

TBB CSI MASTER FORMAT - 2025

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Key:

Management - \$85/hr

All management will be billed at this rate when coded to a job. When site leads clock into this code, they will also be billed at this rate when coded to a job.

Field - \$75/hr

All field employees/tasks will be billed at this rate, regardless of job title. If they clock into an admin code under a job, they will be billable. If they clock in to Admin / meetings, this will be non-billable.

Overhead – Administrative manager, General Manager and Operations Manager are all overhead, unless clocked into a particular job.

Division 01 – 33

Each item will have a **L** – Labor, **M** – Material, and **S** – Subcontractor cost code attached as needed.

Division 00 – Administration

- **00 – Administrative Tasks**
- **00 – Equipment and Maintenance**
- **00 – Estimating**
- **00 – Financial Tasks**
- **00 – Hiring and Employee Development**
- **00 – Operations**
- **00 – Marketing / Project Development**
- **00 – Meetings**
- **00 – PM Systems**
- **00 – Field Training**
- **00 – Office Training**
- **00 – Holiday**
- **00 – Vacation**
- **00 – Warranty Work**
- **00 – Sick Time**
- **00 – Non – Billable Client Labor (Rework or repair)**

Division 01 – General Requirements

- **01 30 00 Preconstruction Services (L, M, S)**
 - Contract administration
 - Site Visits and Meetings
 - Estimating / Proposal Building
 - Permits and Fees
- **01 31 00 Project Team (L)**
 - Project Principal, Project Manager, Site Lead

- **01 32 00 – Design Assistance (L, M, S)**
 - Plans Reproduction
 - Interior Design
 - Specifications
 - Mock-ups
- **01 40 00 Precon Testing (L, M, S)**
 - Lead and asbestos
- **01 50 00 Temporary Facilities (L, M, S)**
 - Temp Jobsite Office / First Aid Station
 - Temp Storage
 - Temp Jobsite Access
- **01 52 00 Mobilization (L, M, S)**
 - Delivering trailers and tools to site
 - Setting up Jobsite Office
 - Setting up workstations, protecting surfaces, tenting off for dust
- **01 54 00 Rentals (L, M, S)**
 - Temp Sanitation
 - Equipment Rentals
 - Truck or Trailer Rentals
 - Scaffold, Cranes, Hoists
 - Tool Rentals
 - Dumpsters / Construction Recycling
- **01 56 00 Temporary Barriers and Protection (L, M, S)**
 - Fencing, Landscape remediation/protection
 - Surface protection
- **01 66 00 Material Handling and Delivery (L, M, S)**
 - Window and Door Packages
 - Fragile Materials, Art Pieces
- **01 67 00 Consumables (M)**
 - Blades, fasteners, glues, bits, shims, etc.
 - Tarps, garbage bags, plastic sheeting, etc.
- **01 74 00 Cleaning and Maintenance (L, M, S)**
 - Clean Rooms, Cut Stations, Dust Control
 - Progress Cleaning
 - Hauling and Disposing of Construction Debris
 - Final Clean
- **01 92 00 Close Out (L, M, S)**
 - Completions and Corrections (Punch List)
 - Operations and Maintenance Manual
 - Final Inspections and Testing

Division 02 – Existing Conditions

- **02 20 00 Site Surveys (L, M, S)**

- **02 22 00 Existing Conditions Assessment (L, M, S)**
 - Material Testing
 - Geophysical Investigations
 - Subsurface drilling, soil testing, seismic investigations
- **02 41 00 Demolition (L, M, S)**
 - Exploratory, Selective and Full Demo
 - Landscape Removal
 - Structure Moving
- **02 50 00 Site Remediation (L, M, S)**
 - Lead or asbestos / any decontamination work
 - Pest Remediation / Removal

