

# BIM EXECUTION PLAN – APPENDIX A

## STANDARD METHOD AND PROCEDURES

### FILE NAMING CONVENTION

|                                           |                                     |                         |            |
|-------------------------------------------|-------------------------------------|-------------------------|------------|
| <b>Doc. No.</b>                           | <b>11606-XX-XXX-SP-RHA-AR-00102</b> | <b>Date:</b>            | 01/10/2021 |
| <b>Rev:</b>                               | 0                                   | <b>Purpose Code:</b>    | P02        |
| <b>Document Verification and Approval</b> |                                     |                         |            |
|                                           | <b>Name</b>                         | <b>Role</b>             |            |
| <b>Drafted By:</b>                        | Przemek Raiwa                       | BIM Information Manager |            |
| <b>Reviewed by:</b>                       |                                     |                         |            |
| <b>Approved by:</b>                       |                                     |                         |            |

| Rev. | Status | Date       | Description           | By | Issued To |
|------|--------|------------|-----------------------|----|-----------|
| 0    | P02    | 27/06/2023 | Issued to Design Team | PR | DT        |
|      |        |            |                       |    |           |
|      |        |            |                       |    |           |
|      |        |            |                       |    |           |
|      |        |            |                       |    |           |
|      |        |            |                       |    |           |



## CONTENTS

|                                               |           |
|-----------------------------------------------|-----------|
| <b>1.0 FILE naming</b>                        | <b>3</b>  |
| 1.1. Model File Numbering                     | 3         |
| 1.2. Drawing File Numbering                   | 3         |
| 1.3. Document Files                           | 4         |
| 1.4. Documents Files                          | 4         |
| <b>2.0 FIELDS</b>                             | <b>5</b>  |
| 2.1. Project Code (Mandatory Field)           | 5         |
| 2.2. Element or System Code                   | 5         |
| 2.3. Level Codes                              | 6         |
| 2.4. Information Type Codes (Mandatory Field) | 7         |
| 2.5. Originator Codes (Mandatory Field)       | 8         |
| 2.6. Project Role Codes (Mandatory Field)     | 8         |
| 2.7. Numbering                                | 9         |
| 2.7.1. Number Groups                          | 9         |
| <b>3.0 File metadata</b>                      | <b>11</b> |
| 3.1. General                                  | 11        |
| 3.2. Status codes                             | 11        |
| 3.3. Revision codes and description           | 12        |



## 1.0 FILE NAMING

To conform with I.S. EN ISO 19650-2:2018 clause 5.1.7, all files within the common data environment (CDE), will be assigned a unique identification (ID). The unique ID will be defined using fields separated by the hyphen delimiter and in accordance with figure 1.1. in Table 1.

| Table 1 – Unique ID Convention:                                                                       |   |                                                           |   |                   |   |                         |   |       |   |                  |   |            |   |              |   |        |
|-------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------|---|-------------------|---|-------------------------|---|-------|---|------------------|---|------------|---|--------------|---|--------|
| Project                                                                                               | - | <del>Subproject or Phase</del>                            | - | Element or System | - | <del>Spatial zone</del> | - | Level | - | Information type | - | Originator | - | Project role | - | Number |
| <b>Key</b>                                                                                            |   |                                                           |   |                   |   |                         |   |       |   |                  |   |            |   |              |   |        |
| <div></div>                                                                                           |   | field which should occur in all unique ID's               |   |                   |   |                         |   |       |   |                  |   |            |   |              |   |        |
| <div></div>                                                                                           |   | field which should occur in all unique ID's as applicable |   |                   |   |                         |   |       |   |                  |   |            |   |              |   |        |
| -                                                                                                     |   | delimiter (hyphen - unicode character U+002D)             |   |                   |   |                         |   |       |   |                  |   |            |   |              |   |        |
| <b>Note:</b> “Sub-project or Phase & Spatial Zone” Field will <u>not</u> be included in this project. |   |                                                           |   |                   |   |                         |   |       |   |                  |   |            |   |              |   |        |

### 1.1. Model File Numbering

Model numbering will follow a strict format common to all task teams in order to promote a common language for sharing information. Models shall be named using the following seven fields.

