## What is *MasterFormat*?



Building Knowledge Improving Project Delivery

# What is MasterFormat?

"MasterFormat is a master list of numbers and subject titles classified by work results or construction practices for organizing information about their requirements, products and activities into a standard sequence."





## The Alternative to MasterFormat?

Without MasterFormat, construction would collapse under information overload and you wouldn't be able to find anything!





# **MasterFormat** Applications

- Specifications or Project Manuals
- Drawings (Keynotes)
- Product literature/data filing
- Facility management/maintenance documents
- Project integration and communication
- Detailed cost estimating/project accounting
- Building Information Model



## How is MasterFormat Organized?

- *MasterFormat* is a master list of titles and numbers used to organize information by **work results**.
- "What is the function in the building or structure?"



# **Organizational Structure**

- Groups (2)
- Subgroups (5)
- Divisions (50) numbered with titles
- Sections, numbered with titles
- SectionFormat (3 parts) (General, Products, Execution)



## Groups, Subgroups, & Divisions

#### **Procurement and Contracting Requirements Group**

**Procurement and Contracting** 

Requirements: Division 00

#### **Specifications Group**

General Requirements Subgroup: Division 01 Facility Construction Subgroup: Divisions 02 - 19 Facility Services Subgroup: Divisions 20 - 29 Site and Infrastructure Subgroup: Divisions 30 - 39 Process Equipment Subgroup: Divisions 40 - 49



## MasterFormat 2012 Structure

#### Procurement and Contracting Requirements Group:

Division 00:

Introductory Information Procurement Requirements Contracting Requirements

#### Specifications Group: General Requirements Subgroup: Division 0:

**General Requirements** 



## **MasterFormat 2012 Structure** Facility Construction Subgroup:

- **02** Existing Conditions
- 03 Concrete
- 04 Masonry
- 05 Metals
- 06 Wood, Plastics, and Composites07 Thermal and Moisture Protection08 Openings
- 09 Finishes
  10 Specialties
  11 Equipment
  12 Furnishings
  13 Special Construction
  14 Conveying Equipment
  15-19 Reserved



## MasterFormat 2012 Structure Facility Services Subgroup:

- 20 Reserved
- **21** Fire Suppression
- 22 Plumbing
- 23 Heating, Ventilating, and Air Conditioning (HVAC)
- 24 Reserved
- **25** Integrated Automation
- **26** Electrical
- **27** Communications
- **28** Electronic Safety and Security
- 29 Reserved



### **MasterFormat 2012 Structure** Site and Infrastructure Subgroup:

- 30 Reserved
- 31 Earthwork
- 32 Exterior Improvements
- 33 Utilities
- **34** Transportation
- 35 Waterway and Marine Construction
- 36-39 Reserved



## MasterFormat 2012 Structure Process Equipment Subgroup:

- **40 Process Integration**
- 41 Material Processing and Handling Equipment
- 42 Process Heating, Cooling, and Drying Equipment
- 43 Process Gas and Liquid Handling, Purification, and Storage Equipment
- 44 Pollution and Waste Control Equipment
- 45 Industry-Specific Manufacturing Equipment
- 46 Water and Wastewater Equipment
- 47 Reserved
- **48 Electrical Power Generation**
- 49 Reserved



# **Sections**

- Sections are within Divisions
- Section numbers are generally 6 digits.
- Additional digits are available for very specific or user defined topics.
- Consider as 3 pairs (plus additional pairs when required).



## 2011 to 2012 MasterFormat Changes

2011 Edition MasterFormat		
2011 SECTION	2011 TITLE	2011 LEVEL
00 45 26	Worker's Compensation Certificate Schedule	3
06 46 29	Wood Fascia and Soffits	3
07 71 19	Manufactured Gravel Stops and Fascias	3
11 61 00	Theater and Stage Equipment	2
12 93 23	Trash and Litter Receptors	3
23 83 26	Gas-Fired Radiant Heaters	3
26 43 13	Transient-Voltage Suppression for Low-Voltage Electrical Power Circuits	3
27 60 00	Wireless Transceivers	2

2012 Edition MasterFormat		
2012 SECTION	2012 TITLE	2012 LEVEL
00 45 26	Workers Compensation Certificate Schedule	3
06 46 29	Wood Fasciae and Soffits	3
07 71 19	Manufactured Gravel Stops and Fasciae	3
11 61 00	Broadcast, Theater, and Stage Equipment	2
12 93 23	Trash and Litter Receptacles	3
23 55 23	Gas-Fired Radiant Heaters	3
26 43 13	Surge Protective Devices for Low- Voltage Electrical Power Circuits	3
27 32 16	Wireless Transceivers	3

