This template guide shall be used together with the Architectural BIM Template.
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INTRODUCTION

The objective of this document is to assist qualified persons (QPs) in developing BIM models to meet the new requirements of the Building Information Model (BIM) Submission.

The document describes the features of the Architectural BIM Template for Revit 2016 and provides a step-by-step guide to apply them in projects. The template creates a basic structure to assist the QPs in preparing the BIM models for regulatory approval according to the Code of Practice for BIM e-Submission. It is by no means an exhaustive template and QPs are allowed/required to edit/change it accordingly to suit their needs.

For any additional requirements that require customisations to a certain extent, QPs are also advised to make reference to the training materials distributed or to consult the respective software vendor for any enquiries on the application.

If there are contradictions between this submission guideline and vendor’s instructions, BCA BIM team shall be contacted for clarification. Please note that any BIM Submission templates shall be collected from the BCA BIM team.

This training material is to serve as a reference for Autodesk Revit 2016 users only.
1. GETTING STARTED

Once you have downloaded and unpacked the ZIP file from the CORENET website, do the following preparations before using the template for the first time.

1. Under the Quick Access Toolbar, click 📁

2. In the open dialog, navigate to the folder where the ArBIMeSub_R16 (.rte) resides.

3. Select the template (ArBIMeSub_R16.rte) and click Open.

4. Once the template is opened, scroll down to Families of the Project Browser.

5. Under the Annotation Symbols, select the object library of BCA_A1Metric_TB. Right click and select Edit.

   **Tips:** Click Yes when prompted a message whether to open the object library for editing.

6. When the family library is opened in a separate window for editing, you may navigate to the title block on the right side of the sheet/layout (as highlighted in RED) to customise it according to your company’s standard, including your company’s logo.

   **Note:** Please try not changing other parts of the sheet/layout (including the top corner of the title block), as this will mess up the automated feature available within the template.

   **Note:** To ensure originality, please make sure that you get the Architectural BIM Template and Template Guide from https://www.corenet.gov.sg/general/building-information-modeling-(bim)-e-submission.aspx

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Copyright © 2016 Building and Construction Authority. All Rights Reserved.
Once done, click \( \text{Save As} \) \( \text{Family}. \) Replace the existing \( BCA\_TB\_A1\text{Metric}.rfa \) inside the \( \text{FamiliesRAC\_Oct2016} \) folder.

Click \( \text{Create tab} \) \( \text{Family Editor panel} \) \( \text{Load into Project}. \)

**Tips:** When prompted, select Overwrite the existing version and its parameter values.

Repeat \( \text{Steps 4-8} \) for customising the title blocks for URA, FSSD and other technical departments.

**Note:** This is a one-time setting ONLY so that you could apply this in all your future projects.

Click \( \text{Save As} \) \( \text{Template} \) to replace the existing \( \text{ArBIMeSub\_R16.rte} \)

To load the BIM submission template into your Revit application, click \( \text{Options} \)

**Note:** This is a one-time setting, such that the template is always loaded when you launch the Revit application.
In the Options dialog, click File Locations ➤.

12

Browse for template file, select the ArBIMeSub_R16, Click Open.

13

Click to move the ArBIMeSub_R16 on top.

14
2. PROJECT BROWSER

Familiarisation of BIM e-Submission template settings.

To begin new project, click ➤ New ➤ Project (Ctrl+ N).

The project browser contains the structure organisation for BIM submission (as highlighted in RED).

**Note:** The BIM e-Submission template creates a basic platform that could help in preparing the model for regulatory approval. It is not mandatory and you are free to edit according to your needs, as long as the final results presented to the authorities meet the requirements as specified in the Code of Practice for BIM e-Submission Architectural Requirements.
3. SITE MODEL SET-UP

Site Configuration and Site Modelling

17. To import the topographic map (.dwg) given by your land surveyor, click Insert tab > Link panel > Link CAD.

**Note:** Check the surveyor Import Units, select Auto-Origin to Origin in Positioning Tab.

**Tips:** It is advisable to start requesting your land surveyor to provide you the topographic map with Z-values or contour line. This will facilitate you in auto-creating the 3D topographic profile in Revit, using the following steps.

