



CSI KNOXVILLE CHAPTER MEETING

TUESDAY, FEBRUARY 10TH

UT Capital Projects Plan

PRESENTED BY MEGAN CHAFIN AND BENJAMIN LUTTRELL FROM THE UNIVERSITY OF TENNESSEE SYSTEM, WILL BE SPEAKING ON THE UT CAPITAL PROJECTS PLAN



CSI Knoxville Chapter Meeting

Tuesday, February 10th

Time: 11:30 AM EST - 1:00 PM (EST)

NFPA 72: MAJOR CHANGES FOR LIFE SAFETY

DR. RODGER REISWIG, JOHNSON CONTROLS

1 AIA LU/ HSW

RSVP: Lunch Provided



[Click here to make Reservation](#)



The Associated General Contractors Of Tennessee
3306 Ragsdale Ave NW, Knoxville, TN 37909

No Chapter Lunch meeting this month. CSI Knoxville Chapter Awards Gala will be MONDAY evening, RSVP required.

ORGANIZED SEPTEMBER 1958 - CHARTERED MAY 1959



CSI KNOXVILLE IS A MEMBER OF THE CSI GULF STATES REGION

THESPECK Editor

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sfcolbaugh@gmail.com

THESPECK is published monthly by the Knoxville Chapter of the Construction Specifications Institute. Readers are encouraged to submit articles and images of the construction industry interest for our membership. All submittals should be sent via e-mail in a typical file format, such as .pdf, .docx, or .jpg. Please verify the accuracy of the information such as correct dates, spelling, and grammar. Deadlines are the 21st of each month and the newsletter will go out on the first.



CSI KNOXVILLE MEMBERSHIP



TOTAL MEMBER COUNT = 57

CALENDAR OF EVENTS

FEBRUARY

03 **CSI Board Meeting** - Tuesday, February 3rd
Meeting from 12:00 pm - 1:00 pm (EST)

10 **CSI Chapter Meeting** - Tuesday, February 10th
Time: 11:30 AM EST - 1:00 PM (EST)

UT Capital Projects Plan, Presented By Megan Chafin and Benjamin Luttrell from the University of Tennessee System, will be speaking on the UT Capital Projects Plan.

RSVP: Lunch Provided [Click to Make Reservation](#)

Location: The Associated General Contractors of Tennessee

MARCH

03 **CSI Knoxville East TN Building Product Show:**
Tuesday, March 3rd, 4:00 pm - 7:00 pm, at Jackson Terminal

No CSI Chapter Lunch Meeting for March.
Please join us for the CSI Knoxville East TN Building Product Show

Seminar/Panel Discussion 1AIA LU/HSW Products Show
Free heavy hors d'oeuvres will be served

Location: Jackson Terminal
213 W. Jackson Ave, Knoxville TN 37902



2026

East Tennessee Building Products Show

March 3rd

Panel Discussion 2:30-4:00
Teambuilding | The Next Generation of Leaders in Design and Construction

Products Show 4:00-7:00
- Over 40 manufacturers and exhibitors!
- Free Heavy Hors D'oeuvres will be served

Jackson Terminal

213 W. Jackson Ave. Knoxville, TN 37902



THE PRESIDENT'S MESSAGE

CSI PRESENTATION

CSI KNOXVILLE CHAPTER
FEBRUARY!

Please join CSI Knoxville Chapter for our presentation at the February Chapter Meeting on Tuesday, February 10th. UT Capital Projects Plan, Presented By Megan



Chafin and Benjamin Luttrell from the University of Tennessee System, will be speaking on the UT Capital Projects Plan.

The meeting will be held at the AGC office on Ragsdale Ave. Lunch is served at 11:30 AM. Program presented at noon. AIA/CES credit available. \$20 per person. 1 AIA/CES LU HSW

Next month, Megan Chafin, from The University of Tennessee System, will present UT Capital Projects Plan at the AGC.

Save the date for Tuesday, March 3rd for CSI Knoxville's East Tennessee Building Products Show at Jackson Terminal.

R. Aaron Miller AIA, CSI | Principal
amiller@mhminc.com
865 357-5646 direct
865 621-8959 mobile



CSI KNOXVILLE



February Chapter Meeting

UT Capital Projects Plan

Megan Chafin and Benjamin Luttrell from The University of Tennessee System



TUESDAY
February 10th 

TIME
12:00pm 

LOCATION
3306 Ragsdale Ave NW,
Knoxville, TN 37909 



We're hiring!

BarberMcMurry is looking for experienced Project Architects and Project Managers who are seeking new, exciting opportunities in healthcare, higher education, multifamily residential, and commercial architecture.

