

## **GUIDE FOR WRITING OUTLINE SPECIFICATIONS**

Based on definitions from the AIA Handbook and the CSI Manual of Practice, an outline specification is an itemized list, using brief, concise statements, of significant materials, systems, and equipment and their criteria and levels of quality. Also, any criteria having a special cost impact would be indicated.

Categorize the outline by the appropriate CSI Division, listing all Divisions, even those that are not being used, noting those that will not be used. Also, include Section numbers and titles following the list of possible section numbers and titles found in the CSI Masterformat Master List.

Attached is an example of an outline specification made up of sections from previous projects. Please note that the materials, methods, and systems included here may not be appropriate for every project. Note also, that some section names and numbers may be out of date. The intention of this example is to provide only a general style and content guide for the preparation of an outline specification. Tailor each outline specification to the specific project.