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CONSTRUCTION DOCUMENTS TECHNOLOGIST PROGRAM

CDT EXAMINATION STUDY GUIDE

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Construction Specifications Institute CDT Exam Syllabus Topics:

Section	Weight	Objectives
		- Design Development
Topic 1: Design Process	12%	• 1. BIM and documentation • 2. Programming and schematic design • 3. Design coordination

		- Construction Administration
Topic 2: Construction	15%	• 1. Submittals and RFIs • 2. Change management • 3. Quality assurance and quality control
		- Construction Industry Basics
Topic 3: Fundamentals	13%	• 1. Codes and standards • 2. Roles and responsibilities • 3. Construction terminology
		- Project Delivery Methods
Topic 4: Project Concept and Delivery	11%	• 1. Construction management • 2. Design-build • 3. Design-bid-build
		- Facility Operations
Topic 5: Lifecycle Activities	8%	• 1. Maintenance and operations • 2. Commissioning • 3. Sustainability and lifecycle management
		- Documentation and Specifications
Topic 6: Construction Documents	22%	• 1. Document coordination • 2. Drawings and specifications • 3. MasterFormat and SectionFormat
		- Bidding and Negotiation
Topic 7: Procurement	10%	• 1. Procurement procedures • 2. Addenda and substitutions • 3. Bid evaluation
		- Project Planning
Topic 8: Preconstruction	9%	• 1. Cost estimating • 2. Risk management • 3. Scheduling

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Construction Specifications Institute Construction Documents Technologist Sample Questions (Q42-Q47):

NEW QUESTION # 42

Under a single prime contract, shop drawings should be routed to the architect/engineer from whom?

- A. Material supplier
- B. Contractor

- C. Subcontractor
- D. Owner

Answer: B

Explanation:

Comprehensive and Detailed Explanation From Exact Extract (CSI-based)

In CSI-aligned contract administration procedures and the AIA A201 General Conditions, under a single prime contract:

- * All subcontractors, suppliers, and lower-tier entities submit their shop drawings, product data, and samples to the Contractor.
- * The Contractor reviews them for coordination, compliance with the contract documents, and completeness.
- * After the Contractor's review and approval, the shop drawings are forwarded to the Architect

/Engineer (A/E) for review and action.

This maintains the single point of responsibility between the Owner and the Contractor and ensures the Contractor coordinates all submittals before they reach the A/E. Therefore, under a single prime contract, shop drawings should reach the A/E from the Contractor, making Option A correct.

Why the other options are incorrect:

- * B. Material supplier and D. Subcontractor - They prepare many of the shop drawings but are required to submit them through the prime Contractor, not directly to the A/E. Direct submission would bypass the Contractor's coordination and contractual responsibility.
- * C. Owner - The Owner is not part of the technical submittal review chain; they rely on the A/E and Contractor to manage shop drawings.

Relevant CSI references:

- * CSI Project Delivery Practice Guide - sections on submittal procedures and lines of communication.
- * CSI Construction Specifications Practice Guide - Division 01 provisions for submittals and routing.
- * AIA A201 General Conditions (referenced in CSI CDT materials) - Articles on submittals and contractor responsibilities.

NEW QUESTION # 43

During the bid period, what does the architect issue if it is necessary to modify the procurement documents?

- A. Construction change directives
- B. Change order
- C. Addenda
- D. RFI response

Answer: C

NEW QUESTION # 44

To avoid miscommunication problems during construction, which best practice should the design professional use?

- A. Mark emails and electronic communications as "Urgent!" to ensure they are read right away
- B. Develop a good working relationship for verbally addressing problems as they arise
- C. Leave detailed voicemail messages describing everything that needs to be done so there is a record of the direction
- D. Distribute meeting minutes to all attendees and concerned parties documenting key decisions and action items resulting from the meeting

Answer: D

Explanation:

CSI and CDT principles stress that clear, timely, and documented communication is essential to avoid disputes and miscommunication during construction. Among the key tools for this are:

- * Written records of decisions, instructions, and clarifications
- * Formal meeting minutes that are distributed and retained as part of the project record
- * Consistent use of designated channels (e.g., RFIs, submittals, change documents) In construction phase administration, progress meetings and other coordination meetings are routinely held.

