

Section No.	Section Title	Section Description
-------------	---------------	---------------------

### DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

000101	Project Title Page	Project Manual title page.
000107	Seals Page	For seals of design professionals on Project Manual.
000115	List of Drawing Sheets	List of Drawings.
000120	List of Schedules	For a list of separately bound schedules.
001113	Advertisement for Bids	For use on public projects.
001115	Advertisement for Prequalification of Bidders	For use on public projects.
001116	Invitation to Bid	For use on private projects.
001153	Request for Qualifications	For use on public projects.
002113	Instructions to Bidders	Incorporates AIA A701 by reference.
002213	Supplementary Instructions to Bidders	For use with AIA A701.
002513	Prebid Meetings	Sets date, time, place, and terms for prebid meetings.
002600	Procurement Substitution Procedures	Substitution procedures during bidding.
003113	Preliminary Schedules	Preliminary schedules.
003119	Existing Condition Information	References documents for survey and as-built information.
003126	Existing Hazardous Material Information	References documents for existing hazardous materials.
003132	Geotechnical Data	References documents for geotechnical data.
003143	Permit Application	Indicates responsibility for building permit application.
004113	Bid Form - Stipulated Sum (Single-Prime Contract)	Fixed price, single prime.
004116	Bid Form - Stipulated Sum (Multiple-Prime Contract)	Fixed price, multiple prime.
004123	Bid Form - Construction Management (Single-Prime Contract)	Fixed price, construction management, single prime.
004126	Bid Form - Construction Management (Multiple-Prime Contract)	Fixed price, construction management, multiple prime.
004133	Bid Form - Cost-Plus-Fee (Single-Prime Contract)	Cost plus, with or without guaranteed maximum.
004313	Bid Security Forms	References AIA A310.
004321	Allowance Form	Attachment for Bid Form.
004322	Unit Prices Form	Attachment for Bid Form.
004323	Alternates Form	Attachment for Bid Form.
004373	Proposed Schedule of Values Form	Attachment for Bid Form.
004393	Bid Submittal Checklist	Attachment for Bid Form.
005100	Notice of Award	For notifying successful bidder.
006000	Project Forms	References Agreement, General Conditions, and administrative forms.
009113	Addenda	For notifying bidders of changes.

### DIVISION 01 - GENERAL REQUIREMENTS

010000	General Requirements	Evaluations: Role of Division 1 Sections, their preparation and coordination.
011000	Summary	Summary of the Work, phased construction, purchase contracts, Owner-furnished products, access to site, and work restrictions.
011200	Multiple Contract Summary	Responsibilities of each contract for the Work, coordination, and temporary facilities and controls.
012100	Allowances	Provisions for cash allowances including lump-sum, unit cost, contingency, and testing and inspecting allowances.
012200	Unit Prices	Provisions for unit prices.
012300	Alternates	Provisions for change-of-scope and cost-comparison type alternates.

N = New U = Update

Section No.	Section Title	Section Description
012500	Substitution Procedures	Procedural requirements for requests for substitutions during construction.
012600	Contract Modification Procedures	Procedural requirements for changes to the Contract.
012900	Payment Procedures	Administrative requirements for Contractor's Applications for Payment.
013100	Project Management and Coordination	Administrative requirements for project meetings; preconstruction, preinstallation, and project closeout conferences; RFIs; and project Web sites.
013200	Construction Progress Documentation	Contractor's Construction Schedule including Gantt charts and CPM schedules; and web-based project software.
013233	Photographic Documentation	Construction photographs, video recordings, and web-based photographic documentation.
013300	Submittal Procedures	Procedures for Action and Informational Submittals including Delegated-Design Submittals and Submittals Schedule.
013591	Historic Treatment Procedures	General protection and treatment of historic spaces.
014000	Quality Requirements	Quality-assurance and -control requirements, special tests and inspections, and Contractor's quality-control plan.
U 014200	References	Common definitions and terms; and acronyms and trade names of associations, government agencies, and other entities referenced in MasterSpec.
015000	Temporary Facilities and Controls	Temporary utilities and facilities for construction support, security, and protection.
016000	Product Requirements	Administrative and procedural requirements for product, material, and equipment selection and handling; warranties; and comparable products.
017300	Execution	General requirements for product installation, cutting and patching, protection, field engineering, and progress cleaning.
017419	Construction Waste Management and Disposal	Salvaging, recycling, and disposing of non-hazardous demolition and construction waste.
017700	Closeout Procedures	Contract closeout including Substantial Completion and Final Completion procedures, warranties, and final cleaning.
017823	Operation and Maintenance Data	Emergency, operation, and maintenance manuals for products and equipment.
017839	Project Record Documents	Record record Drawings, Specifications, and Product Data.
017900	Demonstration and Training	Administrative and procedural requirements for instructing Owner's personnel in operation and maintenance.
018113.13	Sustainable Design Requirements - LEED 2009 for New Construction and Major Renovations	General requirements and procedures for LEED 2009 for New Construction and Major Renovations.
018113.14	Sustainable Design Requirements - LEED v4 BD+C	General requirements and procedures for LEED v4 BD+C.
018113.33	Sustainable Design Requirements - IgCC	General requirements and procedures for IgCC.
018113.43	Sustainable Design Requirements - ASHRAE 189.1	General requirements and procedures for ASHRAE 189.1.
018113.53	Sustainable Design Requirements - Green Globes	General requirements and procedures for Green Globes.

