

The RCI Manual of Practice:

A Work in Progress

By Walter J. Rossiter

In mid-July, current RCI President John Willers sent a message to the membership announcing exciting news. The association had contracted with EEI Communications, Alexandria, VA, to assist in completing the development of its *Manual of Practice* (hereinafter referred to as the *Manual*). EEI has extensive experience in assisting private-sector firms and government agencies in the development of manuals and related documents. For example, EEI worked with the Construction Specification Institute to prepare its *Project Resource Manual: CSI Manual of Practice*. This article gives a synopsis of the activities that have occurred to date toward the development of the RCI *Manual* and provides an overview of its planned contents and the projected time schedule for its completion.

BACKGROUND

In the early 2000s, RCI published *RCI Manual of Practice, Volume III*. As indicated in the Introduction section of *Volume III*, RCI's intent at the time was to publish a three-volume manual. *Volume III* predated the production of both *Volumes I* and *II*, primarily because of its relative ease of development. *Volume III* is, for the most part, a compendium of forms that an RCI roof consultant would use in the course of business. The forms are grouped within five categories: Bid and Precontract Documents, Contract Documents, Contract Completion Documents, Contract Administration Documents, and Other Documents.

As RCI members are aware, Volumes I and II have never been completed.

Interestingly, a comment in the Introduction section of *Volume III* notes that the development of the *Manual* has been a work in progress almost from the inception of RCI. With RCI having reached its milestone 25th anniversary this year, the development of the *Manual* was a long-standing work that needed to be attacked and finished.

Consequently, at the beginning of his 2007-2008 term, then RCI President Patrick Downey authorized the reestablishment of the Manual Task Force, whose goal is to complete development of the *RCI Manual*. Early members were Chairman Don Bush, Ed Arnold, Rick Craig, Warren French, and Mike Hensen. After joining the RCI staff, I was asked to act as staff liaison. Subsequently, Pat Downey joined after his term as RCI president expired, and Jayne Sutton, EEI Communications senior project advisor, became a member after the EEI contract was let.

In 2008, the task force met in both Raleigh, NC, and Alexandria, VA, to map strategy, assign responsibilities, and request that the Board contract with EEI to also provide a professional facilitator/writer to partner with it in development and production of the completed *Manual*. The board approved an expanded contract with EEI, and a work plan was established for members to collect and develop manual content.

MANUAL PURPOSE AND BENEFITS

So what is the purpose and what are the benefits of the *Manual of Practice*? Basically, it will be a guide document describing what RCI is, what RCI does, and how RCI does it. Thus the *Manual* is intended to set the gen-

eral basis for claims made by individual consultants regarding their own qualifications. Consequently, the *Manual* delineates what a registered consultant should be and should know, and how a registered consultant should act in his or her professional capacity.

The *Manual* is projected to be:

- A document for use by all entities involved in a particular construction process; i.e., RCI members, RCI clients, and other industry practitioners.
- A general guide for establishing the standard of practice for building envelope consulting. The guide is to be complementary to other available standards, as appropriate.
- The primary basis for RCI's registration programs and continuing education.
- A resource document for formal educators such as university architectural and engineering (A&E) departments.
- A resource document for promotion and dissemination of RCI professional standards and ethical conduct.
- A resource compendium of building envelope sampling and testing protocols and of requirements for acceptable reporting of the results of consultant investigations.

MANUAL OVERVIEW

The *Manual* will address consulting practices associated with the entire building envelope, namely: roofs, exterior walls, and

waterproofing. The main text is expected to be a single volume of approximately 200 pages. It is to be complemented by an appendix volume, also around 200 pages. Numerous illustrations, plots, photos, and related graphics are to be interspersed in the text for ease of information presentation.

The outline prepared for development of the *Manual* is quite detailed and consequently too lengthy to be reproduced in this article. Thus, an abridged version is shown (*Figure 1*) to provide a general overview and a flavor of the main topics to be covered.

PROJECTED WORK PLAN

The Task Force anticipates completing the *Manual* by July 2009. *Figure 2* is a table listing the major activities to be conducted over the next 10 months, projected completion dates, and the estimated amount of time necessary for completion.