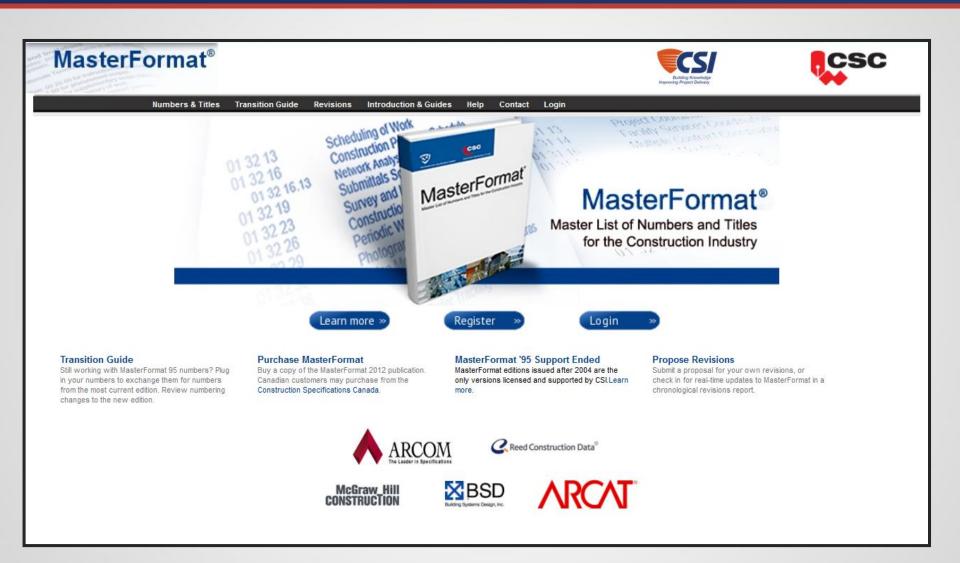


## 2011 to 2012 MasterFormat Changes

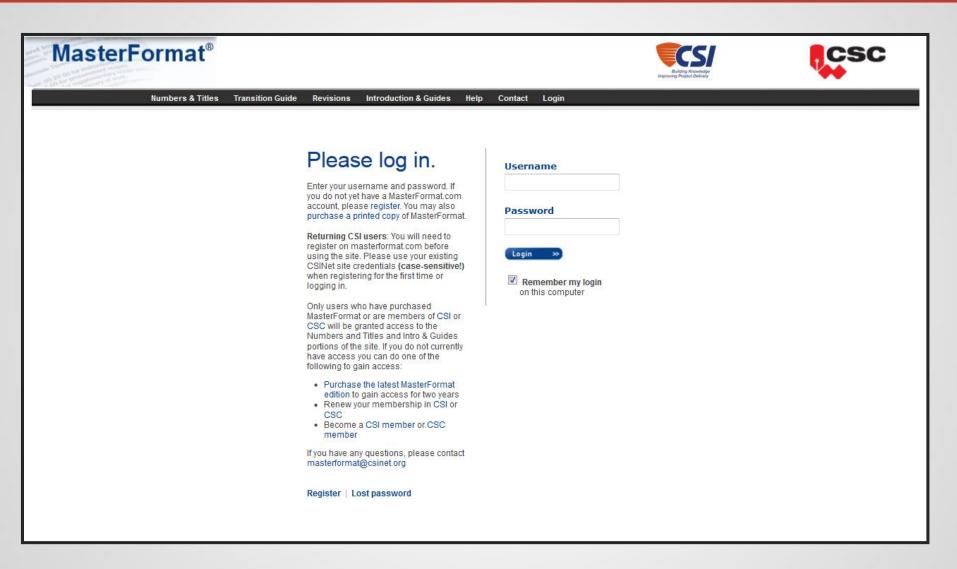
2011 Edition MasterFormat		
2011 SECTION	2011 TITLE	2011 LEVEL
33 36 33	Utility Drainage Field	3
33 47 23	Sanitary Sewerage Lagoons	3
34 77 13	Passenger Loading Bridges	3
34 77 13.13	Fixed Aircraft Passenger Loading Bridges	4
34 77 13.16	Movable Aircraft Passenger Loading Bridges	4
34 77 13.23	Ship Passenger Loading Bridges	4
34 77 16	Baggage Handling Equipment	3
34 77 16.13	Baggage Scanning Equipment	4
34 77 16.16	Baggage Scales	3
34 77 16.19	Baggage Conveying Equipment	3
48 15 13	Windmills	3