Division 03 – Concrete

- **03 01 00 Concrete Maintenance, Resurfacing, Cleaning, Repair (L, M, S)**
- **03 30 00 Concrete Forming, Cast in Place Concrete, (L, M, S)**
- **03 40 00 Pre – Cast Concrete (L, M, S)**
- **03 35 00 Concrete Finishing (L, M, S)**
- **03 80 00 Concrete Cutting and Boring (L, M, S)**

Division 04 – Masonry

- **04 10 00 Masonry Repair, Maintenance, Reinforcement (L, M, S)**
- **04 20 00 Unit Masonry – Brick, Veneer, Ceramic Glazed Clay, Clay Tile, Terra Cotta (L, M, S)**
- **04 22 00 Concrete Masonry Unit (L, M, S)**
- **04 23 00 Glass Unit Masonry (L, M, S)**
- **04 40 00 Stone Assemblies (L, M, S)**
 - Stone, Marble, Limestone, Granite, Sandstone, Slate, Landscape Stone

Division 05 – Metals

- **05 10 00 Structural Steel (L, M, S)**
- **05 50 00 Metal Fabrications (L, M, S)**
- **05 70 00 Decorative Metals (L, M, S)**

Division 06 – Wood, Plastics and Composites

- **06 10 00 Rough Carpentry (L, M, S)**
 - Structural framing
 - pick-up framing and blocking
 - sheathing
- **06 13 00 Timber Construction (L, M, S)**
- **06 14 00 Decking (L, M, S)**

- Composite, Wood
- **06 20 00 Finish Carpentry (L, M, S)**
 - Millwork
 - Veneer
 - Prefinished paneling
- **06 30 00 Exterior Finish Carpentry (L, M, S)**
 - Soffit
 - Fascia
 - Eaves
 - Stairs and Railing
- **06 40 00 Architectural Woodwork (L, M, S)**
 - Shelving
 - Interior trim, base and casing
 - Stairs and railings
 - Mantles
 - Beam Wraps
 - ornamental woodwork
 - Screens, Shutters
 - Built- ins
 - Ceiling cladding – tongue and groove, paneled, coffered
- **Plastics / composites (L, M, S)**
 - Cladding, trim, acoustic paneling

Division 07 – Thermal and Moisture Protection

- **07 10 00 Waterproofing (L, M, S)**
 - Bituminous, cementitious
 - Built-up Asphalt, coal tar
 - Sheet waterproofing
 - Fluid applied
 - Bentonite
 - Water repellents
- **07 21 00 Interior Insulation (L, M, S)**
 - Insulation – Board, foam board, fibrous board, mineral board, mat, blanket, loose-fill, blown, sprayed, reflective, fluid applied
- **07 22 00 Roof and Deck Insulation (L, M, S)**
 - Roof board, nail base panels, low slope roofing cover board, radiant barriers, foamed in place
- **07 23 00 Weather Resistant Barrier (WRBs) (L, M, S)**
- **07 24 00 Exterior Insulation (L, M, S)**
 - Polymer-based Ext insulation and finish system
 - Polymer-modified Ext insulation and finish system
 - Water-drainage Ext insulation and finish system
 - Direct-applied finish system

- **07 27 00 Air and Moisture Barriers (L, M, S)**
 - Sheet metal membrane air barriers
 - Vapor Barrier
 - Plastic sheet air barriers
 - Board product air barriers
 - Fluid applied membrane air barriers
 - Sprayed foam air barriers
- **07 30 00 Steep Slope Roofing (L, M, S)**
 - Asphalt shingles, fiberglass-reinforced shingles, mineral fiber cement shingles, metal shingles, wood shingles and shakes, composite shingles, plastic shakes
- **07 32 00 Roof Shingles and Shakes (L, M, S)**
 - Clay, concrete, metal, plastic, mineral fiber cement
- **07 41 00 Roofing Panels (L, M, S)**
 - Metal panels, insulated metal panels, plastic panels, composite panels
- **07 42 00 Wall Panels (L, M, S)**
 - Metal, formed, insulated metal panels, wood panels, Cementous panels, tile panels
- **07 46 00 Siding (L, M, S)**
 - Aluminum, steel, zinc, wood, shingles and shake, hardboard, plywood, vinyl, cellular PVC, Insulated, composition, fiber-cement
 - Exterior Door and Window Trim
- **07 50 00 Membrane Roofing (L, M, S)**
- **07 61 00 Sheet Metal and Flashing (L, M, S)**
 - Sheet metal roofing
 - Sheet metal flashing and trim
 - Sheet metal wall cladding
- **07 70 00 Roof Accessories (L, M, S)**
 - Copings
 - Gutters and downspouts
 - Reglets
 - Vents
 - Hatches
 - Walkways and pavers