#### Project-Element or System-Level-Type-Originator-Role-Number

| Table 2 – Model File Examples | Title                                |
|-------------------------------|--------------------------------------|
| 11606-ZZ-ZZZ-M3-RHA-AR-00001  | Architect's Building Model           |
| 11606-ZZ-ZZZ-M3-T5P-ME-00001  | Mechanical Engineer's Building Model |
| 11606-ZZ-ZZZ-M3-KMP-SE-00001  | Structural Engineer's Building Model |

### 1.2. Drawing File Numbering

Drawing file (sheet) numbering to follow same format as model numbering.

#### Project-Element or System- Level-Type-Originator-Role-Number

| Table 3 – Drawing File Examples | Title                                          |
|---------------------------------|------------------------------------------------|
| 11606-XX-L00-DR-RHA-AR-11001    | Architect's Ground Floor GA                    |
| 11606-XX-XXX-DR-RHA-AR-10003    | Architect's Site Plan                          |
| 11606-45-L02-DR-RHA-AR-13001    | Architect's Level 02 Reflected Ceiling Plan    |
| 11606-53-XXX-DR-T5P-ME-00001    | Mechanical Engineer's Water Services Site Plan |



### 1.3. Document Files

The document description should be appended to the file name after an underscore ( \_ )

#### Project-Level-Type-Originator-Role-Number

| Table 4 – Document File Examples | Title                                   |
|----------------------------------|-----------------------------------------|
| 11606-XX-XXX-SP-RHA-AR-00101     | BIM Execution Plan                      |
| 11606-XX-XXX-SP-RHA-AR-00001     | Architect's specification               |
| 11606-XX-XXX-RG-RHA-HS-00002     | Health & Safety Manager's Risk Register |

**NOTE: All files uploaded to the Common Data Environment should be accompanied by "Title" attribute – document description. Adding "Title" attribute will be the responsibility of each discipline's BIM Manager.**

### 1.4. Documents Files

Alternatively, the team on individual project, by agreement, and as detailed in the BIM Execution Plan may decide to use a modified numbering strategy for all 'non - model & drawing' related documents which would use only mandatory fields, thus reducing the number of required fields to 5.



## 2.0 FIELDS

### 2.1. Project Code (Mandatory Field)

The project code will consists of five digits. The code to be used for this project, by all parties, shall be **11606**.

| Project Code | Note                                                                  |
|--------------|-----------------------------------------------------------------------|
| <b>11606</b> | This code to applied to all project documents produced by all parties |

### 2.2. Element or System Code

Where this field is applicable to the project, the element or system codes shall be determined at the initiation of the project and shall be limited to 2 characters.

The code '**ZZ**' should be used for information containers associated with multiple elements or systems

The code '**XX**' should be used for information containers that are not associated with any element or system.

The system code is based on Capital Works Management Framework CO1 Note 'How to use the Costing Document (Building Works)'.  
The following list of Elements shall be utilised in the Naming convention:

| Element / System Code        |    |                                         |    |
|------------------------------|----|-----------------------------------------|----|
| <b>Substructure</b>          |    | <b>Mechanical Services</b>              |    |
| Prepared Site                | 10 | Site Services (piped and ducted)        | 50 |
| Ground, Earth Shapes         | 11 | Heating Centre                          | 51 |
| Floors in Substructure       | 13 | Drainage and Refuse Disposal            | 52 |
| Foundations and Rising Walls | 16 | Water Distribution                      | 53 |
| Piled Foundations            | 17 | Gases Distribution                      | 54 |
|                              |    | Space Cooling                           | 55 |
| <b>Structure</b>             |    | Space Heating                           | 56 |
| Site Structures              | 20 | Ventilation and Air Conditioning        | 57 |
| External Walls               | 21 | Other Services (Mechanical)             | 58 |
| Internals Walls, Partitions  | 22 |                                         |    |
| Floors, Galleries            | 23 | <b>Electrical Services</b>              |    |
| Stairs, Ramps                | 24 | Site Services (mainly Electrical)       | 60 |
| Roofs                        | 27 | Electrical Supply and Main Distribution | 61 |
| Frames                       | 28 | Power                                   | 62 |
|                              |    | Lighting                                | 63 |
| <b>Structure Completion</b>  |    | Communications                          | 64 |
| Site Enclosures              | 30 | Security and Protection                 | 65 |



