

# **CONSTRUCTION TERMS**



### A/C

An abbreviation for air conditioner or air conditioning

### A/C Condenser

The outside fan unit of the Air Conditioning system. It removes the heat from the freon gas and "turns" the gas back into a liquid and pumps the liquid back to the coil in the furnace.

#### A/C Disconnect

The main electrical ON-OFF switch near the A/C Condenser.

#### **Aerator**

The round screened screw-on tip of a sink spout. It mixes water and air for a smooth flow.

### Aggregate

A mixture of sand and stone and a major component of concrete.

### Air space

The area between insulation facing and interior of exterior wall coverings. Normally a 1" (25 mm) air gap.

### Air barrier

The combination of durable, structurally supported and impermeable materials incorporated into the building envelope, continuous around the interior conditioned volume of the building (inclusive of ceiling, exterior walls, windows, doors, foundation walls and floors), and sealed together to stop the indoor-outdoor movement of air.

### **Amortization**

The duration of a payment plan by which a loan is reduced through monthly payments of principal and interest.



### **Anchor bolts**

Large threaded bolts cast into concrete footings to receive structural steel or bolts to secure a wooden sill plate to concrete, or masonry floor or wall.

#### **Architect**

One who has completed a course of study in building and design and is licensed by the state as an architect. One who draws up plans.

### Area wells

Corrugated metal or concrete barrier walls installed around a basement window to hold back the earth.

# Assembly area / Muster Station

A meeting or gathering spot in the event of an emergency

### **Assessment**

A tax levied on a property, or a value placed on the worth of a property.

### **Authorized personnel**

Having official permission or approval to negotiate contractual issues and/or personnel permitted on site.

### **Backfill**

The replacement of excavated earth into a trench around or against a basement /crawl space foundation wall. Typically, free draining granular products.

### **Backflow preventer**

A device to prevent the flow of fluids in the upstream direction of a pipe.

# **Backing**

Frame lumber installed between the wall studs to give additional support for drywall or an interior trim related item, such as handrail brackets, cabinets, and towel bars. In this way, items are screwed and mounted into solid wood rather than weak drywall that may allow the item to break loose from the wall. Carpet backing holds the pile fabric in place.



#### **Backout**

Work the framing contractor does after the mechanical subcontractors (Heating-Plumbing-Electrical) finish their phase of work at the Rough (before insulation) stage to get the home ready for a municipal frame inspection. Generally, the framing contractor repairs anything disturbed by others and completes all framing necessary to pass a Rough Frame Inspection.

#### **Bar Joist**

An open-web, flat truss structural member used to support a floor or roof structure. The web section is made from bar or rod stock, and chords are usually fabricated from 'T' or angle sections.

#### **Baseline**

A line of known length and position that is used as a basis for establishing the locations of buildings, paths and other\_site installations.

### **Benchmark**

The elevation of a known point from which all other new elevations are established.

#### **Batten**

Narrow strips of wood used to cover joints or as decorative vertical members over plywood or wide boards.

#### **Batterboard**

A board set adjacent to an excavation and used as a reference point to level and align the work.

### **Beam**

A structural member transversely supporting a load. A structural member carrying building loads (weight) from one support to another. Sometimes called a "girder".

### **Bearing wall**

A wall that supports any vertical load in addition to its own weight.

#### **Bedrock**

The solid surface of the earth either exposed or covered with overburden soils.



# **BC Building Code**

The BC Building Code applies to the construction of buildings; including extensions, substantial alterations, buildings undergoing a change for occupancy, "green" building specifications, and upgrading of buildings to remove an unacceptable hazard. It applies the core concepts of the National Building Code, combined with elements specific to BC's unique needs.

#### Bid

A formal offer by a contractor, in accordance with specifications for a project, to do all or a phase of the work at a certain price in accordance with the terms and conditions stated in the offer.

### **Bid Process**

The bid process begins with an Owner or Developer deciding to build a new structure or modify or add to an existing structure or property. The Owner or Developer contacts an Architect, and the Architect converts the Owner's needs to set of plans, specifications, qualifications, and requirements in the form of a bid package. The bid package is then made available to the construction industry for pricing of the project. The qualified contractor submitting the lowest bid is usually awarded the contract.

