

# Architectural Drafting Using AutoCAD

## Introduction to the Construction Specifications Institute (CSI)



The Construction Specifications Institute (CSI) is a group of professionals devoted to the standardization of specification documents used in the architectural, engineering, and construction (AEC) fields. The CSI, together with Construction Specifications Canada (CSC), has created a system of organization for architects, engineers, and contractors called MasterFormat™. The MasterFormat Numbers and Titles standard is a master list of numbered subject titles for organizing information about construction work results, requirements, products, and activities. It facilitates a common filing and retrieval format that can be applied throughout the construction industry.

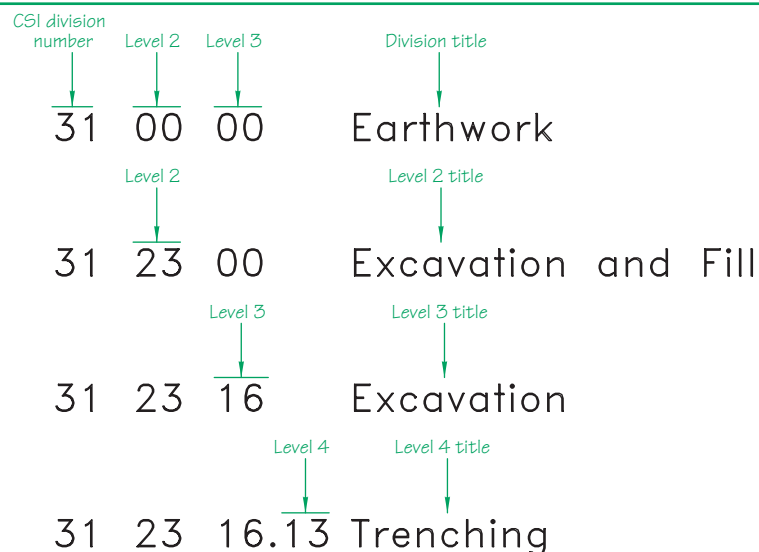
The MasterFormat subject titles are divided into classification levels, with major groupings called divisions. Within each division, there are subgroups. Level 1 numbers are used for the major division titles. Level 2, 3, and 4 numbers are used for specifying increasingly detailed areas of work results. The divisions and levels of the MasterFormat system establish a six-digit numbering system, **Figure 1**. The first two digits for a subject title designate the division number. The second pair of numbers identifies Level 2, and the third pair of numbers refers to Level 3. Level 4 numbers are preceded by a dot and are only used when additional detail is required.

The 50 divisions in the current MasterFormat standard are listed in this reference document. Several division numbers have been reserved to provide space for future expansion by the CSI.

MasterFormat numbering conventions are suitable for use in project manuals, organization of cost data, assigning reference keynotes on drawings, filing product information and technical data, identification of drawing objects, and presentation of construction market data. The Using Keynotes supplemental material document introduces examples of keynotes organized under the MasterFormat system.

For more information about the MasterFormat system, visit the CSI Web site at [www.csinet.org](http://www.csinet.org).

**Figure 1.**  
The MasterFormat numbering system used for the Numbers and Titles standard. Subject titles under each division are organized into levels.



# CSI MasterFormat Divisions

## *Procurement and Contracting Requirements Group*

Division 00 Procurement and 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  
Divisions 15–19 Reserved

### **Facility Services Subgroup**

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

### **Site and Infrastructure Subgroup**

Division 30 Reserved  
Division 31 Earthwork  
Division 32 Exterior Improvements  
Division 33 Utilities  
Division 34 Transportation  
Division 35 Waterway and Marine Construction  
Divisions 36–39 Reserved

## 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 Control Equipment
Division 45	Industry-Specific Manufacturing Equipment
Divisions 46–47	Reserved
Division 48	Electrical Power Generation
Division 49	Reserved