|                                                         |    |                                |    |
|---------------------------------------------------------|----|--------------------------------|----|
| External Walls Completions within Openings              | 31 | Transport                      | 66 |
| Internal Walls, Partitions, Completions within Openings | 32 | Other Services (Electrical)    | 68 |
| Floors, Galleries: Completions                          | 33 |                                |    |
| Stairs, Ramps: Completions                              | 34 | <b>Fixtures &amp; Fittings</b> |    |
| Suspended Ceilings                                      | 35 | Site Fittings                  | 70 |
| Roof Completions                                        | 37 | Display, Circulation Fittings  | 71 |
|                                                         |    | Work, Rest, Play Fittings      | 72 |
| <b>Finishes</b>                                         |    | Culinary Fittings              | 73 |
| Roads, Paths, Pavings                                   | 40 | Sanitary Fittings              | 74 |
| Wall Finishes Generally                                 | 41 | Cleaning, Maintenance Fittings | 75 |
| Wall Finishes; Internally                               | 42 | Storage, Screening Fittings    | 76 |
| Floor Finishes                                          | 43 |                                |    |
| Stairs, Ramps: Finishes                                 | 44 | <b>Landscaping</b>             |    |
| Ceiling Finishes                                        | 45 | Landscape, Play Areas          | 50 |
| Roof Finishes                                           | 47 |                                |    |
|                                                         |    |                                |    |

### 2.3. Level Codes

A unique code shall be defined for each level. The level code shall be a maximum of three characters in length.

| Table 7 – Level Codes  |                                                   |
|------------------------|---------------------------------------------------|
| Level Code             | Definition                                        |
| DTM                    | Datum Level (+0.00)                               |
| <b>Floor Levels</b>    |                                                   |
| L00                    | Ground Floor Level (Primary Level)                |
| L01                    | First Floor Level                                 |
| L02                    | Second Floor Level                                |
| L”n”                   | Levels above defined primary level                |
| <b>Basement Levels</b> |                                                   |
| B01                    | Basement, one level below primary floor level.    |
| B02                    | Basement, two levels below primary floor level.   |
| B03                    | Basement, three levels below primary floor level. |
| B”n”                   | Levels below defined primary level                |



|                         |                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------|
| <b>Mezzanine Levels</b> |                                                                                            |
| M00                     | Mezzanine, above primary floor level.                                                      |
| M01                     | Mezzanine, above first floor level.                                                        |
| M02                     | Mezzanine, above second floor level.                                                       |
| B”n”                    | Mezzanine Levels                                                                           |
| <b>Other</b>            |                                                                                            |
| ZZZ                     | Associated to Multiple Levels                                                              |
| XXX                     | No associated Level                                                                        |
| <b>Key</b>              | 'n' sequential levels, identified numerically - minimum a two-digit number, of 01 or above |

## 2.4. Information Type Codes (Mandatory Field)

A unique code shall be defined for each information type associated with an information container. The code should be a maximum of two characters in length.

