these impacts in a hyper-transparent way. With an EPD, Manufacturers report comparable, objective, and Third Party verified data that show the positive and negative impacts of the environmental performance of their Products and services.
<b>Element</b>	A part of a Building that fulfills a primary function, e.g. foundations, walls, floors, roofs, etc. UniFormat™ uses Elements as a basis for its Classification.
<b>Embodied Carbon</b>	The amount of carbon dioxide (or greenhouse gas emissions) resulting from extraction, manufacturing, and transportation of a Material or Product. Also referred to as Embodied Greenhouse Gas Emissions.
<b>Engineer</b>	A qualified and trained person who uses knowledge of math and natural science, to Design, construct, and operate Buildings or other infrastructure in the built environment, and who is licensed to practice engineering in a province/territory.
<b>Equipment</b>	Machinery, tools, apparatus, and supplies necessary for the operation or maintenance of a Building or other infrastructure in the built environment.
<b>Errors and Omissions Insurance</b>	See Professional Liability Insurance.
<b>Estimate</b>	An approximate calculation or judgment of cost or time required to complete all or part of a Project.
<b>Ethics</b>	The moral principles that govern the behaviour of a person or entity.
<b>Express Warranty</b>	A specific promise made by a seller to a buyer and expressly stated in a Contract (as distinct from an Implied Warranty).
<b>Extended Warranty</b>	A Warranty provided by a Builder, Subcontractor, Sub-subcontractor, or Supplier, which extends for a specified period of time beyond the standard one-year Warranty period provided in CCDC Contracts.
<b>Extra Work</b>	Work that is outside the original Scope of a Contract.

<b>Facility</b>	One or more Buildings and other infrastructure on a site where a particular activity occurs.
<b>Facility Management</b>	A profession dedicated to ensuring the functionality, comfort, safety, sustainability, and efficient operation and maintenance of a Facility.
<b>Facility Manager</b>	A person or entity who manages a Facility to achieve Facility Management objectives.
<b>Fast Tracking</b>	Refers to overlapping Design and Construction activities, wherein Construction commences before the overall Design of a Project is complete.
<b>Fee</b>	Monetary compensation for a defined Scope of professional or other services rendered. May include or exclude reimbursable costs or expenses, depending on Contract specific terms.
<b>Field Review</b>	See General Review.
<b>Field Services</b>	Usually refers to services provided by a Supplier at a Work Site.
<b>Final Payment</b>	The last disbursement of monies owed by the Owner to a Builder on account of a Contract Price.
<b>Fixed Price</b>	A contractual payment method whereby a seller agrees to perform the Work of a Contract, perform Services, or supply Products to a buyer for an amount stated in the Contract. The seller assumes the risk and reward of the difference between the seller's costs and the Contract Price. Contracts between Owners, Builders, Subcontractors, Sub-subcontractors, and Suppliers, as well as their Bids and Quotations, are commonly but not exclusively Fixed Price (see Unit Price and Cost Plus a Fee). Synonymous with Stipulated Price and Lump Sum.
<b>Float</b>	In a Construction Progress Schedule, the time (in days) that an activity may be delayed from its early start without delaying the Project completion date. Float is a mathematical calculation and can change as the Project progresses and changes are made to the schedule. Also referred to as total float and path float.
<b>Front End Documents</b>	A colloquial term that refers to both Division 00 - Procurement and Contracting Requirements and Division 01 - General Requirements that appear at the front of a Project Manual.
<b>Full Warranty</b>	A Warranty generally covering both parts and labour, under which the Warrantor must remedy Defects or Deficiencies in a Product or Work arising during a specified period. The remedy must be performed without charge and within a reasonable time after notice. The standard one-year Warranty provided under CCDC Contracts is a Full Warranty. Distinct from a Limited Warranty.
<b>Functional Program</b>	A document created to describe in general Design terms an Owner's requirements for a Facility in terms of functions and required spaces for particular functions, usually without regard to specific Components, Systems, Assemblies, or Products that may be used in the final Design to satisfy those requirements. Synonymous with Design Brief.

<b>Gantt Chart</b>	A graphic display using horizontal bars to show the start date, duration, and dependencies of Project activities. Often used for Construction Progress Schedules. Synonymous with Bar Chart.
<b>General Conditions of Contract</b>	That part of the Contract Documents that sets forth the legal rights and obligations of the parties to a Contract. Also referred to as Conditions of Contract or General Conditions.
<b>General Review</b>	RAIC Document Six Definition: “General Review, which is synonymous with field review, is review by the Architect and Consultants during visits to the Place of the Work and, where applicable, at locations where building components are fabricated for use at the Place of the Work, at intervals appropriate to the stage of construction that the Architect and Consultants, in their professional discretion, consider necessary to become familiar with the progress and quality of the Work and to determine that the Work is in general conformity with the Construction Documents and to so report, in writing, to the Client, the Constructor, and authorities having jurisdiction.”
<b>Geotechnical Consultant</b>	A person or firm that specializes in the field of geotechnical engineering, a branch of civil engineering concerned with the engineering behavior of earth materials, i.e. soil and rocks.
<b>Geotechnical Investigation Report</b>	A description of existing conditions recording physical properties of soils and other subsurface conditions, and including Design recommendations for foundations, pavements, etc. Prepared by a Geotechnical Consultant primarily for the use by the Engineer responsible for structural Design.
<b>Goods</b>	A term generally used in Procurement Contracts to refer to Materials, Products, Components, Systems, or Equipment being procured from a Supplier.
<b>Green Project</b>	A Project that is purposely designed to minimize its Environmental Impact during Construction and for its Life Cycle. Synonymous with Sustainable Project.
<b>Guarantee</b>	When used as a noun, a legally binding Agreement wherein one party promises to answer for the debt or default of another party. When used as a verb, refers to the act of making such a promise. For example, under a Surety Bond, the Surety Guarantees the performance or other obligations of the Principal to the Obligor. Sometimes also spelled Guaranty, but only when used as a noun. Distinct from Warranty.
<b>Guarantor</b>	The person or entity who makes a Guarantee. One who becomes secondarily liable for another's debt or performance.
<b>Guide Specification</b>	A type of Master Specification published by a Manufacturer or Supplier for its own Products and intended to facilitate specifying of those Products in a Project Manual.

