AI That Works for New Roc

Ask Better Questions, Get Clearer Answers

Evis Plaku

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Answer your toughest document questions faster; and know they're right

— **Find** that buried clause or requirement in seconds, not hours

— Get a clear **summary** with proof of where the answer came from

— Use the **same** simple **method** on any document: specs, contracts, emails

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We handle hundreds of pages daily.
AI can help us work smarter

— Searching a 200-page spec for one submittal requirement? AI finds it **fast**

— **Comparing** old and new contract language? AI spots the differences

— **Writing** a status email from meeting notes? AI drafts it in seconds

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AI shines at spotting patterns, writing drafts, and pulling out key points

— Turn a dense spec into a **one-page** "Spec at a Glance" **summary**

— **Extract** all masonry submittals with section numbers into a clean list

— **Draft** a first version of an email, proposal, or scope statement

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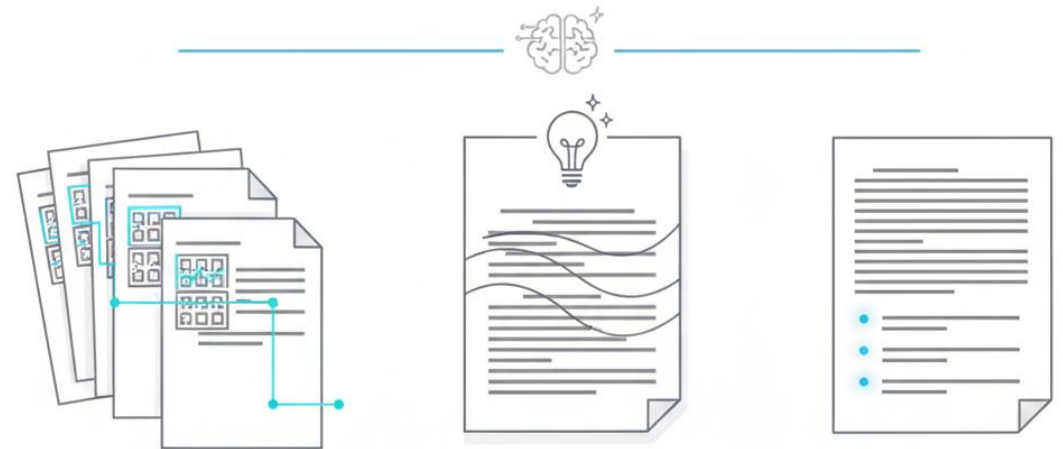
AI can sound confident while getting details wrong. Always double-check

— **Makes up** section numbers or requirements

that sound real but aren't there

— **Confuses** old requirements with new ones

if documents aren't clear

— **Misreads** ambiguous language and may

pick the wrong interpretation

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We always check AI's answer against the original document before using it
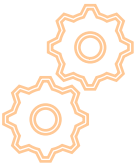
| AI drafts | You check | You Save |

— **Spot** three things: section numbers, exact wording, and dates or changes

— If AI's answer doesn't match the PDF, that's normal; **edit** and **correct**

Your Toolkit Today

Three simple tools: ChatGPT to ask questions, PDF to verify, notes to save

— ChatGPT: Ask your questions, get answers
with references to check

— PDF viewer: Jump straight to sections and
confirm what ChatGPT said

— Shared notes: Save verified summaries and
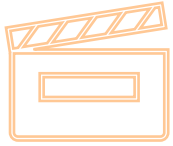link them back to source files

