

## Kansas Construction Specifications - Instructions for Use

The Kansas construction specifications are applicable to conservation practices that have multiple components such as ponds or livestock waste facilities. They have been developed as a guide using the construction specifications in National Engineering Handbook 642 (NEH 642), *Specifications for Construction Contracts*, and are recommended for use with construction contracts for non-project contracting that have multiple practices or components. Excluding the “Items of work and construction details” portion, the specifications should be used verbatim except that minor changes can be made if required for site-specific conditions.

The “Items of work and construction details” portion has been developed with multiple variables (marked by asterisks) to assist in describing the site-specific work. However, other descriptions or information should be added as needed to address any site-specific requirements.

Since each variable is marked by an asterisk, the quickest way to go to these throughout the specification file is by using the Search command as follows:

- From the Menu, use Edit - Find or press <Ctrl> + F
- Type an asterisk (\*) as your search text
- Press <Enter> or click on “Find Next” button in this box
- Press <Esc> or press the “Cancel” button in this box
- To advance to subsequent asterisks in the document, type <Shift> + F4

Delete the asterisk and any text not needed.

Entire paragraphs are designated as “\*OPTION A” or “\*OPTION B.” Delete “\*OPTION \_\_\_” and the entire paragraph that is not to be used.

If the option is two or more paragraphs, the end is shown with an “END OF OPTION A\*.” The entire option that is not to be used should be deleted. This can be done by highlighting the entire text as follows: With the cursor on the first asterisk, press F8 and use <Shift> + F4 to advance to the asterisk at the end of this option. All of the text in this option should now be highlighted and can be deleted.