<b>Harmful Substance</b>	A substance that by its nature, application, or presence creates a danger to the health or safety of a Worker, Facility occupant, or anyone else exposed to it.
<b>Hazardous Work Site</b>	A Work Site designated as such by applicable Legislation or Regulations due to the presence of a Toxic or Hazardous Substance or other conditions.
<b>Health Product Declaration (HPD)</b>	An open standard that provides a standardized way for Manufacturers to report the Material contents of Building Products, and the health effects associated with these Materials.
<b>Heat Island Effect</b>	The experience of higher temperatures in urbanized areas compared to outlying areas due to absorption and subsequent re-emission of solar heat.
<b>Holdback</b>	<p>The retention of Contract monies otherwise payable by the Owner if required by a Contract to ensure the fulfillment of a contractual obligation to remedy Defects or Deficiencies. See Deficiency Holdback.</p> <p>The retention, as required by applicable Construction Lien or Payment Legislation, of Contract monies otherwise payable by the Owner to those with Lien rights. The percentage holdback amount and conditions for its release vary in each province/territory. See Lien Holdback.</p>
<b>Hold Harmless</b>	A contractual promise to pay, or the act of paying, to another party (an Indemnatee) an amount of money if the Indemnatee suffers loss or Damages. Synonymous with Indemnify/Indemnification.

<b>Implied Warranty</b>	A seller's legal obligation arising from provincial/territorial Legislation requiring that Products must be fit for the purpose for which they are sold.
<b>Indemnify/ Indemnification</b>	A contractual promise to pay, or the act of paying, to another party (an Indemnatee) an amount of money if they suffer loss or Damages. Synonymous with Hold Harmless.
<b>Indemnatee</b>	The beneficiary of an Indemnification or Hold Harmless provision in a Contract.
<b>Indemnity Agreement</b>	An Agreement between a Principal and a Surety, whereby the Principal Guarantees to the Surety that the Surety itself will incur no loss by reason of having issued a Surety Bond. This is what distinguishes a Surety Bond from an Insurance Policy.
<b>Indoor Air Pollution</b>	The level of contaminated air in an enclosed space.
<b>Indoor Air Quality</b>	The composition and characteristics of the air in an enclosed space that affect the occupants of that space.
<b>Industry Standard</b>	A type of Standard published by trade associations and other organizations for use by the Design and Construction industry for the purpose of establishing best practices and consistent levels of quality and performance.
<b>In-House</b>	Done or existing within an organization, without assistance from outside the organization. Distinct from Out-Source.
<b>Inspect</b>	To examine carefully and critically.
<b>Install</b>	To move from storage, place, attach, assemble, erect, apply, integrate, or otherwise incorporate Products into the Work. See also Provide and Supply.
<b>Instructions to Bidders</b>	The Section of the Bid Documents that specifies the Procurement Authority's requirements associated with the submission and acceptance of Bids.
<b>Insurance Policy</b>	A Contract in which one party (the Insurer) agrees to Indemnify another party (the Insured) against loss or Damages resulting from a specified event or peril, in exchange for the Insured paying an amount of money (a premium) to the Insurer.
<b>Insured</b>	CCDC 21 Definition: "The entity (individual or otherwise) whose risk of financial loss from an insured peril is protected by the insurance policy."
<b>Insurer</b>	CCDC 21 Definition: "The company providing the insurance coverage."
<b>Integrated Project Delivery</b>	A Project Delivery Method whose primary defining characteristic is a single multi-party Contract entered into by an Owner, Designer, and Builder, with financial incentives to enhance collaboration among the parties to the Contract. Typically involves Fast-Tracking.
<b>Issue</b>	In the Risk Management context, when an identified or unknown Risk becomes a reality and has a negative impact on a Project.
<b>Itemized Price</b>	CCDC 23 Definition: "... the price for a specific item of work included in a Bid price that is provided for information purposes only, and will not be used to adjust the scope of the Work and the Bid price. If intended to be used to adjust the Bid Price it is an alternative Price, not an itemized Price."

<b>Joint Venture</b>	A business arrangement in which two or more parties agree to pool their resources for the purpose of accomplishing a specific task or Project. The venture is its own legal entity, separate from the parties' other business interests.
<b>Labour and Material Payment Bond</b>	A type of Bond in which the Surety Guarantees to the Obligee (typically an Owner) that the Principal (typically a Builder) will pay Subcontractors and Suppliers the monies that the Principal owes to them.
<b>Legislation</b>	Laws, including Acts and Statutes, passed by the federal parliament or a provincial/territorial legislature.
<b>Letter of Acceptance</b>	A document issued by the Owner that notifies the Successful Bidder that its Bid has been accepted, either conditionally or unconditionally. If the Bid is unconditionally accepted, a legally binding Contract is created, and the signing of the Agreement becomes a formality. If conditionally accepted, a legally binding Contract is not created until the conditions are met or agreed to by the Bidder, or until the Agreement is signed by both parties. Synonymous with Notice of Award.
<b>Letter of Assurance</b>	A document that an Authority Having Jurisdiction may require from a Consultant of Record, certifying that a Building has been constructed in compliance with the Building Code, applicable Regulations, and the Construction Documents accepted for Building Permit purposes. May be required as a condition of an Occupancy Permit being issued.
<b>Letter of Intent</b>	Similar to a Letter of Acceptance but communicates only the Owner's <i>intent</i> to enter into a Contract with the Successful Bidder, subject to further negotiations or subject to certain conditions being met. A legally binding Contract is not created until the Agreement is signed by the parties. Synonymous with Notice of Award.
<b>Letter of Credit</b>	A document that is essentially a Contract between a bank, the bank's customer, and a beneficiary. It Guarantees performance of the contractual obligations of the bank's customer (typically a Builder, Subcontractor, or Supplier) to the beneficiary (typically an Owner, Builder, or Subcontractor), by allowing the beneficiary to demand payment from the bank, up to the value of the Letter of Credit. May be used in lieu of a Surety Bond where a party is unwilling or unable to provide a Surety Bond.
<b>Liability</b>	The state of being legally accountable, responsible, obligated, or indebted for something. May apply in financial or legal contexts.
<b>Lien</b>	A claim made, in accordance with applicable provincial or territorial Legislation, against an Owner's real property title by a Builder, Subcontractor, Sub-subcontractor, Supplier, or other person or entity who has not been paid for improvements made to that property.
<b>Lien Holdback</b>	The retention, as required by applicable Construction Lien or Payment Legislation, of Contract monies otherwise payable by the Owner to those with Lien rights. The percentage holdback amount and conditions for its release vary in each province/territory. See also Holdback.
<b>Life Cycle</b>	The continuous evolution of a property, which starts as an empty space, becomes a concept, then a Design is constructed into a usable Project, is

