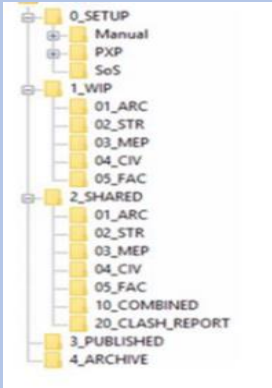


BIM Project Audit Checklist

Project Title  
Project Number  
Discipline  
Central File Name  
BIM Coordinator  
Audit Date  
BIM Manager

Audit Report Number

Number	AUDIT CHECK POINT	EVIDENCE	COMMENT	COMPLIANCE	TARGET COMPLETION DATE	COMPLETION DATE	FEEDBACK
	GENERAL						
1	<div>Windows Explorer organization- Project revit folder structure and naming protocols. (CIC BIM Standard Section 4.1 “BIM Standard shall be stored within the project filling system.”) Below is folder structure of the project. Therefore, if there is a Common Data Environment (CDE) or Ftp in your project... It is suggested that to use the folder structure in PXP Section 6.2.2”Work in Progress”</div> <div></div>						
2	Consultant Incoming CAD files - Consultants in folder						
3	Revit Working File Naming - Refer to Revit naming protocols PXP Section 4.2.4 “Model Naming Structure”- According to BS1192:2007, model naming structure should be followed or as an alternative the file naming convention as below: [Project] – [Author] – [Discipline] – [Type] – [Document Number] – [Building Zone]						
4	File size - File size should not exceed 400MB						
5	Revit version - Refer to Software version 1. CIC BIM Standard Section 1.5.6.1 “The BIM and CAD software and versions that will be used by the design team and contractor shall be agrees before starting the project. 2. PXP Section 6.4 “Software” also mentioned the version of software version.						
6	Project information loaded -Information of project should be completed.						
7	Project browser organization clear						

8	Purged file						
9	Coordinates system According to CIC Standard Section 1.5.5.1 BIM Origin & Orientation, the origin or base point and its orientation of the project shall be based on the project location and its reference to the Hong Kong 1980 Grid (HK1980 Grid) and Hong Kong Principal Datum.						
10	Correct units & rounding. To calculate GFA area, the unit of project should be 0.001m². The unit of length is mm.						
11	Starting view presence - Starting view should be presence.						
12	Starting view necessary information - Please include the information of project in starting view. For example, name of company, project information, project name, project number.						
13	<b><u>INFORMATION AND NAMING</u></b>						
14	Sheet Naming - Refer to CIC Standard "Sheet naming shall be based on the document and drawing numbering protocols established for the project. These names automatically match the text as it appears in the title block and any schedule."						
15	Workset Naming - Refer to Revit naming protocols (CIC BIM Standard Section 2.3.1"... the Collaborative Information Management Standard shall address the model coordination procedures")						
16	Material Naming - suggest the format 'Finish type-Manufacturer-Code-Descriptor'						

17	<p>Line Styles Naming - Refer to Revit line protocols (Please refer to AEC(UK) BIM Protocol for Autodesk Revit Section 8.3 Format of Line Style Name “Company Name-Line Weight-Description”</p> <p>Format of Line Pattern Name “Company Name_Description-Line Weight” )</p>						
18	<p>Callout Tag Naming - Refer to Revit naming protocols (FILP Guideline Section 18 “Suggested Family Type for use with the FLIP system based on FLIP-specific naming convention system and technical consideration for the local market”)</p>						
19	<p>Elevation Tag Naming - Refer to FILP Guideline (FILP Guideline Section 18 “Suggested Family Type for use with the FLIP system based on FLIP-specific naming convention system and technical consideration for the local market”)</p>						
20	<p>Section Tag Naming - Refer to FILP Guideline (FILP Guideline Section 18 “Suggested Family Type for use with the FLIP system based on FLIP-specific naming convention system and technical consideration for the local market”)</p>						
21	<p>Families Naming - Refer to FILP Guideline (FILP Guideline Section 18 “Suggested Family Type for use with the FLIP system based on FLIP-specific naming convention system and technical consideration for the local market”)</p>						
22	<p>System Families -Description &amp; Type Mark Does all the curtain walls, floors, railings, ramps, roofs, stairs &amp; walls have a description and type mark in the parameters?</p>						
23	<p>Levels Naming -Refer to PXP Section 4.2.7, together with the room and space naming a level numbering and naming system should be implemented commonly by all project disciplines.</p>						
24	<p>Views Naming - (CIC BIM Standard Section 4.3.4 “...View naming shall be consistent across all references to that view.”)</p> <p>Format of view naming: Purpose_Scale_Level</p>						
25	<p>View templates use and criteria</p>						

