

Recommended Guidelines for Foodservice Equipment Catalog Specification Sheets



The following guidelines are comprehensive recommendations for specification sheet formatting.

Where appropriate, the following information should be included on the specification sheet:

GAS, STEAM, WATER

1. Show required working pressures and rates for water (GPM and consumption in GPH), gas (pressure = water; column in inches; type and BTU—supply vs. manifold—per hour), steam (BHP and lbs. per hour).
2. Show maximum and minimum working pressures, and whether pressure reducing valves are required as accessories.
3. Show any variations caused by use of different types of gas (natural, LP, butane, etc.).
4. Note size and type of connections (1/2", 2", etc.).
5. Where waste connections are required, show size and recommended type.

ELECTRIC

1. Indicate complete connected load, not consumption power requirements: in voltage, phase, amps, and watts, and include variations.
2. Show whether provided with internal fusing, push button, and recommend necessary disconnect switches, etc. Note unusual wiring requirements.
3. Show whether control circuit characteristics vary from power requirements, whether separate circuit is required, and whether 3, 4 or 5 wire service is required.
4. Include cord set connection (type - NEMA configuration).
5. For connections, show KW and amps per line so that it can be determined if loading is balanced.

VENTILATION

1. Show exhaust requirements in CFM, and static pressure at outlet.
2. Specify connection sizes.

OTHER

1. Show minimum door entry clearances.
2. Indicate number of cartons/crates for each item where on-site assembly is required.
3. Show what is not standard, but essential to proper operation.
4. Include listing of all accessories and options. Or indicate if other options available from AQ if too many to include on first page.
5. Note gauges, finish and characteristics of material (e.g. stainless steel).
6. Where CAD and Revit family symbol libraries are available, it is recommended that they be AutoCad, in conformance with FEDA layering recommendations.
7. If refrigeration is present, include type, charge amount and capacity (BTU/H)

FCSI/NAFEM Liaison Appendix

Recommendations for Equipment Catalogs, Specifications and Advertising

Imperative Importance

- Print individual specification sheets so they can be easily read when emailed, photocopied, scanned or faxed. Don't use dark or colored backgrounds, which block out the subject matter. Use good photographs.
- On individual specification sheets, list all available options and accessories that pertain to the piece, and use check-off boxes at each. If possible, show photo of accessories, or, if too many for the same specification sheet, include a separate accessory sheet with photos.
- On individual spec sheets, use photographs for each piece where possible. If there are several models in one series which have significant differences, show them also. If equipment has cord and plug, show it in photographs or illustrations.
- Include line drawings with dimensions, utility connections and loads, capacities, clearances, weights, etc. for each model, plus specification.
- Provide space in upper right-hand corner of individual spec sheet to permit fill-in of "item number" and "quantity."

Catalog Recommendations

- Have a space to identify local rep plus factory personnel (technical, service, parts, quotations, etc.).
- On a price list, use photo or line drawing for individual equipment.
- Clearly identify on the front page, what makes this model different from the others, i.e., gas, electricity, capacity, etc.

Advertising and Sales Literature Recommendations

- On selling material in catalog, try to keep it separate from spec sheets. If it is necessary to combine on one sheet, use front side for selling material and backside for engineering information. Don't mix the two.
- On advertising material, illustrate your products in a kitchen or service area in the way they would be used, even if other manufacturer's equipment are seen in a photograph. Don't show it standing alone.
- Highlight how your product fits the big operational picture and what it can do for the end user under those circumstances.
- Be realistic in how capacities, output and performances are represented even when your competition only tells the maximum/optimum output. When realistic performance is explained, end users and specifiers will feel a sense of greater credibility.
- If the project you are highlighting is named, be sure to include credits for design consultant and installing designer, but only after getting permission from the client. The project may be confidential.

Future Considerations

- Add bar code numbers to sheet.
- Add FEDA product identity numbers.
- Add certification symbols actual file and guide numbers and/or standard numbers.
- Add a QSR "Scan Code" square to store other information such as promotional material.

FRONT PAGE

Trade Name Identification
(should be prominent)

Item No. _____
(Leave blank for consultant use)

Model Number(s) and Product Name
Make the model number prominent for base unit and include option numbers. This should be at the top in large print, so it can be readily found when flipping catalog pages.

AIA file number, spec. number, etc.

Allow space for three-ring punch along left edge

Use a good quality photograph here and line drawing to be shown on opposite side.

Laboratory certification and approval symbols (UL, NSF, CSA, NFPA, etc.)

Include company name, address, zip code and phone and fax numbers. Include toll-free number if applicable, as well as email and web addresses.

Product info, sales, etc. Product information should be concise, but complete enough for dealer and consultant use. Many manufacturers now use supplementary literature for complete product information. Where space permits, Bid Specs (back of page) should be combined with this. Add special note regarding geographical limitations (i.e. altitude, humidity, temperature). Bullet points for accessories/option listed here. Also note if there any required options.

Leave blank for consultant and contractors approval.

Date printed and revision date
(Note: "Printed in U.S.A." must be included if literature is to be used in Canada.)

NOTE: High contrast colors should be used for reproduction in copy machines. For example, don't use blue ink as it does not copy well.

NOTE: The lines for the segments shown do not indicate that these spaces need to be boxed in accordingly. They are simply to illustrate locations on the page and approximate space designations. The important thing is not precise layouts as much as content thoroughness and correlation with corollary materials/information.

BACK PAGE

Model Number _____
(make prominent)

AIA file number, spec. number, etc.