	used, then decommissioned and demolished to once again be an empty property. The evolutionary process then begins again.
<b>Limited Warranty</b>	A Warranty that is limited by the Warrantor to specified parts, certain types of Defects or Deficiencies, or is subject to specified conditions or exclusions. Distinct from Full Warranty.
<b>List of Deficiencies</b>	An inventory of those portions or items of the Work remaining to be completed or corrected and considered to be not performing or not having been performed.
<b>Litigation</b>	The formal legal process by which disputes between or among parties are resolved through the court system.
<b>Lowest Bid</b>	CCDC 23 Definition: "... a Procurement Method by which the Owner selects a Contractor primarily on the basis of lowest compliant bid price following a Bid Call."
<b>Lump Sum</b>	A contractual payment method whereby a seller agrees to perform the Work of a Contract, perform Services, or supply Products to a buyer for an amount stated in the Contract. The seller assumes the risk and reward of the difference between the seller's costs and the Contract Price. Contracts between Owners, Builders, Subcontractors, Sub-subcontractors, and Suppliers, as well as their Bids and Quotations, are commonly but not exclusively Lump Sum (see Unit Price and Cost Plus a Fee). Synonymous with Fixed Price and Stipulated Price in general usage but may also refer to a Contract with a single payment as distinct from one with multiple Progress Payments.

<b>Manufacturer</b>	A person or entity that makes or produces Products that are delivered to and incorporated into a Construction Project.
<b>Manufacturer's Warranty</b>	A Warranty, usually a Limited Warranty, provided by a Manufacturer to the buyer or end user of a Product.
<b>Master Specification</b>	A model, template, or guide document edited by a Specification Writer or Specifier to create Project specific Specifications (a Project Manual) for a Construction Project. May refer to an individual Section, a group of Sections within a Division, or a complete compendium of MasterFormat™ Divisions and Sections.
<b>MasterFormat™</b>	A North American Classification system comprised of a list of standardized numbers and titles for organizing Specifications, Project Manuals, cost data, Product Data, Operations and Maintenance Manuals, and other Construction information by Work Results.
<b>Material</b>	A primary substance or by-product (e.g. sand, aggregate, cement, plastic, wood) used to create a larger Component or Product used in a Construction Project.
<b>Mediation</b>	A dispute resolution process in which a neutral Third Party (a Mediator) works with the disputing parties to assist them in reaching a negotiated settlement of the dispute.
<b>Mediator</b>	The neutral Third Party, agreed by the parties, in a Mediation.
<b>Milestone</b>	A significant event in the Project, usually completion of a major deliverable or Work activity.
<b>Minor Variance</b>	Term used to describe a situation where an Owner's property is allowed or approved for use by the Authority Having Jurisdiction in a way that does not comply exactly with the requirements of a Zoning By-Law.
<b>Mobilization</b>	Initial activation of resources including personnel, Construction Equipment, and Temporary Work at a Work Site.
<b>Mock-Up</b>	Small parts of Work constructed as Temporary Work or to be incorporated into the Work, to establish a standard of quality before the remaining Work proceeds.
<b>Monitoring</b>	The capture, analysis and reporting of performance, usually as compared to a plan.
<b>Multiple Prime Contracts</b>	Refers to when the Work of more than one Prime Contract is being performed simultaneously in or on the same Work Site. Has significant contractual consequences with respect to responsibility for Coordination and health and safety Legislation.



<b>Named Insured</b>	CCDC 21 Definition: “The person or party designated in the policy as the insured, as opposed to someone who may be covered by the policy, but is not specifically named.”
<b>Near-Critical Activity</b>	In the context of a Construction Progress Schedule, an activity that has low total Float.
<b>Negligence</b>	Wrongful acts, careless activity, or a failure to act as expected under the circumstances and resulting in unintended injury to another party.
<b>Negotiation</b>	In the context of Alternative Dispute Resolution, the process of the parties discussing, conferring, and compromising with the intent to reach a mutually acceptable resolution of a dispute.
	In the context of Contract Award, the process of the parties discussing, conferring, and compromising on Contract terms with the intent to enter into a legally binding Contract.
<b>Non-destructive Testing</b>	The examining of Products, Materials, Components, or Assemblies for the purpose of detecting breaks in continuity, imperfections, and other Defects or Deficiencies in a manner that does not damage, destroy or impair the integrity, usefulness and serviceability of the item being tested.
<b>Notice in Writing</b>	CCDC 2 Definition: “... a written communication between the parties or between them and the Consultant that is transmitted in accordance with the provisions of ... the Agreement ...”
<b>Notice of Award</b>	A document issued by the Owner that notifies the Successful Bidder that its Bid has been accepted, either conditionally or unconditionally. If the Bid is unconditionally accepted, a legally binding Contract is created, and the signing of the Agreement becomes a formality. If conditionally accepted, a legally binding Contract is not created until the conditions are met or agreed to by the Bidder, or until the Agreement is signed by both parties. Synonymous with Letter of Acceptance and Letter of Intent. See also Contract Award.
<b>Notice to Proceed</b>	A written communication issued by an Owner to a Builder authorizing the Builder to begin the Work at the Place of the Work, if a prior Notice of Award, Letter of Acceptance, or Letter of Intent has not provided such authorization.