Division 08 – Openings

- **08 10 00 Doors and Frames – Interior and Exterior (L, M, S)**
 - Wood, composite, metal doors and frames
- **08 30 00 Specialty Doors and Frames (L, M, S)**
 - Sliding Glass Doors and Frames
 - Coiling Doors and Frames
 - Folding Doors and Frames
 - Fire Rated Doors and Frames
 - Access Doors and Frames
- **08 37 00 Garage Doors (L, M, S)**

- **08 44 00 Curtain Walls and Glazed Assemblies (L, M, S)**
- **08 45 00 Translucent Wall and Roof Assemblies (L, M, S)**
- **08 50 00 Windows (L, M, S)**
 - Metal, wood, plastic, composite windows
- **08 56 00 Special function windows (L, M, S)**
 - Pass windows,
 - Storm windows
 - Fire rated windows
 - Sound control windows
- **08 60 00 Roof windows and skylights (L, M, S)**
 - Metal, wood, plastic, composite
 - Protectants, films and screens
- **08 70 00 Door hardware (L, M, S)**
- **08 75 00 Window hardware (L, M, S)**
- **08 80 00 Glazing (L, M, S)**
 - IGU's
- **08 90 00 Louvers and Vents (L, M, S)**
 - Louvers - Motorized, operable, fixed, door
 - Vents – Soffit, roof, wall, flood, explosion

Division 09 – Finishes

- **09 20 00 Plaster and Gypsum Board (L, M, S)**
 - Gypsum board, fire rated, wet rated, fireproofing, exterior rated dense glass
 - Plaster – Lath and Plaster
 - Other Plastering - Cement, adobe, stucco, cement parging, veneer plastering
- **09 30 00 Tile (L, M, S)**
 - Ceramic, quarry, paver, glass, metal, stone. Concrete, brick, porcelain, grout, waterproofing, mortar, thin set
- **09 50 00 Ceilings (L, M, S)**
 - Acoustical, suspended, textured, specialty, coffered
- **09 60 00 Flooring (L, M, S)**
 - Flooring treatment (refinishing, staining, sealing)
 - Installation – laminate, bamboo, cork, acoustic, stone, wood, LVP, terrazzo, fluid applied, carpeting, access flooring
- **09 70 00 Wall Coverings (L, M, S)**
 - Cork, wallpaper, vinyl coated fabric, rigid sheet covering, acoustic, textile, wall carpeting, stone veneer, brick veneer
- **09 90 00 Paints and Coatings (L, M, S)**
 - Interior and Exterior - Paint, stain, decorative finishing, high performance coating, specialty coating

Division 10 – Specialties

- **10 11 00 Visual Display Units (L, M, S)**
 - Chalkboards, Marker boards, wall panel
- **10 28 00 Bath, toilet and laundry accessories (L, M, S)**
 - Closet organizers
 - Shower Glass
 - Bath accessories
 - Mirrors
- **10 30 00 Fireplaces and Stoves (L, M, S)**
 - Gas, wood, electric, manufactured stoves and chimneys
 - Dampers, screens, inserts
- **10 50 00 Storage specialties (L, M, S)**
 - Lockers, benches metal shelving, storage racks, hat and coat racks, utility shelving, wire closet shelving
- **10 70 00 Exterior Specialties (L, M, S)**
 - Flagpoles
 - Grilles and screens
 - Awnings, canopies, gazebos, walkway coverings