#### **Block out**

To install a box or barrier within a foundation wall or footing to prevent the concrete from entering an area. For example, foundation walls are sometimes "blocked" for mechanical pipes to pass through the wall, to install a crawl space door, and to depress the concrete at a garage door location.

### **Blown insulation**

Fiber insulation in loose form and used to insulate attics and existing walls where framing members are not exposed and access is limited.

# Blue print(s)

A type of copying method often used for architectural drawings. Usually used to describe the drawing of a structure which is prepared by an architect or designer for the purpose of design and planning, estimating, securing permits and actual construction.

### **Boom/Boom lift**

A truck used to hoist heavy material up and into place. To put trusses on a home or to set a heavy beam into place.



#### **Brace**

An inclined piece of framing lumber applied to wall or floor to strengthen the structure. Often used on walls as temporary bracing until framing has been completed.

# **Breaker panel**

The electrical box that distributes electric power entering the home to each branch circuit (each plug and switch) and composed of circuit breakers.

### **Building envelope**

A building envelope is the physical separator between the conditioned and unconditioned environment of a building including the resistance to air, water, heat, light, and noise transfer.

# **Building inspector**

Construction and building inspectors ensure that construction meets local and national building codes and ordinances, zoning regulations, and contract specifications.

### **Bulkhead**

- (1) An enclosed space below a ceiling that may conceal services.
- (2) A structure above the roof of any part of a building enclosing a stairway, tank, elevator machinery, or ventilating apparatus, or any part of a shaft that extends above the roof.
- (3) A sloping door or doors affording entrance to a cellar from outside a building.
- (4) Used to divide a large continuous foundation wall into manageable sections for concrete pours.

#### **Buttress**

A structural element built perpendicular to a wall in order to resist lateral thrusts.

### Cap

The upper member of a column, pilaster, door cornice, molding, or fireplace.

### Cap flashing

The portion of the flashing attached to a vertical surface to prevent water from migrating behind the base flashing.

### **Catch basin**

A sub grade chamber usually built at the curb line of a street for the admission of surface water to a storm sewer or subdrain and that has a sediment sump designed to retain solids and other deleterious materials.



### **Caulking**

A flexible material used to seal a gap between two surfaces e.g. between pieces of siding or the corners in bathtub walls. (2) To fill a joint with mastic or asphalt plastic cement to prevent leaks.

# **Ceiling joist**

One of a series of parallel framing members used to support ceiling loads and supported in turn by larger beams, girders or bearing walls. Also called roof joists.

#### **Chalk Line**

A line made by snapping a taut string or cord dusted with chalk. Used for alignment purposes

#### Circuit

The path of electrical flow from a power source through an outlet and back to ground.

### **Circuit Breaker**

A device which looks like a switch and is usually located inside the electrical breaker panel or circuit breaker box. Can shut off power to whole house or different parts of it.

### **Civil Construction**

It is a branch of Civil Engineering involved with the maintenance, design and construction of both natural and physically built environments such as roads, railways, buildings, water reservoirs, subdivisions, airports, bridges, sewer systems, tunnels and dams.

### **Cleanout**

- (1) An opening in the chimney below the entrance of the flue pipe to enable residue removal.
- (2) The access point on a sub surface pipe system.

### Column

A vertical structural compression member which supports loads.

#### **Conduction**

The direct transfer of heat energy through a material.

### Conductivity

The rate at which heat or electrical current is transmitted through a material.

#### Conduit, electrical

A pipe, usually metal, in which wire is installed.

#### **Construction bite**

The area on a construction site where you are most likely to get hurt. Ex Working around heavy machinery or equipment.



#### Contractor

A company licensed to perform certain types of construction activities.

# **Control joint**

A joint tooled or cut into the surface of concrete in order to control the location of cracks due to expansion and contraction.

### Cripple

Short vertical 2" (50 mm) by 4" (100 mm) or 6" (150 mm) frame lumber installed above a window or door.

#### **Curtain wall**

A thin wall whose weight is carried directly by the structural frame of the building and which supports no vertical load other than its own weight.

### **Datum Line**

(Plural datum lines) (engineering) A line which serves as a reference or base for the measurement of other quantities.

# **Damp proofing**

The black, tar like waterproofing material applied to the exterior of a foundation wall.

# **Damper**

A plate or vanes installed within a duct or venting system, or within registers, to control the flow of air.