<b>Obligee</b>	In a Bond issued by a Surety, the party to whom the Surety has an obligation if the Principal defaults. Usually an Owner, Builder, or sometimes a Subcontractor.
<b>Occupancy</b>	Use or intended use of a Building or part thereof by the Owner, other users, or the public.
<b>Occupancy Permit</b>	A permit issued, usually by a municipality or other Authority Having Jurisdiction and required as a condition for the Occupancy or Partial Occupancy of a newly constructed, altered, or renovated Building.
<b>Offer</b>	A specific proposal clearly communicated to another party with the intent to enter into a legally binding Contract with the recipient. The recipient can accept, reject, or propose a change (make a counter-offer). To form a legally binding Contract, the Offer must be unconditionally accepted by the recipient.
<b>Operation and Maintenance</b>	Activities related to running a Facility or part thereof, and keeping it in efficient, long term, working condition.
<b>Operation and Maintenance Manual</b>	A document that contains Product Data, operating instructions, maintenance instructions, and servicing requirements for Products, Equipment, and Systems in a Facility.
<b>Opportunity</b>	In the Risk Management context, something unplanned that may occur and could have a positive impact on a Project.
<b>Outline Specification</b>	A document which identifies Project requirements at an early stage of Design and precedes the more detailed Specifications that form part of the Contract Documents.
<b>Out-Source</b>	To engage a person or entity outside one's own organization to perform Work or provide Goods or services for a Project. Distinct from In-House.
<b>Owner</b>	CCDC 2 Definition: "... the person or entity identified as such in the Agreement."  CCDC 23 Definition: "... the entity that initiates a construction project and is ultimately responsible for paying for it."
<b>Owner's Statement of Requirements</b>	CCDC 14 Definition: "... consists of written requirements and information provided by the Owner and as listed in ... the Agreement ... and amendments thereto agreed upon between the parties."
<b>Owner Supplied – Contractor Installed</b>	Materials, Equipment, and other Products that are Owner purchased and delivered to the Place of the Work or other specified location where the Builder is responsible to take delivery and Install them as part of the Work.

<b>Partial Occupancy</b>	Use or Occupancy by the Owner or Facility users of a portion of the Work prior to Ready-for-Takeover of the entire Work of the Contract.
<b>Partnering</b>	A non-legally binding commitment by the members of a Project Team to create a cooperative Project environment and work together to develop and follow processes that will optimize the successful completion of the Project. Distinct from Integrated Project Delivery.
<b>Payment Legislation</b>	CCDC 2 Definition: "... such legislation in effect at the Place of the Work which governs payment under construction contracts".
<b>Public-Private Partnership (P3 or PPP)</b>	A Project Delivery Method that involves a formal, collaborative, contractual arrangement between a public sector entity and a private sector entity, typically of a long-term nature. A P3 typically involves a private "special purpose" legal entity that assumes responsibility for some or all of the following: providing land for, financing, designing, constructing, operating, and maintaining a Project, in return for a promised stream of payments directly from the public sector entity or indirectly from Project users over a specified period of time.
<b>Penal Amount</b>	The amount stated in a Bond that is the maximum sum of money to which the Obligee is entitled if the Principal defaults. Limits the Surety's Liability under the Bond.
<b>Performance Bond</b>	A type of Bond in which the Surety Guarantees to the Obligee (typically an Owner) that the Principal (typically a Builder) will perform its obligations under a Construction Contract.
<b>Performance Specification</b>	A type of Specification that states required end results, verifiable as meeting specified criteria, and free of unnecessary process limitations. Distinct from Prescriptive Specification.
<b>Phase</b>	A segment of the sequential process of Design and Construction for the delivery of a Project. For example, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction, Commissioning, and Operation and Maintenance are typical Stages of a Project, some of which may overlap. Synonymous with Stage.
<b>Phased Construction</b>	A segmentation of the Construction process into separate and distinct portions, some of which may overlap, and which may or may not be considered separate Projects.
<b>Place of the Work</b>	CCDC 2 Definition: "... the designated site or location of the Work identified in the Contract Documents."  Synonymous with Work Site.
<b>Post-Bid Addendum</b>	A document issued by the Procurement Authority after Bid Closing but before Contract Award, that modifies and forms part of the Bid Documents. Typically used to record one or more Changes in the Work negotiated with a Bidder after Bid Closing and before Contract Award.

<b>Post-Consumer Waste</b>	Refers to Materials that are Recycled after they have already served their intended end-use by the consumer. Waste from industrial processes is not considered Post-Consumer Waste.
<b>Pre-Consumer Waste</b>	Refers to Materials that are Recycled from manufacturing and other industrial processes, and products that have not served their intended end-use by the consumer. For example, Pre-Consumer Waste includes culls, trimmed Materials, overruns, and obsolete inventories.
<b>Preliminary Project Description</b>	A written document intended to accompany Schematic Design Drawings produced in the Schematic Design Phase of a Project, to provide information about proposed Elements, Products, and Systems, levels of quality, and other factors affecting cost not shown graphically. Usually prepared in a standard format based on Unifomat™.
<b>Prescriptive Specification</b>	A type of Specification that prescribes Products, how to Install them, and associated requirements for achieving a desired Work Result. May be a Descriptive Specification, Reference Standard Specification, Proprietary Specification, or combination thereof. Distinct from Performance Specification.
<b>Pre-Qualification</b>	CCDC 23 Definition: "... a procurement process by which the Procurement Authority evaluates and selects prospective Bidders to be invited to respond to a Bid Call."
<b>Prime Consultant</b>	The Consultant retained by an Owner or Builder to provide Design services for a Project and assume responsibility for retaining Subconsultants, for Coordination of Subconsultant services, and for Coordination of Consultants retained directly by the Owner or Builder.
<b>Prime Contractor</b>	The Builder retained by an Owner to provide Construction services for a Project and assume responsibility for retaining Subcontractors and Suppliers and for Coordination of all Work of the Contract.
<b>Prime Contract</b>	The Contract between an Owner and Builder, typically a single Contract but there may be multiple Prime Contracts depending upon the Project and the Project Delivery Method. Distinct from a Subcontract.
<b>Principal</b>	In the context of Surety Bonds, the entity who has a Contract with the Obligee and whose obligations under that Contract are Guaranteed by the Surety.
<b>Privilege Clause</b>	A statement in the Instructions to Bidders for a Bid Call indicating that the recipient of the Bids is not obligated to accept the lowest or any Bid.
<b>Procurement</b>	A process, usually but not always competitive in nature, for the acquisition of Goods and services, including Design related services and Construction, to best meet the needs of the procuring entity in terms of price, quality, quantity, time, and other needs.

