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## Construction Specifications Institute Construction Documents Technologist Sample Questions (Q65-Q70):

### NEW QUESTION # 65

What does Divisions 02-49 of the construction project manual address?

- A. Procurement instructions
- B. Life cycle activities
- C. Temporary facilities and controls
- **D. Distinct work results areas**

**Answer: D**

### NEW QUESTION # 66

Which of these is NOT a graphical format used to establish order and organization of construction drawings?

- A. Construction Specifications Institute (CSI) Uniform Drawing System
- B. United States National CAD Standard
- **C. MasterFormat**
- D. American Institute of Architects (AIA) CAD Layer Guidelines

**Answer: C**

### NEW QUESTION # 67

Which documents are commonly included as procurement documents?

- A. Contract documents
- **B. Bidding documents**
- C. Project record documents
- D. Consensus documents

**Answer: B**

Explanation:

Comprehensive and Detailed Explanation From Exact Extract (CSI-based)

CSI uses the term "Procurement Documents" to describe the documents used to solicit and obtain offers (bids or proposals) from prospective contractors. In CSI and CDT terminology, these are more commonly referred to in everyday practice as "Bidding Documents." Per CSI's Project Delivery Practice Guide:

\* Procurement (bidding) documents usually include:

\* Solicitation / invitation to bid or request for proposals,

\* Instructions to bidders,

\* Bid forms,

\* Procurement requirements, and

\* Often copies of the proposed Contract Documents (conditions, drawings, specifications) for information and pricing.

When CSI exam and study materials ask what is "commonly included as procurement documents," they treat

"bidding documents" as the proper term among choices like these. So the best answer is:

D). Bidding documents

Why the other options are not correct by themselves:

\* A. Project record documents - These are post-construction documents (record drawings, record specifications, record submittals) used for operations and maintenance, not for procurement.

\* B. Contract documents - While proposed contract documents are often included within the procurement package for pricing and review, the broader category name for the documents used in procurement is still "bidding (procurement) documents."

\* C. Consensus documents - This refers to standard-form agreements produced by organizations (e.g., consensus-documents families), not the general CSI term for the set of documents used in the procurement phase.

Relevant CSI references (paraphrased):

- \* CSI Project Delivery Practice Guide - chapters on Procurement Phase and "Procurement Documents (Bidding Documents)."
- \* CSI CDT Study Materials - topics on document families used in procurement and contracting.

### NEW QUESTION # 68

Which of the following is LEAST important to log when documenting the decision-making process?

- A. Action items with responsibilities assigned and date to accomplish
- B. Date, time, and location of the meeting
- C. List of attendees and who they represent
- **D. Length of time each attendee spent speaking**

**Answer: D**

Explanation:

Good documentation of project decisions (typically in meeting minutes) is essential for traceability, accountability, and later dispute avoidance. CSI-oriented project management procedures and your uploaded construction management documents emphasize that minutes should record, at a minimum:

- \* When the meeting occurred - date, time, location.
- \* Who attended and whom they represent (owner, A/E, contractor, etc.).
- \* What was decided and what remains unresolved.
- \* Action items, assigned responsibilities, and due dates.

These elements are repeatedly included in the sample agendas and minutes procedures in your Construction Management Plan and Project Management Manual, which require minutes and action/open-items lists to be prepared and circulated after key meetings. None of these procedures mention, or require, tracking how long each attendee spoke. That level of granularity does not contribute meaningfully to documenting decisions, responsibilities, or follow-up work. It adds administrative burden without improving clarity or accountability.

Thus:

- \* A (date/time/location) - important context for the record.
- \* B (attendees and representation) - critical to know who agreed to what.
- \* D (action items, responsibilities, dates) - central to the decision-making trail.
- \* C (length of time each attendee spoke) - least important and not standard practice in CSI-based documentation.

So the correct answer is Option C.

CSI-aligned references (no URLs):

- \* CSI Project Delivery Practice Guide - sections on project meetings and documentation.
- \* CSI CDT body of knowledge - "Documenting decisions and maintaining project records."

### NEW QUESTION # 69

In which project phase would outline specifications be created in order to be used as a checklist for further development of the project documents?

- A. Project Conception phase
- **B. Design Development phase**
- C. Schematic Design phase
- D. Construction Documents phase

**Answer: B**

Explanation:

Comprehensive and Detailed Explanation From Exact Extract (CSI-based)

In CSI's project delivery model, the level of development of specifications increases as the project moves through the design phases:

- \* Project Conception - programming, needs assessment, feasibility; little or no formal specifications.
- \* Schematic Design (SD) - conceptual design, basic systems and relationships; CSI now emphasizes Preliminary Project Descriptions (PPDs) as early, performance-oriented spec tools at this stage.
- \* Design Development (DD) - selection and refinement of specific systems and assemblies; this is where outline specifications or expanded PPDs are used as a structured checklist for developing detailed requirements.
- \* Construction Documents (CD) - full, coordinated section-by-section specifications in MasterFormat order, fully detailed to support bidding and construction.

CSI's Construction Specifications Practice and CDT materials explain that outline specifications (or expanded PPDs) in the Design

Development phase play a key role as a checklist and coordination tool.

They:

- \* List major assemblies, systems, and products by specification section.
- \* Identify key performance and quality requirements in a concise format.
- \* Help ensure that nothing is overlooked when moving into full specification writing in the Construction Documents phase.
- \* Support coordination between disciplines (architectural, structural, MEP, etc.) by providing a common list of systems and materials.

Therefore, the phase where "outline specifications are created in order to be used as a checklist for further development of the project documents" is the Design Development phase (Option C).

Why the others are not the best fit:

- \* A. Project Conception phase At this early stage, work is focused on needs, scope, feasibility, and budgeting. Specifications are generally not yet developed to the "outline" level; instead, information is more conceptual and programmatic.
- \* B. Schematic Design phase CSI increasingly promotes Preliminary Project Descriptions (PPDs) during Schematic Design, which are even higher-level and more performance-based than traditional outline specs. While some offices may start outline specs during SD, CSI's standardized view places the checklist-style outline specifications more firmly in Design Development, when system choices are better defined.
- \* D. Construction Documents phase By this phase, specifications are typically developed into full, detailed sections (Part 1-General, Part 2-Products, Part 3-Execution) rather than simple outline checklists. The outline specs or expanded PPDs created earlier in DD have already served their purpose in guiding the development of these full specifications and coordinated drawings.

CSI reference concepts:

- \* CSI Project Delivery Practice Guide - chapters describing the design phases and the evolution from PPDs/outline specifications to full specifications.
- \* CSI Construction Specifications Practice Guide - sections on preliminary specifying, PPD Format, and the role of outline specifications during the Design Development phase.

## NEW QUESTION # 70

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