18. After the CAD topographic map is imported, click Manage tab > Project Location panel > Coordinates > Acquire Coordinates, and select the CAD link.

**Tips:** Alternatively, you may also use Specify Coordinates at Point.

19. Place the cursor on a linked CAD topographic map and click.

The model file now has the same shared coordinates as the linked CAD topo map file.
To create the 3D topographic, click Massing & Site tab ➤ Model Site panel ➤ Toposurface.

Click Edit Surface panel ➤ Tools panel ➤ Create from import ➤ Select Import Instance.

Select the imported 3D contour data in the drawing area. The Add Points from Selected Layers dialog displays.

Select the layers to which you want to apply elevation points (the CAD layer with points/contours given by your land surveyor), and click OK.

Note: Revit analyses the imported 3D contour data and generates a toposurface based on the elevation points placed along the contour lines.

Click Finish Surface.
Click Massing & Site tab ➤ Modify Site panel ➤ Graded Region.

In the Edit Graded Region dialog, select either one of the following:

▪ Create a new toposurface exactly like the existing one.
▪ Create a new toposurface based on the perimeter points only.

Select the existing 3D topography.

**Note:** If you are editing the surface, Revit Architecture enters sketch mode. You can add or delete points, change the elevation of points, or simplify the surface.

Click Finish Surface once done.

**Note:** If you drag the new graded region, notice that the original remains and is changed to demolished state (yellow dotted line).
Click Manage tab ➔ Project Settings panel ➔ Settings ➔ Object Styles

In the Object Styles dialog, change the line colour of Topography to magenta. Then click OK.

**Tips:** *This will make the proposed 3D topography appears magenta in all drawing views.*

---

### Model Orientation

30

To change the building orientation to the true north on site plan, double click on the site plan.

In the Instance Properties dialog, for Orientation, select True North, and click Apply.

---

Click Manage tab ➔ Project Location panel ➔ Rotate True North.

Click in the site plan view to rotate the model to True North graphically.

**Note:** *This is a one-time setting ONLY and you could apply the same orientation any time at other views. But for submission for regulatory approval, you are only required to orient the site plan view to true north.*
**Project Elevation**

Elevation levels of the model shall be set up based on Singapore Height Datum (SHD) of 0.000m. Refer to your Surveyor’s Drawing for the actual values.

By default, the template provides a consistent floor-to-floor height as 4m for all the 5-storeys. You may need to edit according to your project requirements.

**Tips:**

- If your project have storeys less than 5, highlight the remaining storeys and click Delete button on your keyboard.
- If your project have storeys more than 5, add additional storeys. Click Home tab ➤ Datum panel ➤ Level. When new storeys are added, you need to rename the related floor plans according to the naming convention specified in the Code of Practice for BIM e-Submission-General Requirements.
4. PREPARING THE FILE FOR SUBMISSION

View Category

Open any view.

In the properties palette, indicate a text value on the View category under Data ➤ BIMe_ViewCategory

Refer to Table 1 below.

Table 1. View Categories

<table>
<thead>
<tr>
<th>Submission Authority - Type of Submission</th>
<th>SG_ViewCategory (to indicate in View Properties)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Construction Authority (BCA)</td>
<td></td>
</tr>
<tr>
<td>Building Plans</td>
<td>BP</td>
</tr>
<tr>
<td>Civil Defense</td>
<td>CD</td>
</tr>
<tr>
<td>Urban Redevelopment Authority (URA)</td>
<td></td>
</tr>
<tr>
<td>Development Control</td>
<td>DC</td>
</tr>
</tbody>
</table>

Note: All views for submission shall be on the correct BIMe_ViewCategory.

Note: Once specified, the views in the project browser will be under the View Category as indicated.
Room

To indicate Room usage, open the floor plan view.

Click Architecture tab ➔ Room & Area panel ➔ Room.

Click within the room boundary to place the room.

Select the Room created in Step 34.

In the properties palette, specify Name (under Identity data) as required.

Note: Show Room tag in Floor Plan view.
Part 3D View
Adjust the cut-level height as necessary.

To create a Part 3D View, open the default 3D view,

36 Click the context menu (small arrow down next to the View Cube, Select Orient to view ➤ Floor Plans ➤ Floor Plan: BCA_FP_01.