<b>Procurement Authority</b>	<p>CCDC 23 Definition: "... the entity responsible for managing the Bid Call and is either the Owner or an authorized agent of the Owner. The authorized agent may be the Consultant, a project manager retained by the Owner or, under the construction management for services project delivery method, it may be the Construction Manager."</p> <p>Synonymous with Bid Calling Authority.</p>
<b>Procurement Contract</b>	<p>A Contract with Supplier to Supply Goods or services for a Construction Project.</p>
<b>Procurement Method</b>	<p>CCDC 23 Definition: "... the means by which the Contractor for the Owner's Project is selected."</p>
<b>Procurement Requirements</b>	<p>That part of a Project Manual organized in accordance with MasterFormat™ that specifies requirements for preparing and submitting Bids or Proposals for a Construction Project, including Instructions to Bidders, available information, Bid Forms, Bid Form Supplements, and Addenda pertaining to Procurement.</p>
<b>Product</b>	<p>CCDC 2 Definition: "... materials, machinery, equipment, and fixtures forming part of the Work, but does not include Construction Equipment."</p>
<b>Product Data</b>	<p>Manufacturer's or Supplier's printed or digital information including illustrations, references to Standards, schedules, performance charts, instructions, brochures, diagrams, and other similar information submitted to the Consultant by a Builder for a particular Product.</p>
<b>Products</b>	<p>Includes all Assemblies, Components, Equipment, Materials, and Systems that form part of the Work of a Construction Project.</p>
<b>Professional Liability Insurance</b>	<p>CCDC 21 Definition: "Protects architects and engineers against liability for damages and defense cost due to their alleged or real professional errors and omissions or mistakes."</p> <p>Synonymous with Errors and Omissions Insurance.</p>
<b>Progress Payment</b>	<p>An incremental payment, usually monthly, of monies owned by the Owner to the Builder on account of the Contract Price.</p>
<b>Project</b>	<p>CCDC 2 Definition: "... the total construction contemplated of which the Work may be the whole or a part."</p>
<b>Project Budget</b>	<p>The maximum amount of money, including contingency amounts, which the Owner is prepared to spend for Design, Construction, and other ancillary services required to complete the entire Project. See also Construction Budget. Project Budget is distinct from Construction Budget.</p>
<b>Project Collaboration System</b>	<p>An integrated suite of web-based software tools that enable Project stakeholders to create a centrally accessible and secure site for sharing and tracking information and conducting business functions.</p>

<b>Project Cost</b>	The total cost of a Construction Project including Construction Cost, Design Fees, specialist Consultant Fees, cost of land, land development charges, rights of way, furnishings, Goods that are Owner Supply – Contractor Install, and all other ancillary costs incurred for a Construction Project. See also Construction Cost. Project Cost is distinct from Construction Cost.
<b>Project Delivery Method</b>	Refers to the structure of various contractual relationships between the Owner, Designer, Builder, and Trade Contractors that determines their respective responsibilities, Risks, and rewards in the execution of a Project from conception to completion. It also determines the sequence and timing of Builder and Designer involvement in a Project.
<b>Project Management</b>	The application of knowledge, skills, tools, and techniques to activities required to meet Project requirements. It includes planning, organizing, controlling and coordinating all aspects of a Project from inception to completion.
<b>Project Manager</b>	A Project Manager is typically responsible for the Project Management of an entire Project on the Owner's behalf. The other primary Project participants (Builders and Designers) typically also apply Project Management techniques to their part in the Project and may have their own Project Managers as well.
<b>Project Manual</b>	The written documentation, printed or digital, comprised of Division 00 - Procurement and Contracting Requirements, Division 01 - General Requirements, and Division 02 to 49 Technical Specifications, which is produced or coordinated by the Prime Consultant, together with the Drawings, to provide all information needed for Bidding/Negotiation, constructing, and completing a Construction Project. Includes Addenda and Contract Modifications after they are produced. Synonymous with Project Specifications.
<b>Project Specifications</b>	Synonymous with Project Manual.
<b>Project Team</b>	A group of individuals working together to deliver a Construction Project. Team members typically include representatives of the Builder, Designers, and Owner, as well as various Consultants. The leadership and make-up of the Project Team will depend on the Project Delivery Method and will change over the course of the Project as it progresses through its various Phases.
<b>Property Insurance</b>	CCDC 21 Definition: "Covers an insured's property against damage, destruction, or loss by a covered peril."
<b>Proposal</b>	A written, detailed description of services and deliverables from a potential Builder, Designer, or Consultant so the recipient can compare and choose the provider that best meets its needs. Typically submitted in response to a Request for Proposals (RFP) from an Owner or Procurement Authority. May or may not include Fee information. Does not constitute a legally binding Offer. Distinct from a Bid.

<b>Proposed Change in the Work</b>	A document prepared by the Consultant that describes and requests pricing from the Builder for a Contract Modification. There is no industry standard term for this document. It may be named and initialized as: Proposed Change (PC), Contemplated Change Notice (CCN), Notice of Change (NC), Proposed Change Notice (PCN), Change Request (CR), or Contemplated Change Order (CCO), all of which are synonymous with Proposed Change in the Work, which is the term used in the CCDC Div. 01 Master Specification.
<b>Proprietary Specification</b>	A type of Specification that identifies a Product by a Manufacturer's or Supplier's trade name, type, or model number, etc. May also include other important prescriptive requirements or characteristics to facilitate consideration of Substitutions.
<b>Provide</b>	The responsibility to both Supply and Install. See also Supply and Install.
<b>Quality Assurance</b>	A quality management system of plans, policies, and processes put in place to ensure that Defects or Deficiencies in Products or the Work are prevented or minimized.
<b>Quality Control</b>	A subset of Quality of Assurance that includes the targeted operational techniques and activities, including inspection, measurement, and testing, used to detect and correct Defects or Deficiencies in Products or the Work.
<b>Quotation</b>	The document submitted by the Builder to the Owner or Consultant in response to a Proposed Change in the Work. While there no common industry standard term for this document, the CCDC Div. 01 Master Specification uses this term.

