

How can I improve the accuracy of Specification Section Identification?

When you upload new specifications to a project, Procore can automatically pre-populate the following fields to help expedite the upload and review process:

- **Specification Number** (number and description)
- **Specification Division** (number and description)

Procore leverages text parsing technology to intelligently discover and pre-fill these fields with the correct value based upon the number of each specification section and division.

Tip

In order to improve the accuracy of information populated from the specification upload, we recommend your spec book is configured with following considerations.

Spec Book Page Format

- The specification file should be a vector PDF. See [What is the difference between raster and vector content in PDFs?](#)
Note: A scanned PDF will result in Procore extracting no spec section except for *00110 - Table of Contents*.
- The font should be a simple Sans-Serif font, such as Arial or Helvetica (or any UTF8 font).
- The page format of the spec book should be consistent throughout. It is recommend to use 8 1/2" x 11" page dimensions in portrait orientation.
- The spec section number should be located in the header or footer of every page (i.e. top fifth and bottom fifth of the page).
- It is recommended to embed fonts in your PDF files while saving them so that they display as expected when opened in other programs.
- If you plan to use the [Submittal Builder](#), make sure all submittals related to this spec section appear under a header that contains the English word, "Submittals."



Board of Supervisor's Building Santa Barbara County Santa Maria, CA	Aug 6, 2010 Procure General Contractors Job #380 Project Specifications
SECTION 072100 - THERMAL INSULATION	
PART 1 - GENERAL	
1.1	RELATED DOCUMENTS
A.	Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
1.2	SUMMARY
A.	Section Includes:
1.	Glass-fiber blanket insulation.
2.	Mineral-wool blanket insulation.
3.	Spray-applied cellular urethane insulation.
B.	Related Sections:
1.	Division 07 Section(s) (Polyvinyl Chloride (PVC) Roofing) for insulation specified as part of roofing construction.
2.	Division 07 Section "Fire-Resistive Joint Systems" for insulation installed as part of a perimeter fire-resistive joint system.
1.3	ACTION SUBMITTALS
A.	Product Data: For each type of product indicated.
B.	LEED Submittals:
1.	Product Data for Credit MR 4.1 and Credit MR 4.2: For products having recycled content, documentation indicating percentages by weight of postconsumer and preconsumer recycled content. Include statement indicating cost for each product having recycled content.
1.4	QUALITY ASSURANCE
A.	Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
1.5	DELIVERY, STORAGE, AND HANDLING
A.	Protect insulation materials from physical damage and from deterioration due to moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
PART 2 - PRODUCTS	
THERMAL INSULATION 072100 - 1	

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Table of Contents

- The Table of Contents should be labeled "Table of Contents" or "TOC" on each page of the table of contents.
- It should appear in the first 20 pages of the Spec Book.
Note: Procure can only create a key from the table of contents if the book is more than 25 pages.
- On these pages, have only the table of contents data. Avoid notes or other information on these pages.

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SPECIFICATIONS	
DIVISION 1 - GENERAL REQUIREMENTS	
SECTION 012500 - SUBSTITUTION PROCEDURES	
SECTION 012600 - CONTRACT MODIFICATION PROCEDURES	
SECTION 012900 - PAYMENT PROCEDURES	
SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION	
SECTION 013000 - LANDSCAPE SUBMITTALS	
SECTION 013300 - SUBMITTAL PROCEDURES	
SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS	
SECTION 015350 - TREE PROTECTION	
SECTION 017419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL	
SECTION 017700 - CLOSEOUT PROCEDURES	
SECTION 017823 - OPERATION AND MAINTENANCE DATA	
SECTION 017839 - PROJECT RECORD DOCUMENTS	
SECTION 017900 - DEMONSTRATION AND TRAINING	
SECTION 018113 - SUSTAINABLE DESIGN REQUIREMENTS-LEED FOR NEW CONSTRUCTION AND MAJOR RENOVATIONS	
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Division Number and Title

- Procore uses [CSI MasterFormat Divisions](#). Test parsing will not pull these from your spec book.
Note: You can edit the division titles and numbers in the [configuration page](#) after you upload specifications.

Spec Section Number

- Use either the current 6-digit CSI MasterFormat Codes or older 5-digit codes.
- Combinations of 5- and 6-digit codes are accepted. However, Procore does not currently support 8-digit spec section numbers.
- You do not need to have the word "Section" in front of the section number. Procore will recognize the 5- and 6-digit number as the spec section without a label.
 - Avoid different 5- or 6-digit numbers close to the top or bottom of the page. If Procore cannot recognize the spec section number in the top or bottom fifth of the page, it will pull the 5- or 6-digit number closest to the top or bottom as the spec section number.
Note: If this cannot be avoided, use the "[Number to Ignore](#)" configuration in the Advanced Options of the upload page to tell Procore to ignore this number.

SECTION 072100 - THERMAL INSULATION

Spec Section Description

- Procore looks for the Spec Section Number on each page, but not the Description. Descriptions are pulled from the standard format used, or from a Table of Contents if included in the first 20 pages of the Spec Book.
- There should be at least 4 letters in a spec section description.

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See Also

- [Upload Specifications](#)
 - [Manage Specification Log](#)
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If you would like to learn more about Procore's specifications management software and how it can help your business, please visit our [construction specification management software product page](#).



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