Best practice, as described in CSI guides and standard contract documents, is that:

- * One party (often the architect or construction manager) prepares written meeting minutes.
- * These minutes record attendance, topics discussed, decisions made, and action items (with responsible parties and due dates).
- * The minutes are then distributed to all attendees and other concerned parties, providing a shared, written understanding and an opportunity to correct any errors.

This practice directly addresses the question's goal: avoiding miscommunication problems during construction. Therefore, the best answer is Option C.

Why the other options are weaker:

* A. Develop a good working relationship for verbally addressing problems as they arise A good working relationship is very important, but verbal-only communication is risky. CSI emphasizes that important decisions and directions must be documented in writing.

* B. Mark emails and electronic communications as "Urgent!" This may get attention but does not ensure clarity, completeness, or shared understanding, and overuse can even reduce effectiveness.

* D. Leave detailed voicemail messages Voicemail is not a reliable or easily referenced project record. It is difficult to circulate, file, search, or confirm, and can easily be misunderstood or lost. CSI emphasizes written, project-file communication over voicemail.

Relevant CSI / CDT References (titles only, no links):

* CSI Project Delivery Practice Guide - chapters on "Construction Phase" and communication and documentation.

* CSI Construction Specifications Practice Guide - Division 01 sections on "Project Management and Coordination" and "Project Meetings," including requirements for meeting minutes.

* CDT Body of Knowledge - communication and documentation practices in construction administration.

NEW QUESTION # 45

When developing an operation and maintenance (O&M) budget for a facility, what should form the basis for budget decisions?

- A. The estimator's preliminary project description
- B. The architect/engineer's projected operating costs
- C. The facility manager's historical record of actual costs
- D. The construction manager's life cycle analysis

Answer: C

NEW QUESTION # 46

Which of the following elements should be included in Supplementary Conditions?

- A. Termination of the work by owner or contractor
- B. Claims and dispute resolution requirements
- C. Equal employment opportunity requirements
- D. Requirements for a schedule of values

Answer: C

Explanation:

CSI organizes the contract documents into a logical hierarchy:

* General Conditions - Standard baseline clauses on rights, responsibilities, procedures (e.g., claims, dispute resolution, termination, payments, schedule of values reference).

* Supplementary Conditions - Project-specific modifications or additions to the General Conditions, often driven by laws, funding requirements, or owner policies.

* Division 01 - General Requirements - Administrative and procedural requirements specific to the project (submittals, schedule of values procedures, temporary facilities, etc.), coordinated with the Conditions of the Contract.

CSI's guidance (as used for CDT) explains that Supplementary Conditions are the place to add or modify contract conditions to comply with local laws, regulations, and owner requirements that go beyond or differ from the standard General Conditions. Typical items include:

* Project-specific insurance requirements and limits,

* Local wage requirements,

* Equal Employment Opportunity (EEO) and affirmative action provisions,

* Special regulatory or funding-agency conditions.

Therefore, Equal Employment Opportunity requirements belong properly in Supplementary Conditions, making Option C the CSI-consistent answer.

Why the others are incorrect in CSI's structure:

* A. Requirements for a schedule of values CSI places the detailed procedures and requirements for the schedule of values in Division 01 - General Requirements, not in the Supplementary Conditions.

The General Conditions may mention the schedule of values at a high level, but the "how to" (formats, breakdown, submission procedures) belongs in Division 01, not Supplementary Conditions.

* B. Claims and dispute resolution requirements Standard claims and dispute resolution clauses are part of the General Conditions

(for example, notice requirements, initial decision-maker roles, mediation/arbitration steps). Supplementary Conditions may modify certain aspects if needed, but the base provisions themselves are not created there; they originate in the General Conditions.

* D. Termination of the work by owner or contractor Termination rights (for cause or for convenience) and their procedures are fundamental contract provisions that belong in the General Conditions. Like claims, they can be adjusted in Supplementary Conditions, but the primary termination clauses are part of the standard General Conditions text, not something you "include" first in Supplementary Conditions.

Key CSI-aligned references (no links):

* CSI Construction Specifications Practice Guide - chapters on the Conditions of the Contract and the roles of General and Supplementary Conditions.

* CSI CDT Body of Knowledge - organization of the Project Manual and correct placement of Division 01, General Conditions, and Supplementary Conditions content.

NEW QUESTION # 47

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