#### **Datum line**

In surveying, the base line from which all lines or levels are taken.

### **Dress lumber**

To plane one or more sides of a piece of sawn lumber.

#### **Ducts**

The heating system. Usually round or rectangular metal pipes installed for distributing warm (or cold) air from the furnace to rooms in the home. Also, a tunnel made of galvanized metal or rigid fiberglass, which carries air from the heater or ventilation opening to the rooms in a building.

#### **Dunnage**

Loose wood, matting, or similar material used to keep a cargo in position.

#### **Eaves**

The horizontal exterior roof overhang.



### **Electrical Rough In**

Work performed by the Electrical Contractor after the plumber and heating contractor are complete with their phase of work. Normally all electrical wires, and outlet, switch, and fixture boxes are installed (before insulation).

### **Elevation**

- 1. The two-dimensional face of a building represented on architectural drawings.
- 2. The reference to height or contour in relation to datum.

#### **Excavate**

To dig or scoop out earth as for a foundation, underground services, etc.

#### **Fascia**

Horizontal boards attached to rafter/truss ends at the eaves and along gables. Roof drain gutters

### Fire-resistive or Fire rated

Applies to materials that are not combustible in the temperatures of ordinary fires and will withstand such fires for at least 1 hour. Drywall used in the garage and party walls

### **Flashing**

Sheet metal or other material used in roof and wall construction to protect a building from water.

### Floating wall

A non-bearing wall built on a concrete floor. It is constructed so that the bottom two horizontal plates can compress or pull apart if the concrete floor moves up or down. Normally built on basements and garage slabs.

#### **Foundation**

The supporting portion of a structure below the first-floor construction, or below grade, including the footings.

### Framing

Lumber used for the structural members of a building, such as studs, joists, and rafters.

#### **Fuse**

A device often found in older homes designed to prevent overloads in electrical lines. This protects against fire.

#### Gable

The triangular portion of a wall between the edges of a sloping roof.



#### **General Contractor**

A contractor who enters into a contract with the owner of a project for the construction of the project and who takes full responsibility for its completion, although the contractor may enter subcontracts with others for the performance of specific parts or phases of the project.

### **Glazing**

The process of installing glass, which commonly is secured with glazier's points and glazing compound.

### Grade

Ground level, or the elevation at any given point. Also, the work of leveling dirt, or the designated quality of a manufactured piece of wood.

#### Grain

The direction, size, arrangement, appearance, or quality of the fibers in wood.

### **Ground water**

Subsurface water located within the porous spaces in soil, sediment, and rocks. Groundwater originates from rain and melting snow and ice and is the source of water for aquifers, springs, and wells. The upper surface of groundwater is the water table.

#### Grout

A wet mixture of cement, sand and water that flows into masonry or ceramic crevices to seal the cracks between the different pieces. Mortar made of such consistency (by adding water) that it will flow into the joints and cavities of the masonry work and fill them solid.

# Gyp board

Drywall. Wall board or gypsum- A panel (normally 4' (1.2 m) X 8' (2.4 m) 10' (3 m), 12' (4 m), or 16' (5 m)) made with a core of Gypsum (chalk-like) rock, which covers interior walls and ceilings.

### Header

- (a) A beam placed perpendicular to joists and to which joists are nailed in-framing for a chimney, stairway, or other opening.
- (b) A wood lintel.
- (c) The horizontal structural member over an opening (for example over a door or window).

### **Heat pump**

A mechanical device which uses compression and decompression of gas to heat and/or cool a house.



### Hip

A roof with four sloping sides. The external angle formed by the meeting of two sloping sides of a roof.

#### **HVAC**

An abbreviation for Heat, Ventilation, and Air Conditioning.

### **Hip roof**

A roof that rises by inclined planes from all four sides of a building.

### **Hydro-seeding**

Is a process in which seed, water, fertilizer, amendments and recycled fiber mulches are mixed together and sprayed directly on the ground.

#### I Beam

A steel beam with a cross section resembling the letter 'I'. It is used for long spans as basement beams or over wide wall openings, such as a double garage door, when wall and roof loads bear down on the opening.

## Inspections

A construction inspection is completed by a governing authority typically associated with building codes and standards, or safety.

### Insulation

Any material high in resistance to heat transmission that, when placed in the walls, ceiling, or floors of a structure, and will reduce the rate of heat flow.