<b>Ready-for-Takeover</b>	<p>A project milestone at which the Work of a Construction Contract is deemed to have been substantially completed to a point where it can be taken over by the Owner for occupancy or use. This term was introduced to CCDC contracts to provide a contractual milestone distinct from the legislated milestone of Substantial Performance of the Work.</p> <p>CCDC 2 Definition: “Ready-for-Takeover shall have been attained when the conditions set out in ... have been met, as verified by the Consultant pursuant to ...”</p>
<b>Record Documents</b>	<p>The Record Drawings plus Specifications annotated to indicate Products actually provided, Shop Drawings, Product Data, Operation and Maintenance information, Commissioning reports, and other information useful for long term retention by the Owner.</p>
<b>Record Drawings</b>	<p>Drawings prepared by the Consultant or Builder from information derived from the Contractor’s As-Built Documents, usually after completion of Construction, to show what was actually constructed, which may differ from the Contract Documents.</p>
<b>Recovered Materials</b>	<p>Waste material and by-products of the Construction process recovered or diverted from the waste stream. Does not refer to waste material or by-products generated by or used within the original manufacturing process of a Product.</p>
<b>Recycle</b>	<p>The reprocessing and reuse of Recovered Materials as raw Materials in the manufacture of new Products.</p>
<b>Recycled Content</b>	<p>The percentage of Pre-Consumer Waste or Post-Consumer Waste contained in a new Product.</p>
<b>Red List</b>	<p>The Living Building Challenge Red List, published by the International Living Future Institute, is a list of chemicals representing the “worst in class” substances prevalent in the Construction industry that pose serious risks to human health and the environment. The Red List is organized by chemical class and lists individual chemicals by Chemical Abstract Registry Number (CASRN). A tool for communicating the need to stop using chemicals that cause harm.</p>
<b>Reference Standard Specification</b>	<p>A type of Specification that expressly references and requires compliance with a Consensus Standard, Industry Standard, or Voluntary Standard.</p>
<b>Renewable Energy</b>	<p>Energy from a source that is not depleted when used, such as wind, solar, water, forestry, and agriculture.</p>
<b>Registered Specification Writer</b>	<p>An RSW is a person certified by CSC and is a contract documentation specialist with a broad knowledge base and strategic insight to strengthen a Design Team and enhance performance throughout an organization. An RSW is a professional who can contribute to keeping a practice more competitive, profitable, efficient and even reduce its liability. An RSW has proven competence through a recognized registration program from CSC.</p>



<b>Regulation</b>	A type of law made by a person or entity other than the federal parliament or a provincial/territorial legislature, which delegates the authority to make such law as set out in an Act or Statute.
<b>Request for Information (RFI)</b>	A Builder's formal written query to the Owner or Consultant for clarification of the Drawings or Specification, or additional information required by the Builder which the Builder cannot otherwise reasonably ascertain.
<b>Request for Proposals (RFP)</b>	A formal written solicitation for Proposals, usually by an Owner or Procurement Authority.
<b>Request for Qualifications (RFQ)</b>	A formal written solicitation for information, usually by an Owner or Procurement Authority, about the experience and qualifications of Builders, Consultants, Project Teams, Design Teams, or Construction Teams. The submitted information is evaluated to create a shortlist of invitees to a subsequent Bid Call or Request for Proposals.
<b>Restoration</b>	The process of accurately recovering or recreating the form and details of a Building of historic significance as it appeared originally or in another period in time.
<b>Review</b>	See General Review.
<b>Reviewer</b>	A person performing General Review.
<b>Risk</b>	Something unplanned that may occur and could have a negative impact on a Project.
<b>Risk Management</b>	A process or system to identify and mitigate Risk in a Project.

<b>Samples</b>	Small scale representations of Products submitted to the Consultant where appearance (colour, pattern, or texture) or quality are important.
<b>Schedule</b>	Refers to a tabular presentation of information, e.g. finish Schedule, door Schedule, hardware Schedule, Schedule of Prices, Construction Progress Schedule, etc.
<b>Schedule of Prices</b>	When Unit Prices are the method of payment for a Contract, a Schedule describing items of Work together with the estimated quantity for each item based on a specified measurement unit (e.g. square metre, lineal metre, cubic metre, hour, day, etc.) and the per unit price for each item.
<b>Schedule of Values</b>	A breakdown of the cost of the Work aggregating to the total Contract Price. Prepared by the Builder and submitted to the Consultant to facilitate the Consultant's evaluation of Applications for Payment.
<b>Schematic Design</b>	The process of creating a preliminary, conceptual, Design for the Project, upon which a Class C Construction Cost Estimate can be produced.
<b>Scope</b>	The range or extent of a Project or of the services or Construction described in a Contract.
<b>SectionFormat™</b>	A North American industry Standard for organizing information within a Specification Section into three parts called General, Products, and Execution, and standardized headings within each part.
<b>Specification Section</b>	A segment of a Project Manual organized in accordance with MasterFormat™ that specifies the Work Results for a part of the Work.
<b>Shop Drawings</b>	CCDC 2 Definition: "... drawings, diagrams, illustrations, schedules, performance charts, brochures, Product data, and other data which the Contractor provides to illustrate details of portions of the Work."
<b>Site</b>	The land or premises on which a Project is located. See also Work Site.
<b>Specification</b>	A document that provides a written description of the qualitative requirements for Products, their installation, and related requirements in a Construction Contract.
<b>Specifications</b>	CCDC 2 Definition: "... that portion of the Contract Documents, wherever located and whenever issued, consisting of the written requirements and standards for Products, systems, workmanship, quality, and the services necessary for the performance of the Work."
<b>Specification Writer</b>	A person whose primary occupation involves researching and writing original content for Master Specifications, Project Specifications, and Guide Specifications. Requires significant knowledge and experience in building science, Construction Products, Construction Documentation, and Contract Administration. May be an employee of a Consultant or an independent specialist Consultant or Subconsultant.
<b>Specifier</b>	A person who prepares technical portions of the Specifications for a Project Manual. Usually an employee of a Consultant or Subconsultant.