26	View Templates Naming - Refer to Revit protocols						
27	Rooms Naming						
28	Zones Naming						
29	Spaces Naming						
30	PROJECT SETTING						
31	Location of Project - Is true north & project north set up correctly						
32	Share Coordination Setup - Set up projects with correct coordinates system – HK 1980 Grid (CIC BIM Standard Section 1.5.5.1 “The origin or based on the project location and its reference to the Hong Kong Grid (Hong Kong 1980 Grid) and Hong Kong Principal Datum (HKPD).”)						
33	Phases - Project Phases Refer to Revit naming protocols						
34	Phases - Phase Filters Refer to Revit naming protocols						
35	Phases - Graphic Overrides Refer to Revit naming protocols						
36	Review Warnings Are the review warning in the project under 50?						

37	Grid and level Set out - Have the grids and level been set out correctly? Is it DWG or RVT? Is it used by copy monitor?						
38	Reference planes - Have all unnecessary reference planes be deleted and the rest put on to LINKS, SHARED LEVELS & GRIDS						
39	In Place Families - Is there any in place families in the file, if there is, remove them.						
40	Dimensions Types Does the project have any custom dimensions in it, refer to Refer to Revit naming protocols						
41	Text Styles - Does the project have any custom dimensions in it, refer to Refer to Revit text protocols						
42	Line Weights -It is suggested that line weights shall be set according to AEC (UK) BIM Protocol for Autodesk Revit Section 9.5. "The plotted appearance of modelled components shall be represented in a manner that provides 'depth: to the drawing and allows for adequate differentiation of elements cut in section, profile view and priority element "						

43	ARC						
44	Wall joint connections - Is there any rogue wall joint connection in the file?						
45	Walls/floors/ceilings/roofs connections						
46	STR						
47	Foundations connections						
48	Beam/column/slab connections						
49	Structural usage loaded in Structural elements						
50	MEP						
51	BEHAVIOR OF ELEMENTS						
52	Respect LOD agreed (Duct)						
53	Modeled as design-specified size, shape, spacing, and location of duct, dampers, fittings, and insulation for risers, mains, and branches; approximate allowances for spacing and clearances required for all specified hangers, supports, vibration and seismic control that are to be utilized in the layout of all risers, mains, and branches; access/code clearance requirements modeled.						
54	Duct Systems and Duct Type are defined as System Families. Duct Accessories are Loadable Families.						
55	Duct with fixtures/ equipment is modelled.						
56	For Duct System Setting , please refer to EMSD Section 3.5.1.						
57	1. System type name shall consist of the system code and subsystem code separated by a hyphen “-”						
58	For Duct system, system abbreviation shall input sub-system code in EMSD BIM Standard Section 2.4. e.g. EAD.						
59	The description shall input sub-system name in EMSD BIM Standard section 2.4						
60	Rise/Drop symbols setting closest to CSWP standard. (For Drawing production)						
61	Respect LOD agreed (Pipe)						
62	Modeled as design-specified size, shape, spacing, and location of pipe, valves, fittings, and insulation for risers, mains, and branches; approximate allowances for spacing and clearances required for all specified hangers, supports, vibration and seismic control that are to be utilized in the layout of all risers, mains, and branches; access/code clearance requirements modeled.						

63	For Pipe System Setting , please refer to EMSD Section 3.5.2.						
64	System type name shall consist of the system code and subsystem code separated by a hyphen “-”.						
65	System abbreviation shall input Sub-system code in EMSD BIM Standard section 2.4						
66	Description shall input Sub-system name in EMSD BIM Standard Section 2.4						
67	Respect LOD agreed (Cable tray)						
68	Modeled as design-specified size, shape, spacing, and location of raceways, boxes, and enclosures; approximate allowances for spacing and clearances required for all specified hangers, supports and seismic control;						
69	Respect LOD agreed (Overall)						
70	Categories used correctly						
71	Generic model's presence, category undefined?						
72	“mark”, “comment” fields, uses and consistency						
73	Phasing use and criteria						
74	Necessary room information loaded						
75	Necessary zones information loaded						
76	Necessary spaces information loaded						
77	COMMON FOR ALL DISCIPLINES / GENERAL GEOMETRY CHECK						
78	Reference level correct - Set up projects with mPD (Mean Sea Level) Set up projects with mPD (Mean Sea Level) Copy monitor the gridline and level from ARC model (Symbol of copy monitor should be appeared when click the level)						
79	Elements correctly attached (roof, floor, ceiling)						
80	Unnecessary reference planes						
81	VIEW AND SHEET SETUP						
82	Clear view uses (working, deliverables, coord, QC)						
83	Consistent text and annotations sizes						
84	Proper title block information						