



THE SPECK
The Construction Specifications Institute

CSI KNOXVILLE CHAPTER MEETING TUESDAY, APRIL 14TH

Presented By Kathryn E. Fuller
RA (TN & WA), AIA, NCARB, CSI CDT, CCCA
Associate | Architecture, MBI Companies Inc.



Submittal
Reviews,
Substitutions,
& Closeout Docs
...OH MY!

CSI Knoxville Chapter Meeting

Tuesday, April 14th

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

Submittal Reviews, Substitutions, and Closeout Docs,
Oh My! Division 01 and Contract Administration
Presented By Kathryn Fuller, RA (TN & WA), AIA,
NCARB, CSI CDT, CCCA, Associate | Architecture, MBI
Companies Inc., 1 AIA LU

In-Person Meeting Location:

Associated General Contractors (AGC)

Address: [3306 Ragsdale Ave NW, Knoxville, TN 37909](#)

SCHEDULE

11:30 am - 12:00 pm Networking

12:00 pm - 1:00 pm Lunch Presentation

\$20 Per CSI member (Pay at the door: Cash, credit
cards, or checks are accepted)
Guests are free on first visit, then \$20 each meeting.

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

**AIA
1 LU**

The Knoxville Chapter meets on the second Tuesday of each month, U.N.O. in Calendar. Guests are Welcome!

ORGANIZED SEPTEMBER 1958 - CHARTERED MAY 1959



THE SPECK Editor

Stacy Flick Colbaugh - Editor
sfcolbaugh@gmail.com

THE SPECK 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 IS A MEMBER OF THE CSI GULF STATES REGION

CALENDAR OF EVENTS

APRIL

- 07** **CSI Board Meeting** - Tuesday, April 7th
 Meeting from 12:00 pm - 1:00 pm (EST)
 Join Zoom Meeting:
<https://us02web.zoom.us/j/84470980518?pwd=kqWrh0Xdvh0aEoN0rziXgYwsbz9xO.1>

- 14** **CSI Chapter Meeting** - Tuesday, April 14th
Time: 11:30 AM EST - 1:00 PM (EST)
Time: 11:30 AM EST - 1:00 PM (EST)
Submittal Reviews, Substitutions, and Closeout Docs, Oh My!!!: Division 01 and Contract Administration
 Presented By Kathryn Fuller, RA (TN & WA), AIA, NCARB, CSI CDT, CCCA, Associate | Architecture, MBI Companies Inc., 1 AIA LU/ HSW
RSVP: Lunch Provided
[Click here to RSVP for In-Person Meeting](#)

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

MAY

- 05** **CSI Board Meeting** - Tuesday, May 5th
 Meeting from 12:00 pm - 1:00 pm (EST)

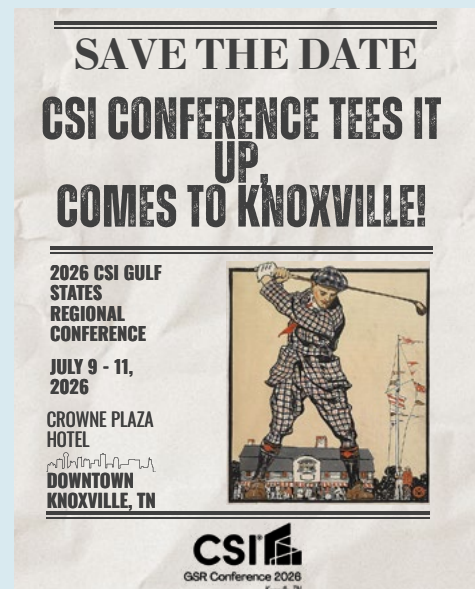
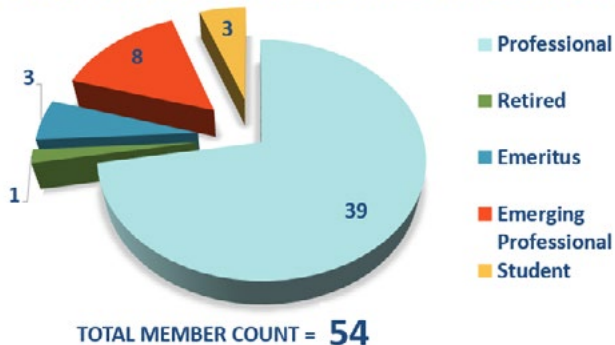
- 12** **CSI Chapter Meeting** - Tuesday, May 12th
Time: 11:30 AM EST - 1:00 PM (EST)
Presented by Eboni James, Winston College of Law, 1 AIA LU/ HSW