37 Orient the Part 3D view in the desired position.

38 Click the context menu (small arrow down next to the View Cube, Select Save View.

39 Enter name for new 3D view.

Note: Follow the naming convention as stated in Code of Practice General requirements.
Annotations and Symbols

Annotations and Symbols shall be placed in each 2D View (if applicable)

BCA_Sym-ViewName shall be placed in all 2d views.

Click Annotate Tab ➤ Symbol Panel ➤ Symbol ➤ select BCA_Sym-ViewName.

Click on the 2D view to place.

Click on the <name> to rename the view name. (synchronise it with the project browser) and the scale (synchronise it with the scale under View Control Bar).

To change the angle of north arrow, select the symbol and click Modify Generic Annotations. In the Type Properties, insert the true north angle under Dimension parameter, then click ok.

Note: Site plan shall be in True North orientation.

All floor plans shall be in Project North orientation.

Click Annotate Tab ➤ Symbol Panel ➤ Symbol ➤ select BCA_Sym-ForReferenceOnly.

Click on the 2D view to place.

Note: This symbol is specific to re-submission (URA) or amendment plans submission for regulatory approval, in which QP is required to indicate this symbol on the drawings views that are not affected in the amendments.
5. VENTILATION REQUIREMENTS

Ventilation Plan

Ventilation Plan is a duplicated view of the Floor Plan view.

Open the Ventilation Plan.

In the Instance properties type view selector, change the Floor Plan into Ventilation Plan.

In the instance properties, change the Color Scheme into BCA_ModeOfVentilation.

Mode Of Ventilation

Select the Room you have created in Step 34.

In the instance properties, specify the parameter BCA_ModeOfVentilation.
Airwell spaces

BCA_AirwellSpace.rfa shall be placed in ventilation plan (if applicable)

Open the Ventilation Plan.

Click the Annotate Tab ➔ Detail Panel ➔ Component ➔ Detail Component ➔ select BCA_AirwellSpace.

Duplicate and modify the parameter: Min. Area Open as the project needs.

Note: BCA_AirwellSpace is created as 2D component family with a fixed width of 3000mm. Edit this family if necessary.
6. ACCESSIBILITY REQUIREMENTS

Barrier-Free Accessibility Route

Click Architecture tab ➔ Build panel ➔ Component ➔ Place a Component

In the properties type selector, select BCA_BFA AccessibleRoute-1500 or AccessibleRoute-1800.

Place in the drawing area.

Note: BCA_BFA is created as line-based family.
For non-linear routes, you may use/create other Generic family with subcategory: Accessibility.

Accessible Door

Click Architecture tab ➔ Build panel ➔ Door.

In the properties type selector, select any BCA_Dr

Note: Accessible doors shall be placed on accessible areas.

Tips: BCA_Dr families and types are limited to generic door types for the purpose of accessibility.

Click on the wall to place a door.

Note: By default, all doors are accessible when placed. Uncheck BCA_Accessible if needed.
Accessible Parking Lot

55 Click Massing & Site tab ➤ Model Site Panel ➤ Click Parking Component

In the properties type selector, select any BCA_ParkingLot

56 In the properties palette, check the BCA_Accessible checkbox.

Note: For Family Parking Lots, check the BCA_Accessible checkbox.

57 Click on the drawing area to place the Parking Lot.

58 In the Project Browser ➤ Schedule ➤ Open BCA_BP_Parking Lots

All the information is auto-tabulated for you according to format.

Others (if Applicable)

Audience Seating

59 From the Architecture Tab ➤ Component ➤ Place a Component

In the properties type selector, select BCA_SeatingSpace

60 In the properties palette, check the BCA_Accessible checkbox.

61 Click on the drawing area to place the Seating space.
In the Project Browser ➤ Schedule ➤ Open BCA_BP_Audience Seating

All the information is auto-tabulated for you according to format.

Rooms (for Hotels, Serviced Apartments, etc.)

Open any floor plan view.

Select the Room you have created in Step 34.

In the properties palette, specify the following:
(1) BCA_Occupancy
(2) BCA_ElderlyFriendly

In the Project Browser ➤ Schedule ➤ Open BCA_BP_Rooms (for *Hotels, *Serviced Apartments, etc.)

