

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. **Revision** was necessary to allow for new materials and technologies, increased use of databases, project life-cycle issues, expansion to non-building types of 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 34 active divisions (plus 16 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 thousand 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 pair (Level 5) is 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 “Luminaires”.

| Scope (Old Terms) | Levels | MF 1995 | MF 2004 |
|--------------------------|---------|----------|----------------|
| Division | Level 1 | 1 1234 | 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 33.44.55 |

7. **Unassigned Numbers:** Unassigned section number 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: Show firm is industry leader. Meet new industry **standard of practice** and more effectively organize design and construction information.
- Builder: Be ready for jobs using *MasterFormat* 2004. **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** and business as a trainer, or consultant.
- CSI Chapter/Region: Provide **education** and related chapter programs; enhance membership recruitment by sharing information, and serve the industry by being a local resource.

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 transition. US Dept.of Defense and other government agencies have adopted *MasterFormat* 2004, AIA supports the change, and liaisons are being forged with other organizations. A slide show is available, and a Train the Trainer program and other resources are being developed.

Downloads, resources, and discussion forum are at www.csinet.org/masterformat.