2012 Edition MasterFormat		
2012 SECTION	2012 TITLE	2012 LEVEL
33 36 33	Utility Septic Tank Drainage Field	3
33 38 00	Treatment Lagoons	2
34 77 13	Passenger Boarding Bridges	3
34 77 13.13	Fixed Aircraft Passenger Boarding Bridges	4
34 77 13.16	Movable Aircraft Passenger Boarding Bridges	4
34 77 13.23	Ship Passenger Boarding Bridges	4
34 77 00	Transportation Equipment	2
34 77 33	Baggage Scanning Equipment	3
34 77 36	Baggage Scales	3
34 77 39	Baggage Conveying Equipment	3
48 15 13	Wind Turbines	3











MasterForm	at®	Building Knowledge Ingrowing Project Delivey	<b>CSC</b>
Numbers	& Titles Transition Guide Revisions Introduction & Guides Help Contact My Account		
Search for:	MasterFormat Divisions		▲ A A ⊖Saved Searches
Search descriptions and references          Search	00 00 00Procurement and Contracting Requirements01 00 00General Requirements02 00 00Existing Conditions03 00 00Concrete04 00 00Masonry05 00 00Metals06 00 00Wood, Plastics, and Composites07 00 00Thermal and Moisture Protection08 00 00Openings09 00 00Finishes10 00 00Specialties11 00 00Equipment12 00 00Forsing Equipment21 00 00Fire Suppression22 00 00Plumbing23 00 00Heating, Ventilating, and Air Conditioning (HVAC)25 00 00Electrical27 00 00Communications28 00 00Electronic Safety and Security31 00 00Exterior Improvements		No saved searches Saved Numbers & Titles No saved numbers









Numbers	& Titles Transition Guide Revisions Introduction & Guides Help Contact My Account	
Browse Search	Divisions > 07 00 00 Thermal and Moisture Protection	CI AAA
<ul> <li>00 00 00 Procurement and Contracting Requirements</li> <li>01 00 00 General Requirements</li> <li>02 00 00 Existing Conditions</li> <li>03 00 00 Concrete</li> <li>04 00 00 Masonry</li> <li>05 00 00 Metals</li> <li>06 00 00 Wood, Plastics, and Composites</li> </ul>	07 00 00       Thermal and Moisture Protection         07 01 00       Operation and Maintenance of Thermal and Moisture Protection         07 05 00       Common Work Results for Thermal and Moisture Protection         07 06 00       Schedules for Thermal and Moisture Protection         07 08 00       Commissioning of Thermal and Moisture Protection         07 10 00       Dampproofing and Waterproofing         07 20 00       Thermal Protection         07 25 00       Weather Barriers         07 30 00       Steep Slope Roofing         07 40 00       Roofing and Siding Panels         07 50 00       Membrane Roofing	Carrier         Carrier         No saved searches         Carrier         Carrier         No saved Numbers & Titles         No saved numbers
07 00 00 Thermal and Moisture Protection         ③ 08 00 00 Openings         ④ 09 00 00 Finishes	07 60 00Flashing and Sheet Metal07 70 00Roof and Wall Specialties and Accessories07 80 00Fire and Smoke Protection07 90 00Joint Protection	
<ul> <li>         ⊕ 10 00 00 Specialties         <ul> <li>             ± 11 00 00 Equipment         </li> <li>             ± 12 00 00 Furnishings         </li> </ul> </li> </ul>	Propose a Revision	
<ul> <li>13 00 00 Special Construction</li> <li>14 00 00 Conveying Equipment</li> <li>21 00 00 Fire Suppression</li> </ul>		
<ul> <li>22 00 00 Plumbing</li> <li>23 00 00 Heating, Ventilating, and Air Conditioning (HVAC)</li> </ul>		