Task force members are currently working on a draft of the *Manual* content, scheduled to be completed in November 2008. Those leading the content development have been designated as content managers (CM). They are:

- **Pat Downey**
Manual introduction
- **Don Bush, Sr.**
Sections addressing consultants and roofing
- **Ed Arnold**
Sections addressing consultants and waterproofing
- **Warren French**
Sections addressing consultants and exterior walls
- **Rick Craig**
Sections addressing observers and the entire building envelope

For expediency and assistance with draft content, content managers are authorized to approach whomever they believe can offer assistance with their subjects. Those assisting in the content development are designated subject matter experts (SMEs).

THE INTERNATIONAL FACTOR

RCI is an international association and has considerable membership in Canada. In particular, Canadian building envelope consulting practices can differ in some instances from U.S. practices. Thus, Michael Hensen, a Canadian member of RCI, will review draft content submittals to ensure consistency with Canadian practice. Where alternative Canadian practice exists, Mi-

FIGURE 1

GENERAL OVERVIEW OF PLANNED MANUAL CONTENTS

SECTION 1.0 INTRODUCTION

- 1.1 What is RCI? History and Purpose
- 1.2 What Does RCI Do?
- 1.3 Roles of Consultants and Observers
- 1.4 Structure of the Manual

SECTION 2.0 RECOMMENDED PRACTICES OF CONSULTANTS

- 2.1 Practices Common to Consultants
- 2.2 Practices Specific to Roof Consulting
- 2.3 Practices Specific to Waterproofing Consulting
- 2.4 Practices Specific to Exterior Wall Consulting

SECTION 3.0 THE PRACTICE OF QUALITY ASSURANCE OBSERVATION

- 3.1 General Observation Practices
- 3.2 Recommended Practices Common to All Quality Assurance Observers
- 3.3 Practices Specific to Roof Observation
- 3.4 Practices Specific to Waterproofing Observation
- 3.5 Practices Specific to Exterior Wall Observation

SECTION 4.0 SPECIALIZED AREAS OF PRACTICE

- 4.1 Expert Witness
- 4.2 Design Peer Reviews
- 4.3 Insurance Claims
- 4.4 Laboratory/Field Testing
- 4.5 Service to the Industry
- 4.6 Other Services

APPENDIX

- A.1 As appropriate (in support of the main text)
- A.2 Glossary
- A.3 Contract and Construction Process Documents (forms from *Volume III*)

TASKS	Jun 08	Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09	Apr 09	May 09	Jun 09	Jul 09
Outline complete and approved. Writing assignments made (including deadlines). Systems and procedures developed.	■	■												
SME writing assignments completed.			■	■	■	■								
First draft sections completed, reviewed, and revised on a rolling basis.			■	■	■	■	■	■						
Design comps submitted, approved, and finalized.						■								
Layout of validation draft as first draft sections approved.							■	■	■					
Validation.										■				
Revisions to validation draft.											■	■		
SMEs gather appendix material.											■			
Organization and layout of appendices.												■		
Final review and approval of complete MOP.													■	
Prepare for printing.														■

Figure 2. Timeline table developed by EEI and accepted by the task force.

chael will draft appropriate complementary text. The *Manual* will also be developed in dual units whenever units of measurement are included in the text. The primary units are to be those customarily used in the United States (i.e., inch/pound units). S.I. units (Système International d'Unités) will be inserted parenthetically.

FINAL COMMENTARY

Completion of the *RCI Manual* is a daunting task, even with EEI on board to assist. RCI members can take pride in the

dedication of the voluntary task force members. They are willingly giving their knowledge and time for the benefit of the building envelope consulting community in general and RCI in particular. They are, nevertheless, individuals with limited knowledge and time, particularly because they have businesses to direct. Thus, any assistance in developing content is welcomed with proverbial outstretched arms. Anyone interested in working as a

SME should please contact me. I will put you in touch with the appropriate CM. If you join us, I guarantee that when the *Manual* is issued, you will experience extreme personal satisfaction knowing that you have been intimately involved in producing a lasting, living document that directs the practices of the industry in which you make your livelihood. ©

Walter Rossiter



Walter Rossiter retired in 2006 from the National Institute of Standards and Technology, where he was a research chemist with the Building and Fire Research Laboratory with over 35 years experience in the performance of organic building materials. In this position, he directed numerous studies on the characterization and performance of roofing materials and systems. Walt joined RCI, Inc. in 2007 as its director of technical services. He is a past chairman of ASTM Committee D08 on Roofing and Waterproofing, and past chairman of the Joint International CIB/RILEM Committee on Membrane Roofing Systems.