Five simple parts:
what you want, why, limits, format, and proof

What	Why	Limits	Format	Proof
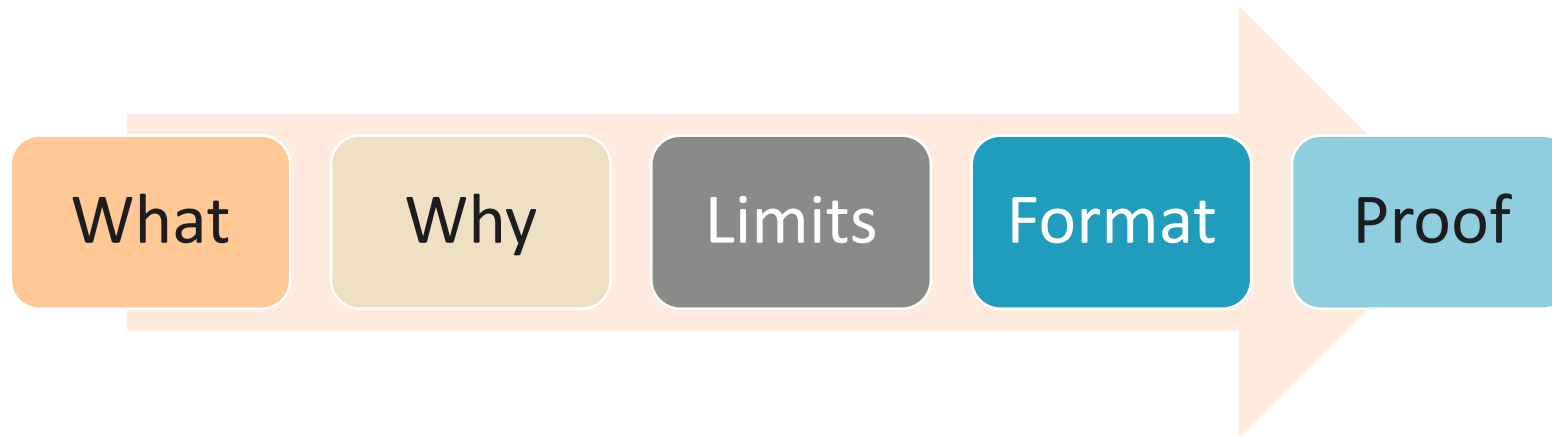
— Every question follows the same **five-step structure**, every time

— **Better questions** to AI = clearer, more **useful answers** back

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Start with a clear action:
Summarize, List, Extract, Find, or Explain

— ❌ Vague: "Tell me about masonry."   ✅ Clear: "List masonry requirements."

— ❌ Vague: "What does the contract say?"   ✅ Clear: "Find the payment terms."

TASK → Context → Constraints → Output → Verification

— **Be specific**: vague questions get vague answers

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Explain where the info lives and why you need it. AI will focus better

— "This is a New York City facade specification for a high-rise building."

— "I need this to prepare a bid estimate and timeline."

Task   **CONTEXT**   Constraints   Output   Verification

— Context helps AI understand what's important and avoid off-topic answers.
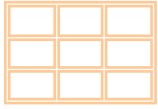
Tell AI what to ignore
so it doesn't mix up old and new info

- "Only look at Section 3. **Ignore** historical notes and appendices."
- "**Focus** on current requirements, not superseded or alternative options."

Task   Context   **CONSTRAINTS**   Output   Verification
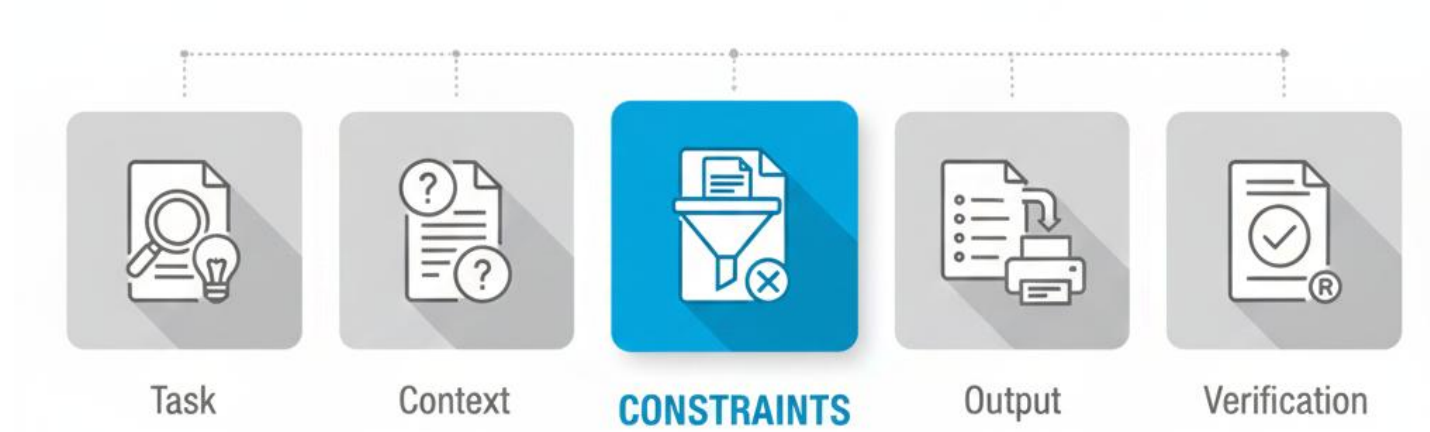
- **Constraints** prevent AI from wandering or pulling outdated information

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Tell AI the shape: table, bullet list, paragraph. Ready to use

— "Give me a **table**: Section, Item, Requirement, Page Number."

