

MasterFormat in Ten Easy Lessons

What is MasterFormat 2004?

1. *MasterFormat*TM is a list of standardized numbers and titles for organizing construction bidding and contract requirements, specifications, drawing notes, cost data, and building operations by **work results**.
2. It does **not establish** design disciplines, trade jurisdictions, or product classifications.
3. It has been **proven** through more than 40 years of use.
4. The **revision** in 2004 was necessary to allow for new materials and technologies, increased use in databases, project life-cycle issues, expansion to non-building construction, and flexibility for future developments.

What has changed?

5. The highest levels of organization are **Groups, Subgroups, and Divisions** (see Numbers and Titles list).
 - Quantity of divisions increased from 16 to 35 active divisions (plus 15 reserved for expansion).
 - For continuity, Divisions 03 through 14 (building construction work) remain basically the same.
 - New divisions allow more flexibility for specifying civil, process, and other engineering work.
6. **Section Numbers and Titles:** Numbers and titles are assigned for thousands of work results.
 - Numbers generally have **three pairs of numbers** (6 digits), each pair defining a level of specificity.
 - An optional fourth pair (Level 4) is used for when greater specificity is required.
 - An optional fifth set of characters (Level 5) can be added for user-assigned numbers.
 - Spaces between pairs are optional and should be made with word processing “hard space” function.
 - Titles are work results when practical: “Painting” not “Paints”, “Lighting” not “Luminaries”.

Scope (Old Terms)	Levels	MF 1995	MF 2004
Division	Level 1	11234	11 22 33
Broad Scope	Level 2	11234	11 22 33
Medium Scope	Level 3	11234	11 22 33
Narrow Scope (If Needed)	Level 4	11234	11 22 33.44
User Defined (If Needed)	Level 5	Not used	11 22 33.44.5ABC

7. **Unassigned Numbers:** Unassigned section numbers can be user defined. To avoid conflicts in the future, numbers in reserved divisions should not be used.

Why and How Should I Adopt the New Standard?

8. Benefits of Early Adoption:

- Facility Owner/Manager: **Create database** for use throughout entire building life cycle.
- Designer/Consultant: Be industry leader. Meet **standard of practice**. Better document organization.
- Builder: Be ready for jobs using newer *MasterFormat*. **Improve organization** of cost databases.
- Supplier/Sales Representative: Provide **service to customers** by helping them during transition.
- Individual: Distinguish yourself as an authority. **Advance your career** as a trainer or consultant.
- CSI Chapter/Region: **Education**, chapter programming, membership recruitment, service to industry.

9. **Implementation:** Time and **costs are less if done strategically**. Educate your staff, consultants and clients. Change documents as you use them; most frequently used documents first, or all at once. Hire a consultant if necessary. Lagging behind industry will decrease your efficiency and competitiveness as rest of industry converts.

10. **Transition Resources:** New *MasterFormat* numbers and titles can be **downloaded without charge**. Major master specifications, cost estimating databases, construction reporting services, and product directories are making the transition. US Dept. of Defense and other government agencies have adopted the current edition of *MasterFormat*, as does AIA, GSA, and many other organizations.

MasterFormat GROUPS, SUBGROUPS, AND DIVISIONS

PROCUREMENT AND CONTRACTING REQUIREMENTS GROUP

Division 00 – Procurement and Contracting Requirements
Introductory Information
Procurement Requirements
Contracting Requirements

SPECIFICATIONS GROUP

GENERAL REQUIREMENTS SUBGROUP

Division 01 – General Requirements

FACILITY CONSTRUCTION SUBGROUP

Division 02 – Existing Conditions
Division 03 – Concrete
Division 04 – Masonry
Division 05 – Metals
Division 06 – Wood, Plastics, and Composites
Division 07 – Thermal and Moisture Protection
Division 08 – Openings
Division 09 – Finishes
Division 10 – Specialties
Division 11 – Equipment
Division 12 – Furnishings
Division 13 – Special Construction
Division 14 – Conveying Equipment
Division 15 – Reserved for Future Expansion
Division 16 – Reserved for Future Expansion
Division 17 – Reserved for Future Expansion
Division 18 – Reserved for Future Expansion
Division 19 – Reserved for Future Expansion

FACILITY SERVICES SUBGROUP

Division 20 – Reserved for Future Expansion
Division 21 – Fire Suppression

Division 22 – Plumbing
Division 23 – Heating, Ventilating, and Air-Conditioning (HVAC)

Division 24 – Reserved for Future Expansion
Division 25 – Integrated Automation
Division 26 – Electrical
Division 27 – Communications
Division 28 – Electronic Safety and Security
Division 29 – Reserved for Future Expansion

SITE AND INFRASTRUCTURE SUBGROUP

Division 30 – Reserved for Future Expansion
Division 31 – Earthwork
Division 32 – Exterior Improvements
Division 33 – Utilities
Division 34 – Transportation
Division 35 – Waterway and Marine Construction
Division 36 – Reserved for Future Expansion
Division 37 – Reserved for Future Expansion
Division 38 – Reserved for Future Expansion
Division 39 – Reserved for Future Expansion

PROCESS EQUIPMENT SUBGROUP

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