Division 11 – Equipment

- **11 30 00 Residential Appliances (L, M, S)**
 - Kitchen, laundry, retractable stairs, ceiling fans

Division 12 – Furnishings

- **12 20 00 Window treatments (L, M, S)**
 - Blinds
 - Curtains and drapes
 - Interior shutters, shades
 - Automatic window operating hardware
- **12 30 00 Manufactured Casework (L, M, S)**
 - Custom Cabinetry
 - Manufactured wood, metal and plastic casework
- **12 36 00 Countertops (L, M, S)**
 - Metal, wood, plastic, laminate, solid surface, stone, marble, quartz
- **12 40 00 Furnishing and Accessories (L, M, S)**
 - Lamps
 - Bath Furnishings
 - Bedroom Furnishings
 - Rugs and mats
 - Seating
 - Office Furnishings
 - Seat and table assemblies

- Pews, benches, systems furniture
- Bicycle racks, planter boxes, lockers, trash receptacles, site seating

Division 13 – Special Construction

- **13 17 00 Hot Tubs / Whirlpools (L, M, S)**
- **13 19 00 Animal Kennels (L, M, S)**
- **13 24 00 Saunas / Steam Rooms (L, M, S)**
- **13 30 00 Specialty Structures (L, M, S)**
 - Prefabricated structures, geodesic domes, sunrooms, post frame buildings, portable/mobile buildings

Division 22- Plumbing

- **22 11 00 Plumbing Rough-in and Trim-Out (L, M, S)**
- **22 41 00 Residential Plumbing Fixtures (L, M, S)**

Division 23 – HVAC

- **23 30 00 HVAC Air Distribution (L, M, S)**

Division 25 – Integrated Automation

- Not applicable at this time

Division 26 – Electrical

- **26 10 00 Electrical Rough-in and Trim-out (L, M, S)**
- **26 50 00 Lighting (L, M, S)**

Division 31- Earthwork

- **31 10 00 Site clearing (L, M, S)**
 - Selective clearing and grubbing
- **31 20 00 Earth Moving (L, M, S)**
 - Grading, excavation and fill
- **31 30 00 Earthwork Methods (L, M, S)**
 - Soil stabilization, rock stabilization, slope protection, shoring and underpinning

Division 32 – Exterior Improvements

- **32 10 00 Bases, ballasts and paving (L, M, S)**
 - Aggregate surfacing, rigid paving, flexible paving, stone paving
- **32 16 00 Curbs, gutters, sidewalks and driveways (L, M, S)**
- **32 30 00 Site Improvements (L, M, S)**

- Fences, screens and gates
 - Retaining walls
- **32 70 00 Wetlands restoration (L, M, S)**
- **32 80 00 Irrigation, irrigation pumps, planting and agricultural irrigations (L, M, S)**
- **32 90 00 Planting (L, M, S)**
 - Turf and grasses
 - Exterior planting
 - Structures
 - Transplanting

Division 33 – Utilities

- **33 10 00 Water Utilities (L, M, S)**
 - Ground water sources
 - Surface water sources
 - Disinfecting Water utility distribution
 - Water Storage Tanks
- Stormwater Control (L, M, S)**
 - Subdrainage
 - Culverts
 - Storm water utility drains
 - Stormwater management
 - Ponds and reservoirs
- **33 20 00 Wells (L, M, S)**
- **33 30 00 Sanitary Sewage (L, M, S)**
 - Sanitary Sewage Piping
 - Sanitary Sewerage equipment
 - Onsite water disposal
 - Septic tanks
 - Overflow control
- **33 50 00 Fuel Distribution Utilities (L, M, S)**
 - Natural Gas Distribution
 - Liquid Fuel Distribution
 - Fuel Storage Tanks
- **33 70 00 Electrical Utilities (L, M, S)**