Recommended Guidelines

for Foodservice Equipment Catalog Specification Sheets

Developed by the FCSI/NAFEM Liaison Committee

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Typical Format – First Page

The following guidelines are comprehensive recommendations for specification sheet formatting.

Note: boxes shown below are to illustrate general locations of information; they do not indicate that lines that are needed. Exact locations of information can vary slightly depending on the product needs.

Allow space for three-ring punch along left edge

Manufacturer Name

Provide name with logo.

Product Name

i.e. "Undercounter Dishwasher" or "Heated Shelf"

Model Number(s)

Make the base model number prominent.

Include additional model numbers for options.

Item No. _____
Quantity _____

Leave blank for consultant use.

Blank Space

Leave blank for approvals by consultants and/or contractors.

Photo

Use a high-resolution, quality photograph. The equipment should be standalone with a clean background.

If there are several models in one series which have significant differences, show them all.

Note if optional accessories or options are shown in the photo.

Optional Features & Accessories

Provide a list of all non-standard options, accessories, and finishes that can be added.

Provide as a bullet list with check-off boxes.

Include model numbers, names, and a brief description for each.

If there are too many options to fit on this page, list the most common accessories and provide the full list in Autoquotes and on the website (provide a website link). Alternatively, provide a separate accessory sheet.

Where space allows, provide a photo of accessories. If space is not available, provide a separate one page cut sheet for relevant accessories.

Bid Specifications with Standard Features & Options

Concise product description / bid specifications with all standard features.

Include capacities.

Laboratory Certification and Approval Symbols

i.e. UL, NSF, CSA, NFPA, Energy Star, etc.

Date issued

Note: "Printed in the U.S.A." must be included if literature is to be used internationally.

Contact Information

Include company name, address, phone number(s), email address, and website.

Typical Format – Second Page

Limit spec sheets to 2-4 pages; use supplementary literature for complete product information.

Model Number(s)

Same as Page 1

QR Scan Square
Provide if available to link to other information such as promotional materials.

Allow space for three-ring punch along left edge

Plans

Provide to scale in imperial and/or metric dimensions, typically 1/4" = 1 ft. or 1.50 MM.

Show all views necessary to provide all pertinent measurements. Include:

- Interior and exterior widths, lengths, and heights
- Requirements for access, clearances, and venting (including air direction)
- All utility connections in their exact locations on both the plans and elevations, including cord & plugs
- Labels with a legible font size when printed at 8-1/2" x 11"

Plan View

Overhead view

Elevation Views

Provide front elevation.

Provide left, right, and/or rear elevations as required to show all utility connections and requirements.

Dimensions

List all equipment dimensions. Include crated dimensions.

If dimensions vary by model or accessory (i.e. casters vs legs), provide a chart with all dimensions in addition to the plans.

Utility Information

List complete utility information clearly.

If utilities vary across options / models, provide it in a table with corresponding model number.

Refer to Page 4 for specific requirements.

Weight

Provide equipment weight and crated weight.

Special Requirements

List any special requirements for installation including access, clearances, and ventilation.

Contact Information	**Date issued**
Include company name, address, phone number(s), email address, and website.	Note: "Printed in U.S.A." must be included if literature is to be used in Canada.

Utility Requirements

Where appropriate, include the following utility information on the specification sheet.
(Where an item is available in the US and internationally, provide imperial and metric.)

Gas, Steam, and Water

1. Note connection quantities, type, and size (1/2", 2", etc)
2. Required working pressures and rates for:
    a. Hot, cold, and filtered water consumption – GPM or GPH
    b. Water pressure – Minimum or maximum psi
    c. Gas Usages – Btu per hour (with any manifold options shown)
    d. Gas Pressure – Water column in inches
    e. Steam – BHP and lbs. per hour
3. Show maximum and minimum working pressures, and whether pressure reducing valves are required as accessories
4. Show any variations caused by use of different types of gas (natural, LP, butane, etc.)
5. Provide water quality characteristics requirements for filtered water

Electric

1. Show complete connected load (not list consumption power requirements)
2. Provide voltage, phase, amps, and watts. List all electrical configuration options
3. List minimum circuit amperage and note if a dedicated circuit is required
4. Include plug connection (NEMA configuration)
5. Include wiring requirements (3, 4 or 5 wire service)
6. For connections with multiple wires, show KW and amps per line so that it can be determined if loading is balanced.
7. Note unusual wiring requirements. Show whether provided with internal fusing, push button, and recommend necessary disconnect switches, etc.

Ventilation

1. Exhaust requirements – CFM
2. Static pressure at outlet – Inches
3. Connection size – Inches

Special Requirements

1. For items that reject heat, provide latent and sensible heat rejection (BTU)
2. Show minimum door entry clearances.
3. Note what is not standard, but essential to proper operation
4. Note gauges, finishes, and characteristics of materials (i.e. 16 gauge type 304 stainless steel)
5. If refrigeration is present, include refrigerant type, charge amount, and capacity (BTU/H)
6. Indicate number of cartons/crates for each item where on-site assembly is required

Additional Recommendations

Recommendations for specification sheets, specifications, and advertising:

Specification Sheets

- Design individual specification sheets so they can be easily read when emailed, photocopied, scanned, or faxed. Use high-contrast colors with white/light backgrounds for ease of copying.
- Multiple models can be included on the same cut sheet if they are substantially similar (i.e. a 24”, 36”, and 48” wide heated shelf). Different models should have their own cut sheet if they are very different (i.e. an electric dishwasher vs a steam dishwasher).
- On the first page, clearly identify what differentiates the model from others (i.e., gas vs electric).
- Ensure all text and dimension markers are legible and do not overlap with other information.

Catalogs

- Leave blank space to identify the local rep and factory personnel (technical, service, parts, quotations, etc.).
- On price lists, include a photo or line drawing of the equipment.

CAD Blocks & Revit Families

- Provide CAD blocks (plans and relevant elevations) and Revit families for all equipment.
- For CAD, conform with FEDA layer recommendations. Create CAD blocks natively in CAD; do not convert from Revit or other software.
- For Revit, conform with FCSI recommendations.

Marketing Materials

- On advertising materials, illustrate the 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 representing capacities, output and performances.
- When featuring a project, include credits for the design consultant and installing designer. Get permission from the client, as the project may be confidential.