Appendix I – Handover Package and Folder Structure

Table of Content

List of Tables

1.   INTRODUCTION

This appendix provides the instructions for Contractor regarding the as-built file management for submitting the handover package. Contractor shall follow the required folder structure when placing materials and files.

2.   HANDOVER PACKAGE

Contractor shall upload all the handover documents, including O&M document and BIM models, into AIMP. The handover package should contain at least the following materials and filed in respective folders in below table. Contractor shall also ensure that the content in PDF format shall be searchable.

A .zip file which serves as a template for the folder structure can be downloaded from below link to assist Contractor to copy their handover documents into required folders.

https://www.emsd.gov.hk/en/engineering_services/project_management_consultancy/highlights_of_work/bim_am/index.html

Table 2-1 Folder Structure for Handover Files

Folder Name	Description of the Folders
📁 [Project Name]	
📁 10_Admin	Stores all document for project management, including contract, BEPs, etc.
📁 BIM Execution Plan	
📁 BIM Standard	
📁 Clash Analysis Report	
📁 Master Information Index	
📁 Progress Meeting	
📁 Meeting Note	
📁 Progress Report	
📁 Site Survey Report	
📁 Others	

Folder Name	Description of the Folders
📁 20_As-built	

📁 21 BIM
    📁 2101 Lift & Escalator
    📁 "
    📁 "
    📁 2199 Others
	21 BIM
	Stores as-built BIM models from all disciplines. Models should be in native format (e.g. .rvt) and viewer format (e.g. .nwd)

📁 22 CAD
    📁 2201 Lift & Escalator
    📁 "
    📁 "
    📁 2299 Others
	22 CAD
	Stores as-built CAD drawings for all disciplines, such as installation details and system schematic etc. Both PDF and editable CAD drawings are required.

📁 23 Objects	23 Objects Stores resources files such as Templates, Title Blocks, Line Styles, Fonts, Material Images and Specific Objects.
📁 24 Point Cloud	24 Point Cloud Stores all panorama photos. The scanned point cloud model shall colorized based on the 360° imagery with accuracy within 1% of reality.
📁 25 360 Photo	25 360 Photo Stores photos per system and equipment which can show the actual location of all E&M equipment on site.

📁 26 Site Photo
    📁 2601 Lift & Escalator
    📁 "
    📁 "
    📁 2699 Others
	26 Site Photo
	Stores photos per system and equipment, e.g., general photo, equipment nameplates and close-up photo showing the location of RFID asset tags.

📁 27 Forge	27 Forge Stores all website link inside a notepad (e.g. .txt) to access the BIM model.
📁 28 PDF	28 PDF Stores all drawings in PDF format.

Folder Name	Description of the Folders
📁 30_O&M Documentation 　📁 301 Lift & Escalator 　　📁 T&C 　　　📁 LIFT-ELL 　　　📁 " 　　📁 O&M 　　　📁 LIFT-ELL 　　　📁 " 　　📁 Catalogues 　　　📁 LIFT-ELL 　　　📁 " 　　📁 Others 　　　📁 LIFT-ELL 　　　📁 " 　📁 " 　📁 " 　📁 399 Others 　　📁 T&C 　　📁 O&M 　　📁 Cataloues 　　📁 Others	All documents related to O&M documents, e.g. T&C reports, catalogues, drawings, certificates etc. **for each Level 2 Equipment** shall be stored in required sub-folders. Details of the folders and sub-folders for all equipment shall be referred to the .zip file. Refer to Section 6.1.3 of BIM-AM SG for the requirement of file mapping to asset.
📁 40_Statutory	Stores all the statutory record, e.g. WR1, ventilation Certificate, FS251, Form 5 of lift, WWO46 etc. under building level.
📁 50_CoBieLite 　📁 Suitable for AIMP 　📁 Suitable for BIM-AM	
📁 60_CCS Spreadsheet 　📁 601 Lift & Escalator 　　📁 To AIMP 　　📁 To CCS 　📁 " 　📁 " 　📁 "	

Folder Name	Description of the Folders
📁 699 Others	
📁 90_Others 📁 Topology 📁 BMS Point Schedule	Stores all other documents which are not classified under the above folders, including the software (e.g. operating system, application software and its software recovery, final version of source codes / scripts etc.), licenses, database, database schema, data flow diagram, suitable training materials (including video) and passwords of all level / rights should be provided if specific computer programme or software is necessary for the operation and maintenance of the installed plant/system.