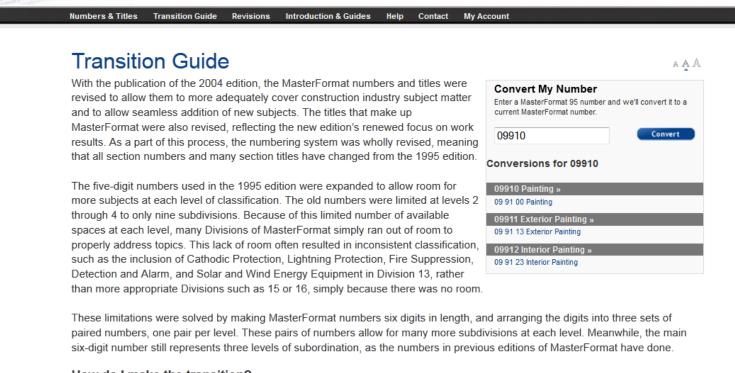


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Numbers	s & Titles Transition G	uide Revisions Introduction & Guides Help Contact My Account		
length Browse 💿 Search		Thermal and Moisture Protection > Roofing and Siding Panels	ലെയവ്	AAA
<ul> <li>① 00 00 00 Procurement and Contracting Requirements</li> <li>① 100 00 General Requirements</li> </ul>		siding, wall panels, and roof panels, with or without integral interior panels or insulation panel assemblies which may include framing, sheathing, insulation, substrates, interior f exterior finish.		Saved Searches No saved searches
O2 00 00 Existing Conditions	May Include	roof and wall panels that are used with a fabricated engineered structure.		CSaved Numbers & Titles
<ul> <li>④ 03 00 00 Concrete</li> <li>④ 04 00 00 Masonry</li> <li>④ 05 00 00 Metals</li> </ul>		See: 03 40 00 for precast concrete panels. 04 25 00 for fabricated masonry panels. 07 21 0 insulation. 08 44 00 for glazed curtain wall spandrel and infill panels. 08 90 00 for louvers 21 16 for gypsum board assemblies. See Also: 13 34 00 for roof and wall panels that are pfabricated engineered structure.	s and vents. 09	No saved numbers
06 00 00 Wood, Plastics, and Composites	07 41 00	Roof Panels		
O7 00 00 Thermal and Moisture Protection		Wall Panels Faced Panels		
<ul> <li>07 01 00 Operation and Maintenance of Thermal and Moisture Protection</li> </ul>	07 46 00	Siding		
• 07 05 00 Common Work Results for Thermal and Moisture Protection	♀ Prop	ose a Revision		
⊕ 07 06 00 Schedules for Thermal and Moisture Protection	🖉 Revise 0	7 40 00 / Add new number within 07 40 00		
<ul> <li>07 08 00 Commissioning of Thermal and Moisture Protection</li> </ul>				



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Numbers 8	Titles Transition Guide Revisions Introduction & Guides Help Contact My Account	
le Browse 🕥 Search	Divisions > 07 00 00 Thermal and Moisture Protection > 07 40 00 Roofing and Siding Panels > 07 42 00 Wall Panels	a A A
<ul> <li>00 00 00 Procurement and Contracting Requirements</li> </ul>	Includes manufactured wall panels and fabricated panel assemblies. fabricated wall panel assemblies including other components such as structural framing, insulation, flashing, and interior finish.	
<ul> <li>⊕ 01 00 00 General Requirements</li> <li>⊕ 02 00 00 Existing Conditions</li> </ul>	Notes See: 04 25 00 for fabricated masonry panels. 07 24 00 for exterior insulation and finish systems.	<ul> <li>No saved searches</li> <li>Saved Numbers &amp; Titles</li> </ul>
⊕ 03 00 00 Concrete	07 42 13 Metal Wall Panels	No saved numbers
🕀 04 00 00 Masonry	07 42 23 Wood Wall Panels	
05 00 00 Metals	07 42 29 Terracotta Wall Panels	
<ul> <li>06 00 00 Wood, Plastics, and Composites</li> </ul>	07 42 33       Plastic Wall Panels         07 42 43       Composite Wall Panels	
<ul> <li>07 00 00 Thermal and Moisture Protection</li> </ul>	07 42 63 Fabricated Wall Panel Assemblies 07 42 93 Soffit Panels	
O7 01 00 Operation and Maintenance of Thermal and Moisture Protection	Propose a Revision	
O7 05 00 Common Work Results for Thermal and Moisture Protection		
07 06 00 Schedules for Thermal and Moisture Protection	Revise 07 42 00 Add new number within 07 42 00	
⊕ 07 08 00 Commissioning of Thermal and Moisture Protection		





#### How do I make the transition?

For users of previous editions of MasterFormat, making the transition to the MasterFormat 2004 edition can seem a daunting task, but like most challenges, it becomes easier when you break it down into smaller steps.

As of November 1, 2010, MasterFormat.com is only accessible to those that have purchased MasterFormat in the past 2 years or who are members of CSI and/or CSC.



**MasterFormat**<sup>®</sup>

## MasterFormat 2012

- Application Guide
- Key Word Index
- Transition Matrix
  - 1995-2012
  - 2011-2012





# Training

- Programs provided by CSI and in collaboration with other organizations.
- Customized in-house training programs and implementation assistance.
- Web-based information and training, including continuing FAQ on CSInet.org.