Apply at bma1915.com/contact

East Tennessee Building Products Show

March 3rd

Panel Discussion 2:30-4:00
Teambuilding | The Next Generation of Leaders
in Design and Construction

Products Show 4:00-7:00
- Over 40 manufacturers and exhibitors!
- Free Heavy Hors D'oeuvres will be served

Jackson Terminal

213 W. Jackson Ave. Knoxville, TN 37902



PRESENTATION SUMMARY

UT CAPITAL PROJECTS PLAN

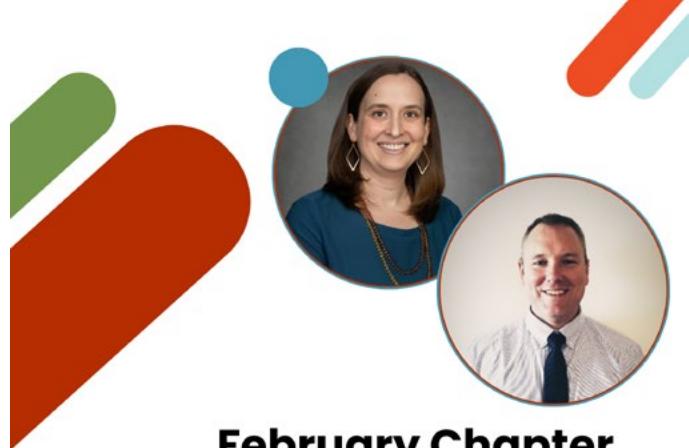
CSI Knoxville Chapter February Meeting - UT Capital Projects

Save the date for next month's chapter meeting! Megan Chafin and Benjamin Luttrell from the University of Tennessee System, will be speaking on the UT Capital Projects Plan. CSI Knoxville Chapter will meet at the AGC. Lunch is served at 11:45 and the Program begins at noon. \$20 per person. Reservations are encouraged in order to get a head count for meals. First time guests and students can attend this Program Free of Charge. To register as a first-time guest or student, follow the link above and enter the code: XIZWGKcV.

Reserve your spot today by using the link below to register!

RSVP: Lunch Provided [Click to Make Reservation](#)

Location: The Associated General Contractors of Tennessee
[3306 Ragsdale Ave NW, Knoxville, TN 37909](#)



February Chapter Meeting

UT Capital Projects Plan

Megan Chafin and Benjamin Luttrell from The University of Tennessee System



TUESDAY
 February 10th

TIME
 12:00pm

LOCATION
 3306 Ragsdale Ave NW,
 Knoxville, TN 37909



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2026 CSI National Conference

Gain new skills and grow your network. Join more than 400 of your peers as we discover the trends shaping our industry and share strategies for helping you navigate the changes ahead.

October 7-9 | Phoenix, AZ



Course Name:

INSIDE THE UNIVERSITY OF TENNESSEE DEPARTMENT OF CAPITAL PROJECTS

Capital Project Delivery in a Public University System: Processes, Procurement, and Professional Practice

Course Date: **Tuesday, February 10, 2026, at Noon**

Course Number: **CSIK-009**

Provider Name: **Benjamin Luttrell, AIA & Megan Chafin, AIA, LEED AP, WELL AP, CDT**

Provider Number: **S000**

Continuing Education: **1.0 LU**

INSTRUCTOR BIO

BENJAMIN LUTTRELL, AIA

Senior Director of Design and Construction

The University of Tennessee Department of Capital Projects

Benjamin Luttrell serves as Senior Director of Design and Construction for the University of Tennessee Department of Capital Projects. In this role, he provides leadership and oversight for the planning, design, and construction of capital projects across the UT System. His experience includes managing complex institutional projects and coordinating with multiple stakeholders to deliver high-quality facilities that support the University's academic, research, and public service missions.

MEGAN CHAFIN, AIA, LEED AP, WELL AP, CDT

Architect | Project Manager

The University of Tennessee Department of Capital Projects

Megan Chafin is a licensed architect and has served as a Project Manager with the University of Tennessee Department of Capital Projects for over 2½ years. She brings more than 15 years of prior experience in the private sector, where she has worked on a wide range of project types as both a Project Manager and BIM Manager.

Megan serves on the East Tennessee Community Design Center Board and the AIA Tennessee Board, where she is the Engagement Committee Chair. She is also a Past President of AIA East Tennessee. Originally from Indiana, Megan earned a Bachelor of Science in Architecture with a Minor in Mathematics from Washington University in St. Louis and a Master of Architecture from the University of Tennessee.

ABOUT THIS COURSE

Public universities manage complex capital programs that require coordination among multiple stakeholders, adherence to state procurement regulations, and oversight across all phases of project delivery. Understanding how these systems operate is critical for architects and allied professionals seeking to work effectively with public owners.