RSVP: Lunch Provided
[Click here to RSVP for In-Person Meeting](#)

In-Person Meeting Location: Associated General Contractors (AGC)
[3306 Ragsdale Ave NW, Knoxville, TN 37909](#)



CSI KNOXVILLE MEMBERSHIP



THE PRESIDENT'S MESSAGE

CSI KNOXVILLE CHAPTER CSI GULF STATES REGION CONFERENCE

D

Please join CSI Knoxville Chapter on Tuesday, April 14th for CSI Knoxville Chapter Meeting "Submittal Reviews, Substitutions, and Closeout Docs, OH MY!" presented by Kathryn E. Fuller, CSI Knoxville Member.



Be sure to register for the CSI Gulf States Region Conference will be held in Knoxville at the Crowne Plaza Hotel July 8 - 11, 2026. The conference steering committee is crafting the programming around a Team Building theme, with major Key Note speakers from our local university's award winning teams. Conference registration will open around May 1. Save the Date communications have gone out to all Gulf States chapters.

SPONSORSHIP INFORMATION

Sponsorships are now available. Follow this link for information. [INFO](#)

Purchase a Sponsorship [HERE](#).

CONFERENCE REGISTRATION

Early Bird Registration [Open Now!](#)

HOTEL REGISTRATION

CSI Room Block now [OPEN](#).

Knoxville is thrilled to announce that our own Children's Hospital has been renamed the Dolly Parton Children's Hospital. Learn more about this new partnership and consider making a donation to support their wonderful work! [Dolly Parton Children's Hospital](#)

The Steering Committee meets bi-weekly on Wednesday's after office hours either online or face to face at MHM's new offices. There are many opportunities for local chapter members and their spouses to join the Steering Committee Team and take on small tasks to help pull this effort together. Contact Aaron Miller, Chair, to join the team.

Watch this column for up to date news on exciting events that will be included in this conference.

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



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



PRIMARY CONFERENCE SPONSOR

\$3,500 - 1 AVAILABLE

- Top Level Sponsor listed on all printed material and social media.
- Complimentary vendor table at entry to General Session meeting room.
- Recognition in three (3) issues of our award-winning monthly newsletter, the Speck with inclusion of full page logo or ad.
- 3-5 minute introduction or video presentation (by sponsor) at Conference Welcome & Recognition.
- Includes two (2) full Conference Registrations including Awards Banquet and Hospitality.
- Sponsor's logo will be featured on the Official GSRC T-shirt

HOSPITALITY EVENT SPONSOR \$3,000 - 1 AVAILABLE

- Top Level Sponsor listed on all printed material and social media.
- Complimentary vendor table at entry to General Session meeting room.
- Recognition in three (3) issues of our award-winning monthly newsletter, the Speck with inclusion of full page logo or ad.
- 3-5 minute introduction (by sponsor) at Hospitality Event – TN Smokies Baseball Game.
- Includes two (2) full Conference Registrations including Awards Banquet.
- Sponsor's logo will be featured on the Official GSRC T-shirt

AWARDS BANQUET SPONSOR \$2,500 - 1 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- Recognition in two (2) issues of our award-winning monthly newsletter, the Speck with inclusion of half page logo or ad.
- 3-5 minute introduction or video presentation (by sponsor) at Awards Banquet.
- Includes two (2) full Conference Registrations including Hospitality.
- Sponsor's logo will be featured on the Official GSRC T-shirt

BREAKFAST SPONSOR \$1,500 - 2 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- Recognition in one (1) issue of our award-winning monthly newsletter, the Speck with inclusion of half page logo or ad.
- Dedicated sponsor signage at the breakfast buffet.
- Sponsor's logo will be featured on the Official GSRC T-shirt

LUNCH SPONSOR \$1,500 - 2 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- Recognition in one (1) issue of our award-winning monthly newsletter, the Speck with inclusion of half page logo or ad.
- Dedicated sponsor signage at each table.
- Sponsor's logo will be featured on the Official GSRC T-shirt

STUDENT ADVANCEMENT SCHOLARSHIP

\$1,000 - 1 AVAILABLE

- Support our region's students by donating to the student advancement scholarship fund. The student advancement sponsor will receive recognition during the conference, 2 tickets to the Awards Banquet to present the scholarship to the student, their logo on the conference t-shirt, and their logo on marketing materials/signage.