All the information is auto-tabulated for you according to format.

**Note:** *delete as necessary*
Hearing Enhancement System

Click Architecture tab ➤ Component ➤ Place a Component

In the properties type selector, select BCA_Sym-HES.

In the properties palette, check the BCA_Accessible checkbox.

Click on the drawing area to place.

In the Project Browser ➤ Schedule ➤ Open BCA_BP_Hearing Enhancement System (HES)

All the information is auto-tabulated for you according to format.

7. STAIRCASE REQUIREMENTS

Click Architecture tab ➤ Circulation Panel ➤ click Stair.

In the properties type selector, check the parameter BCA_DetectableWarning checkbox.

Model the staircase as needed.

In the Project Browser ➤ Schedule ➤ Open BCA_BP_Staircase (*Industrial, *Non-Industrial, *Within Residential Units)

All the information is auto-tabulated for you according to format.

Note: *delete as necessary

Staircase schedule has pre-set filter to highlight the non-compliant staircase.
8. AREA TABULATION

GFA (for URA)

Open the URA Area Plans (URA Caln)

Click Architecture tab ➤ Room & Area panel ➤ Area Boundary Line.

Draw the area boundaries of the floor GFA.

80

Click within the area boundary drawn in Step 80 to place the Area.

Tips: Make sure Tag on Placement is toggled when placing Area.

81

Click the area defined in Step 81.

Tips: When the defined area is selected, it will be highlighted as shown on the right, with the area crossed.
In the instance properties palette, specify the following (if applicable):

1. Name
2. Blk No.
3. Area Usage (checkbox; example: Residential)
4. BIMe_AreaType (GFA of Non-GFA)

Repeat Steps 80-83 to define GFA boundaries of other floors.

In the Project Browser ➤ Schedule ➤ Open URA_Summary of Gross Floor Area (GFA)

The GFA is auto-tabulated for you according to format.

Open the URA Area Plans (Site Area)

Click Architecture tab ➤ Room & Area panel ➤ Area Boundary Line.

Draw the area boundaries of the plots to be excluded.
Click Architecture tab ➤ Room & Area panel ➤ Area.

Click within the area boundary drawn in Step 86 to place the Area.

**Tips:** Make sure Tag on Placement is toggled when placing Area.

Click the area defined in Step 87.

**Tips:** When the defined area is selected, it will be highlighted as shown on the right, with the area crossed.

In the instance properties dialog, under Construction group parameter, select the correct excluded area type of your project, then click Apply.

Click Manage tab ➤ project Settings panel ➤ Project Information.

In the instance properties dialog, under Dimensions, insert the value of Site Area that your land surveyor has provided you.

Open in the Project Browser ➤ Schedule ➤ Open URA_Summary of Site

The site info and its excluded plots is auto-tabulated for you according to format.
Open the URA Area Plan (Site Coverage)

Repeat Steps 81-83.

In the Project Browser ➤ Schedule ➤ Open
URA__Summary of Site Coverage & Communal Open Space.

Click Manage tab ➤ Project Settings panel ➤ Project Information.

In the Project Properties dialog, under Dimension, insert the value of Net Site Area that you got from Step 92 (URA_Summary of Site) and the total number of label name (URA_Summary of Site Coverage & Communal Open Space).

In the Project Browser ➤ Schedule ➤ Open
URA__Summary of Gross Floor Area (GFA)

The GFA is auto-tabulated for you according to format.
UNIT (for URA)

Open the URA Area Plans (Unit Plan)

97 Click Architecture Tab ➤ Room & Area panel ➤ Area Boundary Line.

Draw the area boundaries of the Unit.

98 Click Architecture Tab ➤ Room & Area panel ➤ Area.

Click within the area defined in Step 97 to place the Area.

Tips: Make sure Tag on Placement is toggled when placing Area.

99 Select the Area defined in Step 98.

In the instance properties palette, specify the following:
(1) Name- for Unit Type,
(2) Number- for Unit Number
(3) URA_UnitType
In the Project Browser ➤ Schedule ➤ Open

**URA_Summary of Unit**

The schedule is auto-tabulated for you according to format.