<b>Stage</b>	A segment of the sequential process of Design and Construction for the delivery of a Project. For example, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction, Commissioning, and Operation and Maintenance are typical Stages of a Project, some of which may overlap. Synonymous with Phase.
<b>Standard</b>	A document published by a standards writing organization, an industry association, or other recognized organization that establishes minimum performance or prescriptive requirements, levels of quality, and test methods for Construction Products, Materials, Components, and Systems, or best practices. See also Consensus Standard, Industry Standard, Reference Standard, and Voluntary Standard.
<b>Standard Form Contract</b>	A document published by a recognized industry organization, e.g. CCDC, RAIC, and intended to be used, largely unmodified, as the basis for Project specific Contracts. Modifications are in the form of Supplementary Conditions.
<b>Standard Specifications</b>	Specifications published by an Owner with an on-going and largely repetitive Construction program, where the Owner's Projects do not require Project specific editing. Commonly used by municipalities and provincial transportation departments for roads, bridges, and similar type Projects. Distinct from Master Specifications.
<b>Standardization</b>	The development and application of Standards in the pursuit of better, safer, and more efficient methods and Products. Standardization is an essential element of technology, innovation, and trade.
<b>Standards Council of Canada (SCC)</b>	A federal crown corporation with the mandate to promote efficient and effective Standardization.
<b>Statute</b>	A law created by elected representatives either in the federal parliament or provincial/territorial legislative assemblies. Synonymous with Act.
<b>Statute of Limitations</b>	A law that limits the time within which a legal action can be brought or rights enforced.
<b>Statutory Declaration</b>	A written statement of facts that is signed and declared to be true by the person making it. Commonly required to be submitted by a Prime Contractor with each monthly Application for Payment declaring that Subcontractors and Suppliers have been paid as required by the Contract.
<b>Stipulated Price</b>	A contractual payment method whereby a seller agrees to perform the Work of a Contract, perform Services, or supply Products to a buyer for an amount stated in the Contract. The seller assumes the risk and reward of the seller's costs being different than the Contract Price. Contracts between Owners, Builders, Subcontractors, Sub-subcontractors, and Suppliers, as well as Bids and Quotations, are commonly but not exclusively Stipulated Price (see Unit Price and Cost Plus a Fee). Synonymous with Fixed Price and Lump Sum.
<b>Stipulated Price Contract</b>	A type of Contract under which the method of payment is a Stipulated Price. CCDC 2 is a Stipulated Price Contract.

<b>Subconsultant</b>	A Consultant retained by a Prime Consultant.
<b>Subcontract</b>	A Contract between a Prime Contractor and a Subcontractor.
<b>Subcontractor</b>	CCDC 2 Definition: "... a person or entity having a direct contract with the Contractor to perform a part or parts of the Work at the Place of the Work."
<b>Sub-subcontractor</b>	A person or entity having a direct contract with a Subcontractor to perform a part or parts of the Work at the Place of the Work.
<b>Submittals</b>	Documents and other items required by the Contract Documents to be submitted by the Builder to the Consultant or Owner during the Construction Phase. For example, Shop Drawings, Samples, Product Data, Mock-ups, As-Built Drawings, Operation and Maintenance Manuals.
<b>Subrogation</b>	CCDC 21 Definition: "Once a company has paid a loss for which someone other than the policyholder is responsible, it may have the right to recover this loss from the guilty party. This right is called subrogation."
<b>Substantial Performance of the Work</b>	CCDC 2 Definition: "... is as defined in the lien legislation applicable to the Place of the Work."
<b>Substitution</b>	A Product, Manufacturer, or both, not originally specified in the Specifications by means of a Proprietary Specification, but proposed for use by the Builder in place of the originally specified Product or Manufacturer. The Consultant determines whether the proposed Substitution is an Acceptable Product.
<b>Successful Bidder</b>	The Bidder chosen by the Owner or other recipient of Bids for a Contract Award.
<b>Supplemental Instruction</b>	CCDC 2 Definition: "... an instruction, not involving adjustment in the Contract Price or Contract Time, in the form of Specifications, Drawings, schedules, samples, models or written instructions, consistent with the intent of the Contract Documents. It is to be issued by the Consultant to supplement the Contract Documents as required for the performance of the Work."
<b>Supplementary Conditions</b>	A Section of the Contracting Requirements in the Project Manual that amends the General Conditions of a Standard Form Contract with revisions, additions, or deletions.
<b>Supplier</b>	A Manufacturer, distributor, wholesaler, or other entity primarily responsible for the delivery of Products to the Work Site but not their incorporation into the Work.  CCDC 2 Definition: "... a person or entity having a direct Contract with the Contractor to supply Products."
<b>Supply</b>	The delivery of Products to the Work Site but not their incorporation into the Work. See also Install and Provide.
<b>Surety</b>	The entity that issues a Surety Bond. Synonymous with Bonding Company.
<b>Surety Bond</b>	A Contract in which a Third-Party Surety Guarantees the obligations of a Principal (the provider of the Bond) to an Obligee (the recipient of the Bond). Synonymous with Bond.