DRAWINGS:

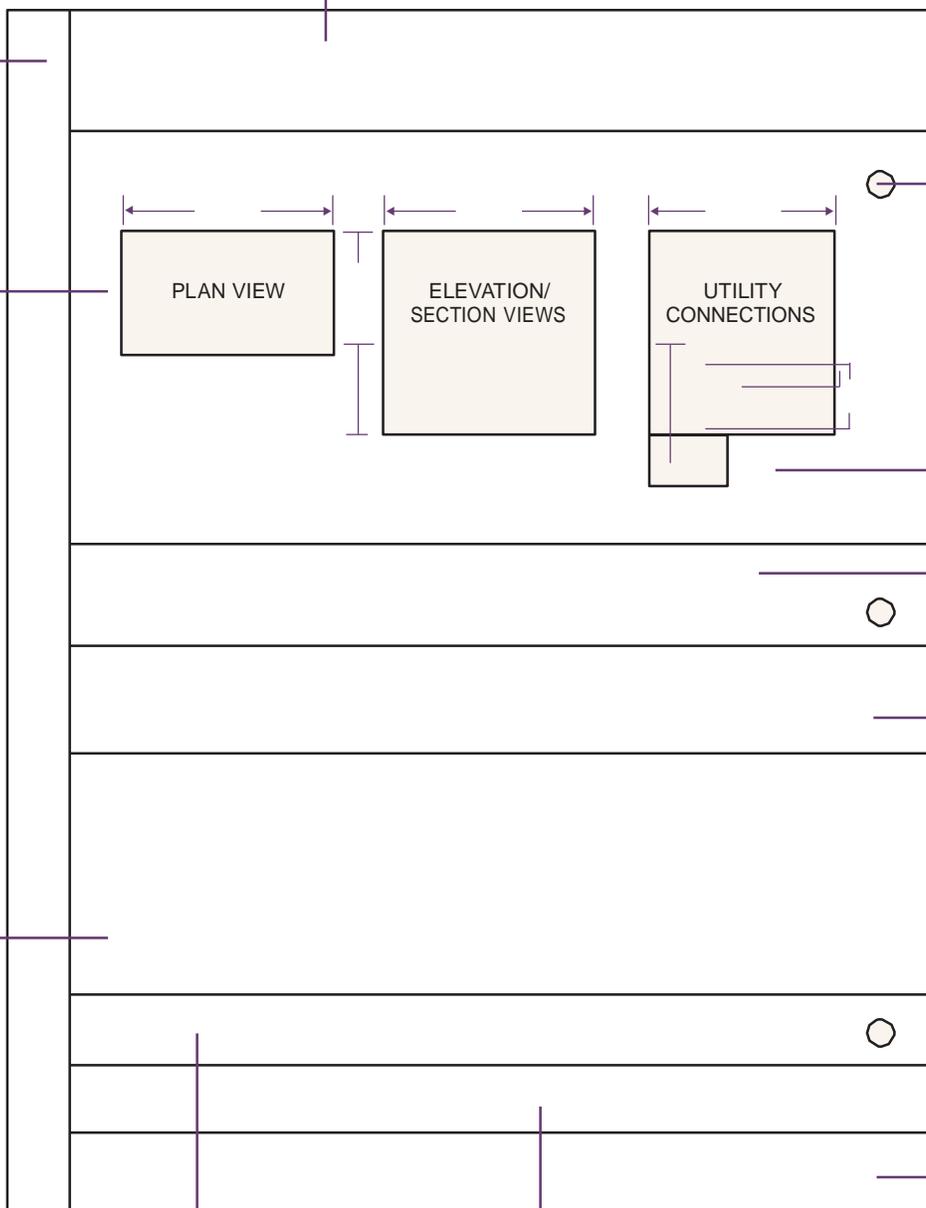
Drawings to scale, in both English and metric dimensions. (1/4" = 1 ft. or 1.50 MM = recommended). If selling in the US, provide English imperial units, not metric, or both.

Show all views necessary (plan, front, side-right or left-elevation) to provide all pertinent measurements. Note special service access requirements, venting, etc. Indicate air direction.

Accurately locate all utility connections on plan and elevations. Note min. clearance.

When using oversized drawings, use oversize lettering to be legible when reduced to 8 1/2" x 11". Should be no smaller than 12-pt type when reduced.

Bidding specifications. Be clear, concise, complete in terms of bidder's normal desired information. Locate near data above. Use standard CSI and AIA format. List optional accessories separately, and indicate which will mean additional cost.



Three-ring punch along right edge

CAD Revit Symbols Libraries: Note if they are available and under what terms and conditions, e.g. "Contact factory for details on CAD Revit Symbols Library availability on this product." (Note: Could be part of drawings or miscellaneous information.)

Note all dimensions in same direction. Call out utilities with dimensions and shown on equipment.

Spell out all dimensions (interior and exterior) in English and metric. Include dimensions for service, ventilation, air circulation if not shown in drawings, above left. Be sure to include net and shipment (crated) weights. Include crated dimensions. Indicate door clearances required for building access.

Provide all necessary data concerning utilities (gas, steam, water, electric and ventilating.)

Date printed. (Note: "Printed in U.S.A." must be included if literature is to be used in Canada.)

Miscellaneous information. Variations, accessories and options. (Include model number.) Specify availability of colors and finishes.

Include company name, address, zip code and phone and fax numbers. Include toll-free number if applicable, as well as email and web addresses.