Using the University of Tennessee System as a case study, this course provides an overview of how a large public university plans, procures, designs, and delivers capital projects. The presentation examines the role of a centralized capital projects office, its interaction with individual campuses, and its responsibilities throughout the project life cycle - from project initiation and approval through design, procurement, construction, and closeout.

Participants will gain insight into common public-sector procurement methods, consultant selection processes, funding considerations, and project governance structures. While the University of Tennessee serves as the primary example, the concepts discussed are broadly applicable to working with public universities and other state-affiliated owners nationwide.

The University of Tennessee System serves nearly 65,000 students across five campuses and two statewide institutes, with a presence in all 95 counties in Tennessee. The UT System encompasses more than 30 million square feet of facilities and over 1,000 buildings statewide. Currently, the University is managing more than 250 active capital projects, representing over \$2.5 billion in design and construction. This course provides an overview of the University of Tennessee Department of Capital Projects, with a focus on the Office of Design and Construction and its role in delivering capital facilities across the state.

LEARNING OBJECTIVES

Upon completion of this course, participants will be able to:

1. **Describe Common Characteristics** of capital project governance within public university systems, including approval authorities, reporting structures, and regulatory constraints.
2. **Explain the Role of a Centralized Capital Projects Department** and how it coordinates with system offices, individual campuses, and external design professionals.
3. **Identify Typical Categories of Capital Projects**, funding sources, and procurement methods used by public university owners, and how these factors influence project delivery.
4. **Outline the Phases of a Public University Capital Project Life Cycle** - from project initiation through design, construction, and closeout - and recognize key decision points that impact architects and consultants.

LOCATION

CSI Knoxville meet at the AGC Building at 3306 Ragsdale Ave NW, Knoxville, TN, 37909. Lunch is served at 11:45 and the Program begins at noon. Reservations are encouraged in order to get a head count for meals. First time guests to our chapter can attend this Program Free of Charge.

To register as a first-time guest, follow the link below and enter the code: **XlzWGKcV**

https://csiknoxville.org/meal_reservations

We hope to see you soon, at CSI Knoxville!

CSI TECHNICAL

Specs 101-1: Let's Talk About Specs, Baby!

Part 1: General Anatomy of a Spec

Kathryn E. Fuller Richardson
RA (TN & WA), AIA, NCARB,
CSI CDT, CCCA
Associate | Architecture



This multi-part series will dissect and explain the project manual, making specifications less intimidating for emerging and seasoned professionals in the building industry.

Divisions:

A project manual is separated into divisions, sections, and parts. [See the MasterFormat Divisions and Titles graphic.] Division 00 – Procurement and Contracting Requirements are used during the bidding process for procurement of the project. Division 01 – General Requirements typically contains administrative sections to be referenced by the Contractor after the contract for construction has been signed between the Owner and General Contractor. Building construction designers, including architecture, structural engineering, mechanical, plumbing, electrical, and civil engineering, typically use Divisions 03 through 33.

These “technical” divisions are organized in roughly the same order as one would construct a building - beginning with demolition of existing structures in Division 02, and ending with landscaping and site improvements in Divisions 31-33.

Sections:

Divisions contain individual specification sections. For example, Section 04 20 00 – Unit Masonry is located within Division 04 – Masonry. [See Divisions, Sections, Parts graphic.] The first set of section numbers indicates the division where it belongs. The second and third sets of numbers further separate sections from each other – still roughly following the order of construction.

Parts:

Specification sections are divided into three parts: Part 1 – General: Contains administrative items, such as testing standards, warranties, submittals, and shop drawings requested for products specified in the present section; as well as references to other specification sections related to the work in this section.



PROCUREMENT & CONTRACTING REQUIREMENTS GROUP

Division 00 – Procurement and Contracting Requirements

SPECIFICATIONS GROUP

GENERAL REQUIREMENTS SUBGROUP

Division 01 – General Requirements

FACILITY CONSTRUCTION SUBGROUP

Division 02 – Existing Conditions

Division 03 – Concrete

Division 04 – Masonry

Division 05 – Metals

Division 06 – Wood, Plastics, and Composites

Division 07 – Thermal and Moisture Protection

Division 08 – Openings

Division 09 – Finishes

Division 10 – Specialties

Division 11 – Equipment

Division 12 – Furnishings

Division 13 – Special Construction

Division 14 – Conveying Equipment

Divisions 15-19*

FACILITY SERVICES SUBGROUP

Division 20*

Division 21 – Fire Suppression

Division 22 – Plumbing

Division 23 – Heating, Ventilating, and Air-Conditioning (HVAC)