| Table 8 – Information Type Codes |                                               |      |                  |
|----------------------------------|-----------------------------------------------|------|------------------|
| Code                             | Definition                                    | Code | Definition       |
| AG                               | Agenda                                        | PH   | Photograph       |
| AF                               | Animation File                                | PL   | Plan             |
| BQ                               | Bill of Quantities                            | PP   | Presentation     |
| CA                               | Calculations                                  | PR   | Programme        |
| CE                               | Certificate                                   | PT   | Permit           |
| CH                               | Chart                                         | PW   | Process Workflow |
| CM                               | Combined model                                | PY   | Policy           |
| CC                               | Contract                                      | RD   | Room Data Sheet  |
| CR                               | Clash Rendition                               | RG   | Register         |
| DR                               | Drawing                                       | RP   | Report           |
| ER                               | Employer Records                              |      |                  |
| ES                               | Estimate                                      | SH   | Schedule         |
| FE                               | Fee Proposal                                  | SC   | Schematic        |
| GD                               | Geographical Information System (GIS) dataset | SU   | Survey           |
| IE                               | Information Exchange File                     | SP   | Specification    |
| IM                               | Image (excluding Photographs)                 |      |                  |
| IS                               | Issue Sheet                                   | TE   | Template         |
| IV                               | Invoice                                       | VS   | Visualisation    |
| MA                               | Manual                                        |      |                  |



|                                                                                                                                                                                    |                           |    |                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----|---------------------------|
| MI                                                                                                                                                                                 | Minutes                   |    |                           |
| MS                                                                                                                                                                                 | Method statement          |    |                           |
| MR                                                                                                                                                                                 | Model rendition           |    |                           |
| M2                                                                                                                                                                                 | Model - Two dimensional   |    |                           |
| M3                                                                                                                                                                                 | Model - Three dimensional |    |                           |
|                                                                                                                                                                                    |                           |    |                           |
| Additional codes not included in NA but required for the purpose of this project                                                                                                   |                           |    |                           |
| BR                                                                                                                                                                                 | Brief                     | RE | Records                   |
| CP                                                                                                                                                                                 | Cost Plan                 | SA | Schedule of Accommodation |
| CT                                                                                                                                                                                 | Cost Report               | SK | Sketch                    |
| FN                                                                                                                                                                                 | File Note                 | ST | Statutory Document        |
| HS                                                                                                                                                                                 | Health & Safety           | TS | Technical Data Sheets     |
| IP                                                                                                                                                                                 | Inspection & Test Plan    | TD | Tender Document           |
| PD                                                                                                                                                                                 | Pricing Document          |    |                           |
| <b>Note:</b> If Information type codes listed are not applicable, seek advice from Project Information manager as to which code to apply or if additional type codes are required. |                           |    |                           |

## 2.5. Originator Codes (Mandatory Field)

A unique code shall be defined for the organizations that authored the information container. The code for the originator field shall be 3 characters in length, as shown in table 9 below.

| Table 9 – Originator Codes |                               |      |            |
|----------------------------|-------------------------------|------|------------|
| Code                       | Originator                    | Code | Originator |
| HSE                        | Health Service Executive      |      |            |
| RHA                        | Rhatigan Architects           |      |            |
| T5P                        | T5 Partnership Ltd.           |      |            |
| KMP                        | Kavanagh Mansfield & Partners |      |            |

## 2.6. Project Role Codes (Mandatory Field)

A unique identifier shall be defined for each project role(s) of an organisation. The code for the role field should be a maximum of two characters in length, as listed in Table 10.

| Table 10 – Project Role Codes |            |      |                     |
|-------------------------------|------------|------|---------------------|
| Code                          | Definition | Code | Definition          |
| AR                            | Architect  | IM   | Information Manager |