### DIVISION 02 - EXISTING CONDITIONS

024296	Historic Removal and Dismantling	Special types of selective demolition work for historic spaces and surfaces.
028716.13	Bird Excrement Removal	Removal of bird excrement in historic or nonhistoric buildings.

### DIVISION 04 - MASONRY

N = New U = Update

Section No.	Section Title	Section Description
040310	Historic Masonry Cleaning	Cleaning and removing paint from clay and stone masonry.
040322	Historic Brick Unit Masonry Repair	Repairing, patching, and replacing brickwork.
040323	Historic Brick Unit Masonry Repointing	Repointing mortar and sealant joints in brickwork.
040326	Historic Terra Cotta Unit Masonry Repair	Repairing, patching, and replacing terra cotta.
040327	Historic Terra Cotta Unit Masonry Repointing	Repointing mortar and sealant joints in terra cotta.
040336	Historic Treatment of Adobe Masonry	Repairing and replacing adobe units, plaster, and paint.
040342	Historic Stone Masonry Repair	Repairing, patching, and replacing stone.
040343	Historic Stone Masonry Repointing	Repointing mortar and sealant joints in stonework.
040345	Historic Stone Consolidation Treatment	Chemical consolidation to strengthen stone.

### DIVISION 05 - METALS

050371	Historic Decorative Metal Cleaning	Cleaning and removing paint.
050372	Historic Decorative Metal Repair	Repairing, patching, and replacing decorative metals, other than cast iron and sheet metal.
050373	Historic Decorative Metal Refinishing	Integral metal finishes, metallic-plated finishes, and clear protective coatings.
050374	Historic Decorative Metal Replication	Replicating and installing items and assemblies.
050383	Historic Cast Iron Repair	Filling defects, pinning, metal stitching, replacing components, and refinishing.
050385	Historic Treatment of Decorative Formed Metal	Patching, replacing components, and refinishing formed sheet metal.
050387	Historic Treatment of Metal Sculpture	Patching, repairing, and refinishing copper-alloy and cast-iron sculpture.

### DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

060312	Historic Wood Repair	Repairing, patching, and replacing wood components.
--------	----------------------	---

### DIVISION 08 - OPENINGS

080314	Historic Treatment of Wood Doors	Repairing, patching, and replacing primary door components, storm doors, storm vestibules, screen doors, and trim.
080351.23	Historic Treatment of Steel Windows	Repairing, patching, reglazing, and replacing window components and insect screens; new storm windows.
080351.33	Historic Treatment of Aluminum Windows	Including in-place, on-site or off-site repair and custom-fabricated, replacement work matching the existing.
080352	Historic Treatment of Wood Windows	Repairing, patching, reglazing, and replacing window components, storm windows, shutters, insect screens, and trim.

### DIVISION 09 - FINISHES

090320	Historic Treatment of Plaster	Repairing, replacing, and replicating lime and gypsum plasters and cast plaster fabrications.
090353	Historic Treatment of Metal Ceilings	Repairing and replacing damaged components of nail-up, stamped metal ceilings.
090391	Historic Treatment of Plain Painting	Surface preparation, removing paint, and painting with historic or modern paints; staining and varnishing.
090394	Historic Treatment of Decorative Painting	Graining, marbling, stenciling, and striping applied over painted or bare substrates.
090395	Historic Treatment of Artistic Painting	Freehand painting and trompe l'oeil applied over painted or bare substrates.
090398	Historic Treatment of Gilding	Metallic leaf applied over painted or bare substrates.

N = New U = Update

MasterFormat® is produced jointly by The Construction Specifications Institute (CSI) and Construction Specifications Canada (CSC). U.S. copyright is held by CSI and Canadian copyright by CSC. All Rights Reserved. For more information on MasterFormat visit [www.MasterFormat.com](http://www.MasterFormat.com)