

# GENERAL, BUILDING AND RESIDENTIAL CONTRACTOR CONTRACT ADMINISTRATION & PROJECT MANAGEMENT

## Examination Reference List

**Valid January 2025 – December 2025**

The answers to the examination questions will be based on the editions listed below. Some of the questions will also be based on field experience and knowledge of trade practices. Editions earlier or later than those listed below can be brought to the examination but AT YOUR OWN RISK. However, only one copy of each reference will be allowed into the examination.

Only original edition reference materials will be allowed for use at the examination, except for the references specifically indicated on the reference list as a PDF.

Reference materials **MUST** be bound and remain bound during the exam. Bound refers to materials permanently bound, as by stitching or glue, and materials securely fastened in their covers by fasteners that penetrate all papers. PDF copies of references **MUST** be bound with ring binders, brads, plastic snap binders, spiralbound notebooks, and screw posts, but not with staples. Writing tablets or electronic tablets are not allowed.

References containing underlining with pen or highlighter may be used. Hand-written and typewritten notes are **NOT** allowed. Existing hand-written notes must be blackened out or removed completely, by the candidate, prohibiting legibility. Moveable tabs (e.g., Post-it® Flags) are **NOT** allowed. You will not be permitted to make any marks in your references during the examination.

**ONLY THESE BOOKS AND MATERIALS MAYBE BROUGHT INTO THE TESTING ROOM:**

Ref #	Titles	
	<p><b>AIA documents are listed below.</b>            The American Institute of Architects, PO Box 60, Williston, VT 05495 or Florida Association of AIA, 104 East Jefferson St., Tallahassee, FL 32301. <a href="https://www.aiacontracts.org/">https://www.aiacontracts.org/</a></p>	
	Document #	Titles
R5	A201	<b><i>General Conditions of the Contract for Construction, 2017.</i></b>
R6	A401	<b><i>Standard Form of Agreement between Contractor-Subcontractor, 2017.</i></b>
R7	A701	<b><i>Instructions to Bidders, 2018.</i></b>

R46	<b>Code of Federal Regulations, (OSHA) 29 Part 1926, July 1, 2024.</b> Government Printing Office Bookstore, 100 West Bay Street, Jacksonville, FL 32202. <a href="http://bookstore.gpo.gov">bookstore.gpo.gov</a> , (Ph 866.512.1800); or <a href="http://www.mancomm.com">www.mancomm.com</a> , (Ph 800.417.2531).
R50	<b>Contractors Manual, 2021.</b> (Includes the 2020 Circular E). Association of Builders and Contractors Institute, Inc., 3730 Coconut Creek Parkway, Coconut Creek, FL 33066, (Ph 866.930.4222)
R85	<b>Principles and Practices of Commercial Construction, 11th Edition, 2024.</b> Prentice-Hall Publishers, 200 Old Tappan, Old Tappan, NJ 07675, (Ph 800.382.3419). <a href="http://www.pearsonstore.com/index.asp?partner_select=49">www.pearsonstore.com/index.asp?partner_select=49</a>
R140	<b>Energy Efficient Building Construction in Florida, 2024.</b> Program for Resource Efficient Communities, Shimberg Center for House, University of Florida, PO Box 110940, Gainesville, FL 32611-0940, (Ph 352.392.5684). <a href="http://www.buildgreen.ufl.edu/">www.buildgreen.ufl.edu/</a>
R247	<b>Building Component Safety Information: BCSI-ED2-D “Guide to Good Practices for Handling, Installing and Bracing of Metal Connected Wood Trusses”, 2020.</b> Truss Plate Institute Inc., 583 D’Onorfio Drive, Suite 200, Madison, WI 53719. <a href="http://www.sbcindustry.com/bcsi.php">www.sbcindustry.com/bcsi.php</a>
	<b>Florida Building Code Books are listed below.</b> International Code Council, Inc., 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (Ph 800.786.4452). <a href="http://shop.iccsafe.org/state-and-local-codes/florida.html">shop.iccsafe.org/state-and-local-codes/florida.html</a>
R200	<b>Florida Building Code - Building, 2023.</b>
R203	<b>Florida Building Code - Accessibility, 2023.</b>
R250	<b>Florida Building Code - Residential, 2023.</b>
R251	<b>Florida Building Code - Existing Building, 2023.</b>
R252	<b>Florida Building Code - Energy Conservation, 2023.</b>

## Suggested Study References for Division One – General, Building and Residential Examinations

The following references are suggested study for the examination only and **MAY NOT** be brought into the testing room or facility for the examination.

R37	<b><i>Builder's Guide to Accounting, 2001.</i></b> Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009. <a href="https://www.craftsman-book.com/books-and-software">https://www.craftsman-book.com/books-and-software</a>
R38	<b><i>Building Estimator's Reference Book, 32nd Edition, 2024.</i></b> Frank R. Walker Company, PO Box 318, 1989 University Lane, Unit "C", Lisle, IL 60532. <a href="http://www.frankrwalker.com">www.frankrwalker.com</a>
R52	<b><i>Design and Control of Concrete Mixtures, 17th Edition, 2021.</i></b> Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083. <a href="http://members.cement.org/EBiz55/ProductCatalog/Product.aspx?ID=2737">http://members.cement.org/EBiz55/ProductCatalog/Product.aspx?ID=2737</a>
R83	<b><i>Placing Reinforcing Bars, 10th Edition, 2019.</i></b> CRSI Concrete Reinforcing Steel Institute, 933 North Plum Grove Road, Schaumburg, IL 60173. <a href="https://members.crsi.org/Members/Store/CRSI_Store.aspx?WebsiteKey=02699be0-de91-4daf-885b-af2284ae09c0&amp;665e53c17d08=5#665e53c17d08">https://members.crsi.org/Members/Store/CRSI_Store.aspx?WebsiteKey=02699be0-de91-4daf-885b-af2284ae09c0&amp;665e53c17d08=5#665e53c17d08</a>
R87	<b><i>Application and Finishing of Gypsum Panel Products, GA-216, 2018 Edition.</i></b> Gypsum Association, 810 First Street Northeast, 510, Washington, DC 20002. <a href="http://www.bnibooks.com/gypsum/">www.bnibooks.com/gypsum/</a>