|                                                                                                                                                                                |                                            |    |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----|--------------------------------------------------|
| BS                                                                                                                                                                             | Building Surveyor                          | LA | Landscape Architect                              |
| CE                                                                                                                                                                             | Civil Engineer                             | LS | Life Safety Engineer                             |
| CM                                                                                                                                                                             | Cost Manager / Quantity Surveyor           | ME | Mechanical Engineer                              |
| CN                                                                                                                                                                             | Contractor                                 | PE | Public Health Engineer                           |
| DE                                                                                                                                                                             | Drainage Engineer                          | PL | Planners (physical and environmental)            |
| EE                                                                                                                                                                             | Electrical Engineer                        | PM | Project Manager                                  |
| EM                                                                                                                                                                             | Electrical, Mechanical & Plumbing Engineer | SC | Subcontractor (party in contractor supply chain) |
| EN                                                                                                                                                                             | Environmental Specialist                   | SD | Specialist Designer                              |
| FM                                                                                                                                                                             | Facilities Manager                         | SE | Structural Engineer                              |
| FO                                                                                                                                                                             | Facility Owner or Representative           | SF | Software Engineer                                |
| GS                                                                                                                                                                             | Geographical and Land Surveyor             | SS | Security Design / Implementation Specialist      |
| HS                                                                                                                                                                             | Health & Safety Manager                    | TE | Communications Engineer                          |
| IA                                                                                                                                                                             | Interior Architect / Designer              | VS | Visualistaion Specialist                         |
| IC                                                                                                                                                                             | Instrumentation and Controls Engineer      |    |                                                  |
| Additional codes not included in NA but required for the purpose of this project                                                                                               |                                            |    |                                                  |
| ZZ                                                                                                                                                                             | Z General (non-disciplinary)               | ER | Employers Representative                         |
| AC                                                                                                                                                                             | Assigned Certifier                         | EX | Energy Efficient Design Expert                   |
| AN                                                                                                                                                                             | Ancillary Certifier                        | FS | Fire Safety Consultant                           |
| BI                                                                                                                                                                             | BIM Information Manager                    | PC | Project Supervisor (Construction) Process        |
| BM                                                                                                                                                                             | BIM Manager                                | PD | Project Supervisor (Design) Process              |
| DC                                                                                                                                                                             | Design Certifier                           | TA | Technical Advisor                                |
| <b>Note:</b> If Project role codes listed are not applicable, seek advice from Project Information manager as to which code to apply or if additional type codes are required. |                                            |    |                                                  |

## 2.7. Numbering

A sequential number shall be defined for each information container.

The number code shall be four digits in length. Leading zeros should be used.

**Example:** 0000, 0001, 0002, 0003 .....etc.

Metadata references associated with other fields should not be used or duplicated.

Numbers may be grouped to facilitate project requirements. Each organization shall confirm their number groupings at the initiation of the project and this information shall be included into the File naming convention by the Project Information Manager.

### 2.7.1. Number Groups



The Architect's drawing numbers shall be grouped, as set out in table 11. Other task teams may have their own numbering groups. If this is the case those groupings should be added into this document for reference.

| Group                                                                                                                                                                                   | Definition                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 00001 – 09999<br>00001 – 00999<br>01001 – 01999<br>02001 – 02999<br>03001 – 03999<br>04001 – 04999                                                                                      | General<br>General<br>Preliminary Design<br>Planning Drawings<br>DAC Drawings<br>FSC Drawings                                                                                                                                  |
| 10001 – 19999<br>10001 – 10999<br>11001 – 11999<br>12001 – 12999<br>13001 – 13999<br>14001 – 14999<br>15001 – 15999<br>16001 – 16999<br>17001 – 17999<br>18001 – 18999                  | Plans<br>Site Plans<br>GA Plans<br>Drainage Plans<br>Internal Finishes Plan<br>Furniture Layout Plans<br>Internal Walls & Partitions Plans<br>Raised Access Floor Plans<br>Signage Plans<br>Demolition Plans                   |
| 20001 - 29999                                                                                                                                                                           | Elevations                                                                                                                                                                                                                     |
| 30001 – 39999<br>30001 – 30999<br>31001 – 31999                                                                                                                                         | Sections<br>Sections – 1:100, 1:50<br>Detail Wall Sections                                                                                                                                                                     |
| 40001 – 49999<br>40001 – 40999<br>41001 – 41999                                                                                                                                         | Schedules<br>Schedule Internal<br>Schedule External                                                                                                                                                                            |
| 50001 – 59999<br>50001 – 50999<br>51001 – 51999<br>52001 – 52999<br>53001 – 53999<br>54001 – 54999<br>55001 – 55999<br>56001 – 56999<br>57001 – 57999<br>58001 – 58999<br>59001 – 59999 | Details<br>Details External Walls<br>Details Internal Walls<br>Details Roof<br>Detail Floor<br>Details Stairs<br>Details Ceilings<br>Details Windows<br>Details Joinery<br>Site Details (Including Landscape)<br>Fire Stopping |
| 60001 - 69999                                                                                                                                                                           | Room Data Sheets                                                                                                                                                                                                               |
| 70001 - 79999                                                                                                                                                                           | Reflected Ceiling Plans                                                                                                                                                                                                        |
| 80001 - 89999                                                                                                                                                                           | 3D Views                                                                                                                                                                                                                       |
| 90001 - 99999                                                                                                                                                                           | User Defined (Project Specific)                                                                                                                                                                                                |



