



FIRESTOP CENTRE – CREATE-A-SPEC INSTRUCTIONS

1. Go to “SYSTEM SELECTOR”
2. Tick as many boxes as required for your firestopping situation. You can specify an FRR as well.
3. Click “SEARCH SYSTEMS” and all the systems that meet your requirements will now show. At the bottom of each system there are two buttons, “VIEW” and “+SPEC”.
4. If you want to include a system in your spec, simply click the “+SPEC” button.
5. A pop-up box will appear asking if you want to add your own code for this system. This is to allow you to refer to floor levels, plan references, internal codes or other systems your company may employ. The box will remember your choice for your next system to avoid having to repeat it. You can leave this blank if you do not require your own code. Click “ADD TO SPEC” button.
6. If you want more information on a system, click the “VIEW” button. This takes you to the system page where you can review documentation such as the Tech Drawing and Compliance Docs. If you confirm this is the system you want, click the “ADD TO SPECIFICATION” button. The same pop-up box will appear for insertion of your own code, if required. To return to the page with the thumbnail pictures at any time use the “CONTINUE SPEC” button at the top of the page.
7. You can save your spec at any point by clicking “SAVE SPEC”. A random code will be displayed which you will need to enter on the Create-a-Spec tab when you retrieve your spec. We will also ask for site info and a contact reference which will help us locate your spec for you if you should misplace your code. Save your spec if you are going to be away from your computer for any length of time to insure against any timing-out issues.
8. When you have completed your spec, click the “VIEW SPEC” button at the top right of the page. You will see your chosen systems listed with a box labelled “Include drawings”. If you tick this box, you will receive a separate .pdf of each system’s Tech Drawing as part of your download. Now you can email the spec, or you can download it directly to your computer (we ask for an email contact and a site reference in either case as your spec will be saved for you should you wish to add to it later). Click “DOWNLOAD OR EMAIL SPECIFICATION” and you will receive a .zip file containing the following:
 - a. A Word document that contains a general firestopping specification preamble that is suitable for Councils, etc
 - b. An Excel spreadsheet summary of all your chosen systems for this spec. This is designed to be attached to the above word document to complete the presentation to Council (or any other recipients), but it can also be attached to any other document your company may prefer to use for spec applications. The spreadsheet is not locked so you may add, delete, or otherwise alter this as required.
 - c. If you have ticked the box called “Include drawings” you will also receive a .pdf file of the Tech Drawing for each system. You can match the .pdf to the summary list by the reference System ID#. This will be a number in the format FCxxx