KEYNOTE SPEAKER SPONSOR \$1,000 - 2 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- 2-3 minute introduction (by sponsor) at the beginning of the keynote speaker session.

SPEAKER SPONSOR \$850 - MULTIPLE AVAILABLE

- Sponsor listed on all printed materials and social media.
- 2-3 minute introduction (by sponsor) at the beginning of the speaker session.

SNACK SPONSOR \$750 - 3 AVAILABLE

- Sponsor listed on all printed materials and social media.
- Dedicated sponsor signage at the snack buffet.

REGISTRATION TABLE SPONSOR \$750 - 1 AVAILABLE

- Exhibitor gets a single vendor table outside of conference meeting rooms for all three days.
- Exhibitor signage will be featured on GSRC Registration Table
- Includes one (1) full Conference Registration including Awards Banquet and Hospitality. (Second Exhibitor Conference Registration available)
- Breaks will be provided before and after sessions for interaction with conference attendees.
- Additional costs may apply if power is needed.

SAVE THE DATE
CSI CONFERENCE TEES IT
UP,
COMES TO KNOXVILLE!

**2026 CSI GOLF
STATES
REGIONAL
CONFERENCE**

**JULY 9 - 11,
2026**

**CROWNE PLAZA
HOTEL**


**DOWNTOWN
KNOXVILLE, TN**



CSI
GSR Conference 2026
Knoxville, TN

PRESENTATION SUMMARY

SUBMITTAL REVIEWS, SUBSTITUTIONS, AND CLOSEOUT DOCS, OH MY!!!

Speaker: Kathryn E. Fuller
| AIA, NCARB, CSI CDT,
CCCA, Associate | Architecture,
MBI Companies, Inc.



Enforcing the specifications during construction is critical, as this phase can ultimately make or break the owner's vision and budget. Drawing from the standard design-bid-build delivery method, this course will examine the construction administration phase through the lens of specifications. Much of the construction administration process is defined in Division 01 – General Requirements, and the presentation will reference specific sections to highlight key responsibilities of the Contractor, Architect, and Owner.

Project closeout is often the most challenging stage of a project. Using both the specifications and real-world project management experience, this course will outline best practices for achieving complete and successful project closeout.

At the conclusion of the presentation, attendees will be invited to share their insights and experiences from the construction phase. Discussion will focus on ways to improve processes while meeting the increasing pace of project delivery – from contract award through closeout.

Program registered for 1 HR Continuing Education Credit.

About our speaker: With a total of 24 years' experience since graduating from the School of Architecture at Washington State University, Kathryn has held positions at small and large architecture firms. Before moving to TN, she was sole specifier at a medium-sized A/E firm in Spokane. She has been at MBI Companies, Inc. for 7 years, where she is a newly minted Associate. The job titles Kathryn answers to include architect, project manager, and specifier.

A member of CSI since 2011, Kathryn has been Communications Director and President of the Spokane Chapter; and Secretary and President of the Knoxville Chapter. Currently, she is on Institute's Knowledge and Education Committee, helping to review and edit study materials for CSI certifications. Kathryn is also on the Editorial Advisory Board for The Construction Specifier magazine.





Course Name:

Submittal Reviews, Substitutions, and Closeout Docs, OH MY!!:

Division 01 and Contract Administration

Course Date: **Tuesday, April 14, 2026 at Noon**
Course Number: CSIK-011
Provider Name: CSI National
Provider Number: S000
Continuing Education: 1.0 LU

INSTRUCTOR BIO

Kathryn E. Fuller | AIA, NCARB, CSI CDT, CCCA

Associate | Architecture

MBI Companies, Inc.

With a total of 24 years' experience since graduating from the School of Architecture at Washington State University, Kathryn has held positions at small and large architecture firms. Before moving to TN, she was sole specifier at a medium-sized A/E firm in Spokane. She has been at MBI Companies, Inc. for 7 years, where she is a newly minted Associate. The job titles Kathryn answers to include architect, project manager, and specifier.