## 3.0 FILE METADATA

### 3.1. General

To conform with I.S. EN ISO 19650-2:2018 clause 5.1.7, status and revision metadata codes should comply with sections 3.2 and 3.3.

The metadata information will not form part of the file name/numbering, however it shall be recorded within each file, for example on the title block of a drawing or in the cover page of a document alongside the document number. The information is also to be recorded on the document register/issue sheets.

### 3.2. Status codes

The status (suitability) codes are made up of two parts: purpose codes and acceptance codes. The purpose codes in Table 12 and the acceptance codes in Table 13 should be applied.

| Table 12 – Purpose Codes |                                                           |                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose code             | Definition                                                | Explanation                                                                                                                                             |
| P01                      | Information                                               | Information container distributed to project stakeholders for the purpose of keeping stakeholders informed                                              |
| P02                      | Coordination                                              | Information container distributed to project stakeholders for the purposes of coordinating design and construction models, deliverables, and activities |
| P03                      | Statutory submission-<br>Planning Permission              | Information container related to planning regulation statutory submission activities                                                                    |
| P04                      | Statutory submission<br>- Fire Safety<br>Certificate      | Information container related to fire safety statutory submission activities                                                                            |
| P05                      | Statutory submission<br>-Disability Access<br>Certificate | Information container related to access and use statutory submission activities                                                                         |
| P06                      | Statutory submission<br>– Building Control<br>Compliance  | Information container related to building control statutory submission activities                                                                       |
| P07                      | Pre-tender<br>submission                                  | Information container related to pre-tender submission activities                                                                                       |
| P08                      | Tender                                                    | Information container related to tender preparation and submission.                                                                                     |
| P09                      | Contract /<br>construction                                | Information container that is to be included as a contract document                                                                                     |
| P10                      | Handover                                                  | Information container that is to be included in handover activities                                                                                     |



| Table 13 – Acceptance Codes |                              |                                                                   |
|-----------------------------|------------------------------|-------------------------------------------------------------------|
| Acceptance code             | Definition                   | Explanation                                                       |
| S                           | Issued                       | Information that is issued for a particular purpose               |
| A                           | Accepted                     | Accepted for a particular purpose                                 |
| B                           | Accepted subject to comments | Accepted for a particular purpose subject to comments             |
| C                           | Rejected                     | Rejected for a particular purpose                                 |
| D                           | Acceptance not required      | Status (suitability) update not required for a particular purpose |

Sub-purposes, where applicable, should be included in revision descriptions as metadata.

### 3.3. Revision codes and description

A sequential number should be used to identify the revision of an information container. Revision code numbering should:

- start at '0';
- exclude prefixes;
- exclude leading zeros;
- increase sequentially by one integer;
- and only relate to the associated information container (file).

**Example: Rev: 1, 2, 3, 4, etc.**

Revision codes should be accompanied by a description to identify the changes associated with the particular revision of the information container. The description should be stored in separate metadata.