### J-Box / Junction Box

A box located where electrical wiring or conduits come together and in which splices may be made.

### **Jack post**

A type of structural support made of metal, which can be raised or lowered through a series of pins and a screw to meet the height required. Basically, used as a replacement for an old supporting member in a building.

#### **Joint**

The location between the touching surfaces of two members or components joined and held together by nails, glue, cement, mortar, or other means.



#### **Joist**

Wooden 2" (50 mm) X 8" (200 mm), 10" (250 mm), or 12" (300 mm) that run parallel to one another and support a floor or ceiling, and supported in turn by larger beams, girders, or bearing walls.

### Kilowatt (kw)

One thousand watts. A kilowatt hour is the base unit used in measuring electrical consumption. Also see watt.

### King stud

The vertical 2" (50 mm) X 6" (150 mm) frame lumber (left and right) of a window or door opening and runs continuously from the bottom sole plate to the top plate.

#### Lattice

An open framework of criss-crossed wood or metal strips that form regular, patterned space.

## Ledger

(For a Structural Floor) The wooden perimeter frame lumber member that bolts onto the face of a foundation wall and supports the wood structural floor.

#### Lintel

Horizontal structural member that supports the load over an opening such as a door or window.

### Load bearing wall

Includes all exterior walls and any interior wall that is aligned above a support beam or girder. Normally, any wall that has a double horizontal top plate.

### Lock up

The stage of residential construction at which point the walls, windows, and doors are in place, so the structure maybe secured.

#### Lumens

Unit of measure for total light output. The amount of light falling on a surface of one square foot.

### Masonry

Stone, brick, concrete, hollow-tile, concrete block, or other similar building units or materials. Normally bonded together with mortar to form a wall.



#### Millwork

Generally all building materials made of finished wood and manufactured in millwork plants. Includes all doors, window and door frames, blinds, mantels, panel work, stairway components, moldings, and interior trim. Does not include flooring, ceiling, or siding.

#### Mortar

A mixture of cement (or lime) with sand and water used in masonry work.

#### **MSDS** sheets

Abbreviation for 'Material Safety Data Sheet'

#### Mudsill

Bottom horizontal member of an exterior wall frame which rests on top a foundation, sometimes called sill plate. Also, sole plate, bottom member of interior wall frame.

### **Muster Point**

Is a designated place or an area where all employees, passengers, or a large crowd assemble in case of an emergency in an installation, building, public place or a watercraft. It is also known as an emergency assembly point (EAP), or, simply, assembly point.

# **National Building Code (NBC)**

Is a set of rules that specify the standards for constructed objects such as buildings and nonbuilding structures. The main purpose of building codes is to protect public health, safety and general welfare as they relate to the construction and occupancy of buildings and structures. The building code becomes law of a particular jurisdiction when formally enacted by the appropriate governmental or private authority.

### Non-load bearing wall

A wall supporting no load other than its own weight.

### **Overhang**

Outward projecting eave-soffit area of a roof; the part of the roof that hangs out or over the outside wall.

#### **Panel**

A thin flat piece of wood, plywood, or similar material, framed by stiles and rails as in a door (or cabinet door), or fitted into grooves of thicker material with molded edges for decorative wall treatment.

### **Parapet**

A wall placed at the edge of a roof to prevent people from falling off.



#### Particle board

Plywood substitute made of course sawdust that is mixed with resin and pressed into sheets. Used for closet shelving, floor underlayment, stair treads, etc. Also known as DSB.

#### **Partition**

A wall that subdivides spaces within any story of a building or room.

### Perimeter drain

3" (75 mm) or 4" (100 mm) perforated plastic pipe that goes around the perimeter (either inside or outside) of a foundation wall (before back-fill) and collects and diverts ground water away from the foundation.

# **Permeability**

A measure of the ease with which water penetrates a material.

#### **Permit**

A governmental municipal authorization to perform a building process.

### **Pig Tail**

Slang for rebar bond wire.

### **Plenum**

In a forced air system, the ductwork connected to the furnace. The supply air plenum delivers conditioned air from the furnace to the supply air trunk duct. The return air plenum receives air from the return air trunk duct and delivers it back to the furnace. A plenum may be formed by a ceiling or floor space that is used to supply air to, or return air from, a room.

#### Plumb

Exactly vertical and perpendicular.