— "**Bullet list** with section numbers so I can find each one."

Task   Context   Constraints   OUTPUT   Verification
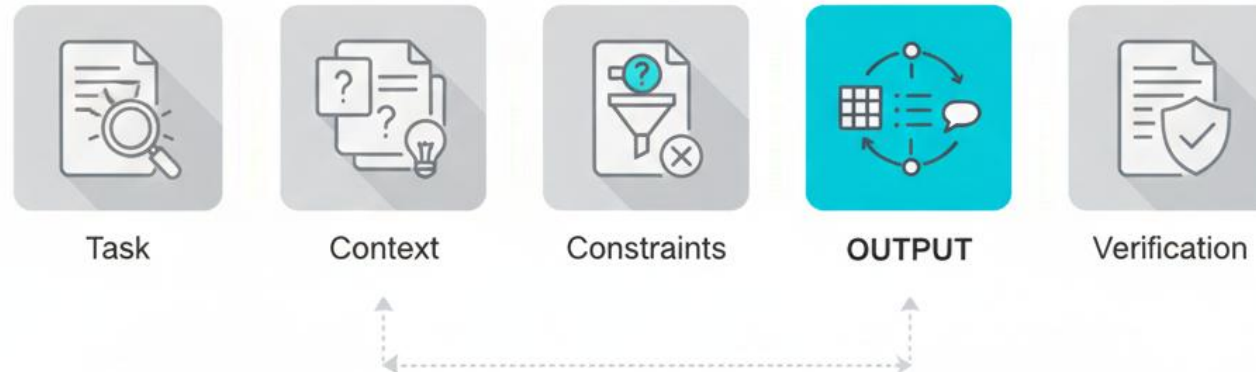
— **Right format** means you can copy straight into Excel or your notes

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Tell AI to show you **where each answer came from** in the document

- "**Show** me which section and page number for each requirement."
- "**Quote** the exact wording so I can check it matches the PDF."

Task Context Constraints Output **VERIFICATION**
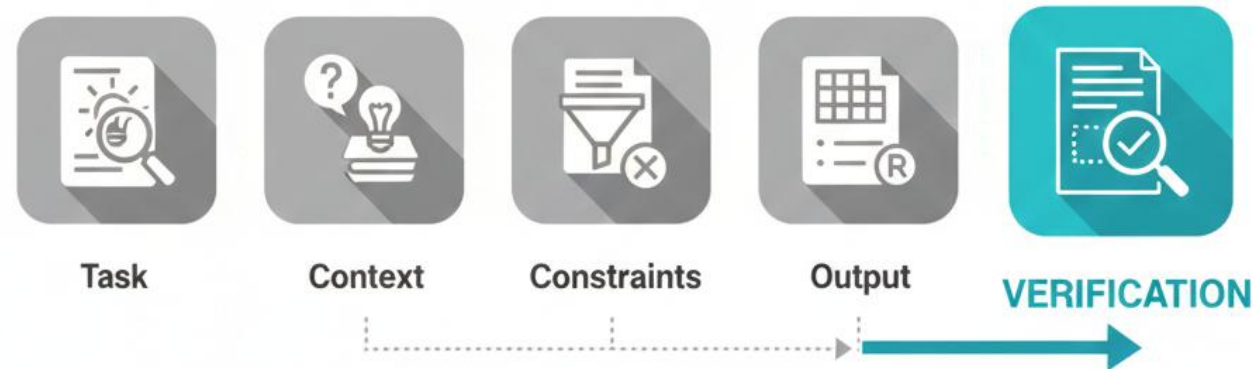
- This is the key: you always **know exactly** where to look to verify
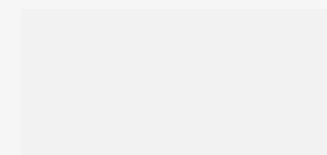
A real prompt that uses all five steps.
Imitate this pattern

— **Task**: "List all masonry submittal requirements."

— **Context** + **Constraints**: "From the NYC facade spec, Section 3 only"

TASK → CONTEXT → CONSTRAINTS → OUTPUT → VERIFICATION

— **Output** + **Verification**: "Format as a table with

Section, Item, Requirement, and page number for each."