Division 24*

Division 25 – Integrated Automation

Division 26 – Electrical

Division 27 – Communications

Division 28 – Electronic Safety and Security

Division 29*

SITE AND INFRASTRUCTURE SUBGROUP

Division 30*

Division 31 – Earthwork

Division 32 – Exterior Improvements

Division 33 – Utilities

Division 34 – Transportation

Division 35 – Waterway and Marine Construction

Division 36-39*

PROCESS EQUIPMENT SUBGROUP

Division 40 – Process Interconnections

Division 41 – Material Processing and Handling Equipment

Division 42 – Process Heating, Cooling, and Drying Equipment

Division 43 – Process Gas and Liquid Handling, Purification, and Storage Equipment

Division 44 – Pollution and Waste Control Equipment

Division 45 – Industry-Specific Manufacturing Equipment

Division 46 – Water and Wastewater Equipment

Division 47*

Division 48 – Electrical Power Generation

Division 49*

* Divisions reserved for future expansion

csiresources.org/standards/masterformat

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Divisions, Sections, Parts

Division 04 – Masonry

Section 04 20 00 – Unit Masonry

PART 1 – GENERAL PART 2 – PRODUCTS PART 3 - EXECUTION

1.03 **(Article)** QUALITY ASSURANCE

A. **(Paragraph)** Qualifications of workers:

1. **(Subparagraph)** For the actual cutting and placing of concrete masonry units, use only skilled journeyman masons who are thoroughly experienced with the materials and methods specified and thoroughly familiar with the design requirements.

Part 2 – Products: Products and/or performance, and testing data the products must meet, are located in this part of a spec section. Items in Part 2 include manufacturers and model numbers of products; and finish/color selections. If products are not called out by name, the components of the assembly may be listed and described, instead.

Part 3 – Execution: Preparation for installment of the products specified in this section, as well as inspection of the substrate, are included in this part. Generally, if the contractor or sub-contractor begins to install the product, this constitutes acceptance of the substrate and ambient conditions necessary for successful installation. This part also covers some general installation instructions, cleanup after installation, and protection of the installed work.

Next time, I will cover What Goes Where: Drawings and Specifications Coordination.



HINDSIGHT

PHOTOS FROM CSI CHAPTER MEETING ON JANUARY 6TH



General Contractors Wanted



Before



After



The City of Knoxville Housing and Neighborhood Development Department seeks licensed general contractors to perform work for participants of City housing programs for low-to moderate-income residents.

Program needs include:

- New home construction
- Single-family renovations
- Exterior and interior renovations

To qualify, contractors must have:

- Home Improvement License or Contractor's License
- Credit Review
- Proof of insurance, including worker's compensation
- References
- Meet Housing & Neighborhood Development contractor criteria

Interested?

Contact Charles Sherrod

Csherrod@knoxvilletn.gov or call 865-215-2610

Housing and Neighborhood Development Department,
City of Knoxville

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I am a technically experienced individual whose primary role is author, designer, or communicator building information to create, interpret, or use construction documents, or provide, support, or lead the construction industry.

Emerging Professional: \$200*
I am an individual who has less than three years experience in any construction-related field and is a prospective Professional Member.

Student: \$70
I am a full-time student enrolled in an undergraduate or graduate program in any field of study, including certificate or an educational institution.

*Emerging Professional membership is limited to three years, at which time members must renew at the Professional level.

CSI deducts \$15.00 of membership dues to The Construction Specifier Magazine. Please check with the editor for more information on how to receive business deductible for membership dues.

CSI Membership
Your membership is valid for one year, with your payment is received and processed.

CSI

**Enrollment Form ending is valid from Jan 1, 2025 through July 31, 2025. Please be informed any update to the enrollment form will be reflected in the new enrollment period.

MEMBERSHIP ENROLLMENT FORM

Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Nickname: _____

Title: _____

Firm Name: _____

Website: _____

Primary Address: _____

City | State | Zip: _____

Primary Phone: _____

Primary Email: _____

Date of Birth: _____

Please mark the letter on the back and enter the corresponding number(s) that best describe the following:

Occupation Code: _____ Firm Type Code: _____

Membership Dues and Chapter Designation

Membership Dues (See types of membership above): \$ _____

Home Chapter (See reverse side): _____ included

Membership Certificate (Optional): \$ 15.00

Total (MS And/or only): \$ _____

*(Available to Emerging members only. "Member Dues" and "Membership Certificate" do not include the \$15.00 enrollment fee.)

Visa Mastercard AMEX Check Card # _____ CVC Code _____ Exp. Date _____

Signature*
*Signature required for credit card authorization. If using a credit card, please do not enter form for security purposes.



Membership has its benefits

Your CSI member benefits include generous discounts on CSI standards and formats such as MasterFormat® Groups Subgroups And Divisions, as well as discounts on numerous resources to assist you in the preparation of specifications, as well as other construction documents.

Not a CSI Member? Join Today!
www.csiknoxville.org



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