### Plumb bob

A lead weight attached to a string. It is the tool used in determining plumb.

### Ply

A term to denote the number of layers of roofing felt, veneer in plywood, or layers in built-up materials, in any finished piece of such material.

#### **Post**

A vertical framing member usually designed to carry a beam. Often a 4" (100 mm)  $\times$  4" (100 mm), or a 6" (150 mm)  $\times$  6" (150 mm), or a metal pipe with a flat plate on top and bottom.

### Post-and-beam

A basic building method that uses just a few hefty posts and beams to support an entire structure. Contrasts with stud framing.



#### **Primer**

The first, base coat of paint when a paint job consists of two or more coats. A first coating formulated to seal raw surfaces and accepting of succeeding finish coats.

### **Putty**

A type of dough used in sealing glass in the sash, filling small holes and crevices in wood, and for similar purposes.

### **PVC or CPVC**

Poly Vinyl Chloride-A type of plastic pipe used for water supply lines and waste water drains. Electrical conduit is also manufactured with PVC.

# Quarry

Is a type of open-pit mine in which dimension stone, rock, construction aggregate, riprap, sand, gravel, or slate is excavated from the ground.

### Radon

A naturally-occurring, heavier than air, radioactive gas common in many parts of the country. Radon gas exposure is associated with lung cancer. Mitigation measures may involve crawl space and basement venting and various forms of vapor barriers.

#### Rafter

Lumber used to support the roof sheeting and roof loads. Generally, 2" (50 mm) X 10" (250 mm) and 2" (50 mm) X 12" (300 mm) are used. The rafters of a flat roof are sometimes called roof joists.

### Rebar, reinforcing bar

Ribbed steel bars installed in foundation concrete walls, footings, and poured in place concrete structures designed to strengthen concrete. Comes in various thickness' and strength grade.

### Receptacle

An electrical outlet. A typical household will have many 120-volt receptacles for plugging in lamps and appliances and 240-volt receptacles for the range, clothes dryer, and air conditioners.



# Reinforcing

- (a) Reinforced concrete concrete to which tensile bearing materials such as steel rods or mesh are added for tensile strength and it is used for concrete floors, columns and beams as well as suspended concrete slabs.
- (b) Reinforcing mesh or welded wire mesh a grid of welded steel wires used to resist tension stresses in concrete slabs.
- (c) Reinforcing steel steel bars used in concrete construction to provide tensile strength.

# Re-glaze

To replace a broken window.

# **Relief blasting**

A space for the material from a blast to fall in a specific/safe area.

#### Remediation

Term used to describe the removal of contaminated wastes or hazardous material from a construction project, whether it be the site conditions, an existing building, or an adjacent environmental condition.

### R factor or value

A measure of a materials resistance to the passage of heat. New home walls are usually insulated with 4" (100 mm) of batt insulation with an R value of R-13, and ceiling insulation must achieve an R value of 30.

#### Rise

The vertical distance from the eaves line to the ridge. Also, the vertical distance from stair tread to stair tread (and not to exceed  $7 \frac{1}{2}$ " (200 mm)).

### Riser

Each of the vertical boards closing the spaces between the treads of stairways.

### **Roof hip**

A roof that has all sides sloping up to a centre point or ridge.

# **Rough opening**

The horizontal and vertical measurement of a window or door opening before drywall or siding is installed.

# Rough in

The installation of plumbing, heating, electrical, and/or other items that are situated behind the walls, ceilings, attics or under the basement floor.



### **Rough lumber**

Sawn lumber that has not been planed.

# **Rough opening**

- (1) An unfinished window or door opening, measured between framing members.
- (2) The distance between framing members in an unfinished door or window opening.

### Sealer

A finishing material, either clear or pigmented, that is usually applied directly over raw wood for the purpose of sealing the wood surface.

#### Shake

A wood roofing material, normally cedar or redwood. Produced by splitting a block of the wood along the grain line. Modern shakes are sometimes machine sawn on one side.

### **Sheet metal work**

All components of a house employing sheet metal, such as flashing, gutters, and downspouts.

### Shingles

Roof covering of asphalt. asbestos, wood, tile, slate, or other material cut to stock lengths, widths, and thicknesses.