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ABOUT THIS COURSE

Enforcing the specifications during construction is a crucial job because the construction phase alone can make or break the owner's vision and/or bank. Drawing from knowledge of standard design-bid-build delivery method, I will go through the construction administration phase through the lens of specifications. Most construction administration processes and procedures are in Division 01 – General Requirements. Throughout the presentation, I will reference specific portions of Division 01 sections to highlight important actions to be taken by Contractor, Architect, and Owner.

Project closeout is maybe the most difficult stage of a project. Referencing the specifications, as well as my own project management experience, I will illustrate best practices for accomplishing complete closure on each project.

At the close of the presentation, I will ask the attendees to offer their insights and experiences during the construction phase. Some questions will address how we all can improve the process while meeting the ever-quickenning pace of building – from contract award to closeout.



HEALTH, SAFETY, AND WELFARE JUSTIFICATION – Not Used

LEARNING OBJECTIVES

1. **After the Bid - Construction Phase Startup:** Attendees will discover what happens after the award of contract to a GC. Much paperwork is exchanged after award including insurance, bonding, notice to proceed, construction schedule, and submittal schedule. A preconstruction or predemolition conference is held, contractor mobilizes to the site, and work begins.
2. **Contractor Responsibilities:** This topic includes learning about the chain of command for communications to Owner; keeping a schedule updated; submitting RFIs; product/system submittals; progress meetings, mockups; testing; documentation of Work; and cleanup.
3. **Architect and Owner Responsibilities:** Attendees will learn the chain of command for communications to the Contractor; submittal reviews, issuing ASIs and revisions; changes to the contract; and payment procedures.
4. **Closeout Procedures:** Attendees will understand and be able to follow the process for successfully closing out a project. This topic includes punch listing for substantial and final completion, submittals of record documents, certificate of occupancy, warranties, manuals, and final payment.

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: **V366kFFI**.

https://csiknoxville.org/meal_reservations

We hope to see you soon, at CSI Knoxville!

HINDSIGHT

PHOTOS FROM CSI KNOXVILLE CHAPTER PRODUCT SHOW ON MARCH 3RD



HINDSIGHT

PHOTOS FROM CSI KNOXVILLE CHAPTER PRODUCT SHOW ON MARCH 3RD



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



CSI GULF STATES REGION LEADERS – 2025-2026

Region Officers:

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**CROWNE PLAZA
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KNOXVILLE, TN**



CSI

GSR Conference 2026
Knoxville, TN



CSI KNOXVILLE MEMBERS – APRIL 2026

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 A. Gordon Heins III CSI
 Douglass Lowrie CSI
 Curtis Rolan CSI
 Samer Shatara CSI
 Paul Pierson CSI, Member Emeritus
 Kathy Proctor FCSI, Member Emeritus, CDT®
 Deborah Brooks CSI
 Jerry Smith CSI
 Patricia Corbitt CSI
 James Carten CSI, CDT®
 Susan Davis CSI, CDT®
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 Ken Buschle FCSI, Member Emeritus, CDT®
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 Peter Tarbell CSI
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 Geoffrey Cavalier CSI
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 Lorena Martin CSI
 Allen Quinlan CSI
 Jeanne Curtis CSI
 Joshua Williams CSI
 Vincent Vandenbroeck CSI
 Christopher Vlcek CSI
 Aaron Waldrupe CSI

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: _____

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 (All funds in US) \$ 15.00

Signature* _____ (Required to validate our enrollment form. *For use by CSI please send "Member Dues" and if renewing membership include member ID (or renewal fee).)

Visa Mastercard AMEX Check

Card # _____ CVV Code _____ Exp. Date _____

Signature* _____ (Signature required for credit card authorization. If using a credit card, please do not email 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



2025-2026 CSI KNOXVILLE CHAPTER LEADERS

OFFICERS

President	Aaron Miller	amiller@mhminc.com	(865) 621-8959
President Elect	Tyler G. Pettiford	tpettiford@dia-arch.com	(865) 410-7431
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Past President	Brent Williams	brent@archteva.com	(865) 924-9757
Lord of the Privy Council	Gary Bergeron	gary@kelso-regen.com	(865) 748-6304

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2025-2027

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Faculty Advisor	Vacant	

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Fundraising

Product Show	Josh Brock	joshua.brock@generalshale.com	(865) 388-1833
Golf Tournament	Wes Crow	wcrow@johnsongalyon.com	(865) 770-0727

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Bylaws & Op Guide	Geoffrey Cavalier	cavaliergeoffrey@gmail.com	(615) 964-1260