**DELETE THESE NOTES AFTER READING!**

**NOTES TO ARCHITECT/ENGINEER (A/E) & PROJECT MANAGER:**

**TEXT:** **Blue text** is project-specific information that must be completed by the A/E as applicable to the specific project. When complete, change **blue text** to **black text.**

**TABLES:** To view table formatting in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right-hand side as shown herein. **The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.**

**IMPORTANT NOTE REGARDING “HIDDEN TEXT”:**

Some documents contain Editing Notes in the form of “hidden text”. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. In order to show the “hidden text”, click the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages.

**IMPORTANT NOTE REGARDING FORMATTING:**

Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”.

**IMPORTANT NOTE REGARDING BIDDING DOCUMENTS DATES:**

Insert the final Project Manual Date on this Cover Sheet. It should also be the same Date as on the Drawings.



**Volume 0 of 0**

**Project Manual**

**Project Name**

**Project Location, CT**

**Project No.: BI-OO-000**

**Prepared By:**

**Name of Architect / Engineer**

**Street Address**

**City / Town, State**

**Zip Code**

**Name of Commissioner – Commissioner**

**State of Connecticut**

**Department of Administrative Services**

**Construction Services**

**450 Columbus Boulevard**

**Hartford, CT 06103**

**Project Manual Date: Insert Date**