Live Demo

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Documents can be over 1,000 pages.
We'll break into sections, ask AI, then verify

— Real New Roc spec, real question,

real verification process on screen

— You'll see where AI gets it right, where it

needs correction, how we fix it

— Same method works for any section in

any spec or contract

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140 E. Prospect Ave.
Mount Vernon, New York 10550

VOLUME 1: DIVISIONS 00 - 14

1234 pages

2 volumes
33 divisions

PERKINS —EASTMAN

REVISED SUBMISSION: OCTOBER 30, 2025

DESIGN DEVELOPMENT
October 24, 2025
PE Project 0074871

Over 1,000 pages means we can't ask ChatGPT to read the whole thing

— Extract one section first (e.g., Section 013300 Submittals, about 20 pages)

— Copy that section into ChatGPT; tell it to focus only on that

— Results are cleaner, faster, and easier to verify because scope is clear

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We'll extract one section and ask a specific question about what's required

— 5-step prompt: task, context, constraints, format, verification

Section 013300
(Submittals)

Section 014000
(Quality & Testing)

Section 014339
(Mockups)

Extract | Ask AI | Get template | Use in project

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Create habits to separate vague answers from clear, usable, verifiable results

— Be specific about what you want

❌ "Tell me about submittals"
✅ "List submittal requirements with section numbers"

— Set clear limits on scope

❌ "Read the whole spec"
✅ "Use only Section 013300, ignore alternatives"

— Say exactly how you want the answer

❌ "Summarize it"
✅ "Table with columns: Requirement, Section, Page, Notes"

— Always ask for proof

❌ "Give me a list"
✅ "Cite the exact section and page for every item"

Group Challenge

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You'll work in small teams.
# Extract a section, craft a prompt, verify, correct

— Each group gets one real task: submittal checklist or mockup hold points + testing matrix

— You write the 5-step prompt together, run it in ChatGPT, then verify in the PDF

EXTRACT

PROMPT

VERIFY

CORRECT

Your prompt, your output, proof you verified it, one thing you corrected

— Your 5-step prompt

— Your output (checklist/table with section references): screen share

— Your verification story: "ChatGPT said X, we checked the spec, found it was Y, so we corrected it."

Key Lessons
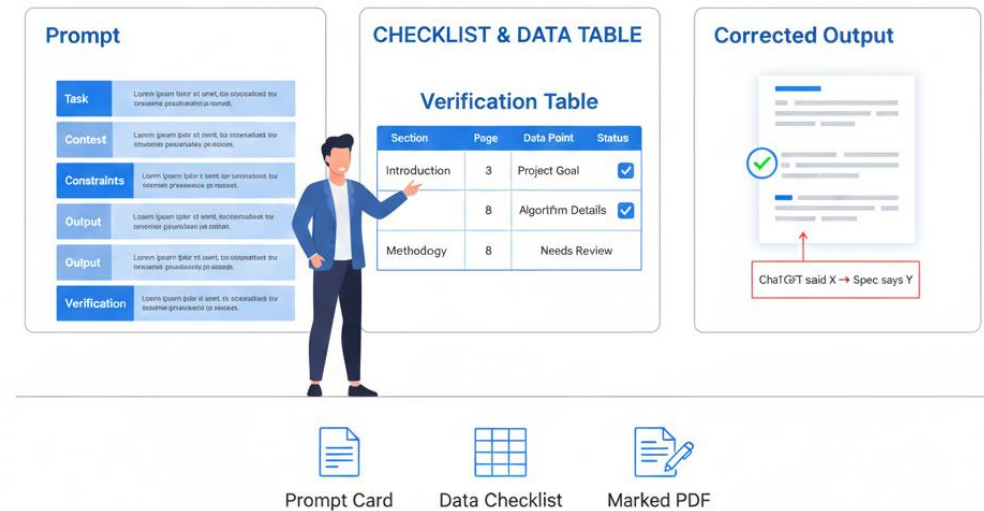
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Treat AI as a fast research assistant,
never as the final answer

— It helps us **find** and **summarize**,
but it still makes **mistakes**

— Our job is to **check** everything
against the original spec or contract

— We always **save answers** with
section references, page numbers, and links

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One simple five-step pattern works
on almost any document we handle

— Same steps for specs, contracts, SOPs,
and long email threads

— Clear **task**, **context**, **limits**, **format**,
and **proof** get better answers

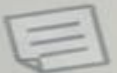— You can start using this pattern
on your real projects

TASK   CONTEXT   CONSTRAINTS   OUTPUT   VERIFICATION

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Your questions and examples will shape the playbook we build together

— What part of today felt most useful for your real projects?

— Where do you still feel unsure about using this method?

THANK YOU