# **Shoring**

Is the process of temporarily supporting a building, vessel, structure, or trench with shores (props) when in danger of collapse or during repairs or alterations. Shoring comes from shore a timber or metal prop. Shoring may be vertical, angled, or horizontal.

### **Shot Crete**

Sprayed concrete is concrete or mortar conveyed through a hose and pneumatically projected at high velocity onto a surface, as a construction technique. It is typically reinforced by conventional steel rods, steel mesh, or fibers.

### **Siding**

The finished exterior covering of the outside walls of a frame building.

### Sill

- (1) The 2" (50 mm) X 4" (100 mm) or 2" (50 mm) X 6" (150 mm) wood plate framing member that lays flat against and bolted to the foundation wall (with anchor bolts) and upon which the floor joists are installed. Normally the sill plate is treated lumber.
- (2) The member forming the lower side of an opening, as a door sill or window sill.

### Slab, concrete

Concrete pavement, i.e. driveways, garages, and basement floors.



### Slope

The incline angle of a roof surface, given as a ratio of the rise (in inches) to the run (in feet). See also pitch.

#### Soffit

The area below the eaves and overhangs. The underside where the roof overhangs the walls. Usually the underside of an overhanging cornice.

### **Spacing**

The distance between individual members or shingles in building construction.

### Stack (trusses)

To position trusses on the walls in their correct location.

### Story

That part of a building between any floor or between the floor and roof.

### String, stringer

A timber or other support for cross members in floors or ceilings. In stairs, the supporting member for stair treads. Usually a 2" (50 mm) X 12-inch (300 mm) plank notched to receive the treads.

#### Structure

Something built or constructed, as a building, bridge, or dam.

### Stucco

Refers to an outside plaster finish made with Portland cement as its base.

### Stud

A vertical wood framing member, also referred to as a wall stud, attached to the horizontal sole plate below and the top plate above. Normally 2" (50 mm) X 4" (100 mm) or 2" (50 mm) X 6" (150 mm), 8' long (2.5 m) (sometimes 92 5/8"). One of a series of wood or metal vertical structural members placed as supporting elements in walls and partitions.

#### Subfloor

The framing components of a floor to include the sill plate, floor joists, and deck sheeting over which a finish floor is to be laid.

### Sump

Pit or large plastic bucket/barrel inside the home designed to collect ground water from a perimeter drain system.



### **Sump pump**

A submersible pump in a sump pit that pumps any excess ground water to the outside of the home.

#### **Tender**

Construction bidding is the process of submitting a proposal (tender) to undertake or manage the undertaking of a construction project.

# **Tensile Strength**

The ability of a structure or structural member to resist tension.

#### **Tension**

A force that pulls or stretches.

#### **Thermostat**

A device which relegates the temperature of a room or building by switching heating or cooling equipment on or off.

### Top plate

Top horizontal member of a frame wall supporting ceiling joists, rafters, or other members.

### **Torch on roofing**

Refers to the process of using a large torch to partially melt the bottom of the rooftop cap sheet to the previous layers in lieu of mopping on hot asphalt for the adhesion process.

### Transmitter (garage door)

The small, push button device that causes the garage door to open or close.

### Top plate

Top horizontal member of a frame wall supporting ceiling joists, rafters, or other members.

### Trim (plumbing, heating, electrical)

The work that the "mechanical" contractors perform to finish their respective aspects of work, and when the home is nearing completion and occupancy.

#### **Truss**

An engineered and manufactured roof support member with "zig-zag" framing members. Does the same job as a rafter but is designed to have a longer span than a rafter.

### **Undercoat**

A coating applied prior to the finishing or top coats of a paint job. It may be the first of two or the second of three coats. Sometimes called the Prime coat.



# Valley

The concave area formed by the junction of two sloping surfaces of a roof.

# **Vapour Barrier**

Material used in the house envelope to retard the passage of water vapour. (Called a vapor retarder in the U.S.)

# Warping

Any distortion in a material.

# Waste pipe and vent

Plumbing plastic pipe that carries waste water to the municipal sewage system.

# **Water-repellent preservative**

A liquid applied to wood to give the wood water repellant properties.

# **Z-bar flashing**

Bent, galvanized metal flashing that's installed above a horizontal trim board of an exterior window, door, or brick run. It prevents water from getting behind the trim/brick and into the home.

# **Get in touch with BCCA Integrating Newcomers:**

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