**SGFA (for BCA)**

Open the BCA Area Plans (URA Caln)

In the properties palette, change the Color scheme to **BCA_SGFA**.

**Note:** All other areas not included in GFA computation will be filled with Red.

In the Project Browser ➤ Schedule ➤ Open

**BCA_BP_Summary of Statistical Gross Floor Area (SGFA)**

All the information is auto-tabulated for you according to format.

**Note:** The tabulation of SGFA is dependent on URA Area Computation.
9. CD SHELTER REQUIREMENTS

Open the Civil Defense Plan.

**Note:** BCA_FP_01_CD is a duplicated view of BCA_FP_01. Pre-sets of 5 views are create as a reference, you may create/ remove according to project needs.

In the properties type view selector, change the Floor Plan into Civil Defense Plan.

**Setback**

Click Architecture tab ➤ Component ➤ Place a Component ➤ select BCA_CDSetback.

Click on the CD space to place.

**Note:** BCA_CDSetback family can be adjusted to comply with CD Shelter Requirements.
Data of HS/ SS/ SSS

- **Data of Household Shelter**

  Open the BCA Area Plan (HS/ SS/ SSS)

  **Note:** Pre-sets of 1st-5th Area Plan views are created for reference, you may create/remove according to project needs.

  Rename the view to: BCA_AP_01_HS, BCA_AP_02_HS, BCA_AP_02_HS, ...

  **Click Architecture tab ➤ Room & Area panel ➤ Area Boundary Line.**

  Draw the area boundaries of the Household Shelter (HS).

  **Click Architecture tab ➤ Room & Area panel ➤ Area.**

  **Click within the boundaries to place Area.**

  **Tips:** Make sure Tag on Placement is toggled when placing Area.

  In the properties palette, specify the following:
  1. Name- (Dwelling Unit Type)
  2. Number of Floors
  3. Height of Shelter
  4. CD Shelter (Yes/No); check if the area is Household Shelter (HS)
  5. Shelter Type (HA/ HB)

  **Repeat Steps 107-109 for the Unit-less than HS area.**

  **Click within the boundaries to place Area.**

  In the properties palette, specify the following:
  1. Name- (Dwelling Unit Type)
  2. BCA_NumberOfHS
  3. BCA_HeightOfShelter
  4. Residential (Yes/No); check if the area is Unit
  5. BCA_Shelter Type- (HA/ HB)
In the project browser ➤ Schedule ➤ Open BCA_CD_Data of Household Shelter (HS)

All the information is auto-tabulated for you according to format.

- **Data of Storey Shelter**

Open the BCA Area Plans (HS/ SS/ SSS)

**Note:** Pre-sets of 1st-5th Area Plan views are created for reference, you may create/remove according to project needs.

Rename the view to: BCA_AP_01_SS, BCA_AP_02_SS, BCA_AP_02_SS, ...

Click Architecture Tab ➤ Room & Area panel ➤ Area Boundary Line.

Draw the area boundaries of the Storey Shelter (SS).

Click Architecture Tab ➤ Room & Area panel ➤ Area.

Click within the boundaries to place Area.

**Tips:** Make sure Tag on Placement is toggled when placing Area.
In the instance properties palette, under Identity Data, specify the following:

1. Name: (Dwelling Unit Type); Unit Type/ SS
2. Residential (Yes/No): Check for Units; Uncheck for SS
3. BCA_HeightOfShelter
4. BCA_ShelterName: Name of SS where the unit goes
5. Shelter Type (SA/ SB)

Chang the color scheme into: BCA_Shelter Name

Tips: You may assign other colours aside from the default given in the template.

In the project browser ➤ Schedule, Open BCA_CD_Data of Storey Shelter (SS)

All the information is auto-tabulated for you according to format.

Data of Staircase Storey Shelter

Open the BCA Area Plans (HS/SS /SSS)

Note: Pre-sets of 1st-5th Area Plan views are created for reference, you may create/remove according to project needs.

Rename the view to: BCA_AP_01_SSS, BCA_AP_02_SSS, BCA_AP_02_SSS, ...

Click Architecture Tab ➤ Room & Area panel ➤ Area Boundary Line.

Draw the area boundaries of the Staircase Storey Shelter (SSS).

Click Architecture Tab ➤ Room & