



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.
7. When you have completed your spec, click the “DOWNLOAD SPEC” button at the top right of the page. You will see your chosen systems listed with a box labelled “Include drawings”. If this box is ticked you will receive a separate .pdf of each system’s Tech Drawing.
8. Now you can email the spec or you can download it directly to your computer (we ask for an email contact in that case). Select one option and click “RETRIEVE SPECIFICATION”. 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, 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
9. While you remain logged in the site will retain your spec so if you have forgotten anything you can continue adding to your existing spec and download a new version. If you want to start a new spec click the “CLEAR SPECIFICATION” button. The site does not retain your information when you log out from the Firestop Centre website.