<b>Sustainable Development</b>	Development that meets the needs of the present without compromising the ability of future generations to meet their needs.
<b>Sustainable Project</b>	A Project that is purposely designed to minimize its Environmental Impact during Construction and for its Life Cycle. Synonymous with Green Project.
<b>Sustainability</b>	The maintenance of ecosystem components and functions for future generations.
<b>System</b>	Part of a Facility comprised of Components, Equipment, and Products designed and constructed to work together to perform a particular function. UniFormat™ uses Systems as a basis for its Classification.
<b>Technical Drawing</b>	A precise, detailed, graphic representation used to communicate specific information about an Assembly, Component, or System.
<b>Technical Representative</b>	An employee or contracted representative of a Supplier who provides technical information and advice on Products to the Design Team or Project Team.
<b>Technical Specifications</b>	The Specification Sections within Divisions 02 to 49 inclusive of MasterFormat™.
<b>Temporary Work</b>	CCDC 2 Definition: "... temporary supports, structures, facilities, services, and other temporary items, excluding Construction Equipment, required for the execution of the Work but not incorporated into the Work."
<b>Tender</b>	A term not used by CCDC or CSC in Construction Documentation but sometimes used colloquially. Does not appear in MasterFormat™. Synonymous with Bid, which is the preferred term.
<b>Third Party</b>	In a two-party Contract, a person or entity other than the two contracting parties.
<b>Toxic and Hazardous Substance</b>	Any Material, waste, chemical, or other Harmful Substance that is deemed to toxic or hazardous under applicable Legislation or Regulations. Referenced as such in CCDC Contracts.
<b>Trade Contractor</b>	The person or entity that provides the skilled services of a particular craft or trade required for a Construction Project. Usually a Subcontractor or Sub-Subcontractor but, under the Construction Management for Services Project Delivery Method, contracts directly with the Owner.
<b>Trust</b>	Most Construction Lien or Payment Legislation requires the Owner to set aside all or part of Lien Holdback monies and hold them in trust for the benefit of potential Lien claimants.

<b>Unacceptable</b>	Not satisfactory to and not approved by a reviewing or other authority in accordance with defined criteria.
<b>Uniformat™</b>	A North American Classification system containing a list of standardized numbers and titles for organizing Construction information based on Elements, Systems, and Assemblies rather than Work Results. Typically used to organize information early in the Design process. Distinct from MasterFormat™.
<b>Unit Price</b>	A contractual payment method whereby a seller agrees to perform Work for a buyer based on amounts payable for single units of Work as stated in a Schedule of Prices. The unit prices are then applied to measured quantities of Work actually performed. These quantities are expected to vary from those originally estimated.
<b>Unit Price Contract</b>	A type of Contract under which the method of payment is Unit Price. CCDC 4 is a Unit Price Contract.
<b>Unnamed Insured</b>	CCDC 21 Definition: “A party who is not named in an insurance policy but who nevertheless is covered by the policy.”
<b>Value Added Taxes</b>	CCDC 2 Definition: “... such sum as shall be levied upon the Contract Price by the Federal or any Provincial or Territorial Government and is computed as a percentage of the Contract Price and includes the Goods and Services Tax, the Quebec Sales Tax, the Harmonized Sales Tax, and any similar tax, the collection and payment of which have been imposed on the <i>Contractor</i> by the tax legislation.”
<b>Value Analysis</b>	The process of analysing, evaluating, and assessing the initial Construction Cost and long-term Life Cycle cost of different Design solutions, Components, Systems, or Products to determine which offers the best overall value to the Owner. Synonymous with Value Assessment and Value Engineering.
<b>Value Assessment</b>	Synonymous with Value Analysis and Value Engineering.
<b>Value Engineering</b>	Synonymous with Value Analysis and Value Assessment.
<b>Values</b>	Philosophical and moral beliefs or ideals that govern, or which are intended to govern, how a person or organization acts.
<b>Volatile Organic Compounds (VOCs)</b>	Chemical gas emissions from solid or liquid materials that may have short or long-term adverse health effects.
<b>Voluntary Standard</b>	A Standard that is generally accepted and used by the Design and Construction industry but is not enforced by Legislation or Regulations.

<b>Warranty</b>	A person or entity to whom a Warranty is made.
<b>Warrantor</b>	A person or entity who gives a Warranty or who is obligated under a Warranty.
<b>Warranty</b>	A contractual provision in which a seller of Goods or Construction services (Warrantor) is obligated to the buyer (Warranty) to correct Defects or Deficiencies that arise within a stated period of time.
<b>Warranty of Title</b>	An express or implied contractual promise that a seller owns the item offered for sale, that the title conveyed is good and its transfer right absolute, and that Goods will be delivered free from any security interest or other Lien or encumbrance. Distinct from a Warranty for Defects or Deficiencies.
<b>Weasel Clause</b>	A colloquial term for a statement in a Specification unfairly intended to require the Builder to perform Work not envisioned or specifically identified in the Specifications or Drawings, or that otherwise attempts to shift Risk to the Builder. Usually means the Specifier was unsure of what to specify or how to specify it. May also be referred to as an exculpatory clause.
<b>Work</b>	CCDC 2 Definition: "... the total construction and related services required by the Contract Documents."
<b>Work Breakdown Structure (WBS)</b>	Used in Project Management and Construction Progress Schedules to break down the activities required to complete a Project into smaller, more manageable, deliverable-oriented parts. A hierarchical decomposition of the total Project Scope.
<b>Work Result</b>	The result of the application of a particular trade or skill together with Construction resources including primarily Products as well as Temporary Work and Construction Equipment, to construct or complete a part of a Project, or its subsequent alteration, maintenance, or demolition. Work Results are the primary basis of the organizational structure of MasterFormat™.
<b>Work Site</b>	The place or location where the Work of a Construction Project is performed. Synonymous with Place of the Work.
<b>Working Drawings</b>	The precise, detailed, graphic representations of the Work which are prepared after the Design Development Phase and are essential for Construction to proceed.
<b>Working Day</b>	CCDC 2 Definition: "... a day other than a Saturday, Sunday, statutory holiday or statutory vacation day that is observed by the construction industry in the area of the Place of the Work." See also Day.
<b>Workmanship</b>	The level of skill, craftsmanship, or quality applied by a worker in executing a Work Result.

**Zoning By-Laws** Zoning ordinances that establish and regulate the use of land by implementing a municipality's official plan. They coordinate land uses, prevent incompatible uses, and establish appropriate standards for development. Zoning By-Laws establish, for example, permitted uses, how high Buildings can be built, maximum number of residential units allowed, required off-street parking, etc.

**END OF DOCUMENT**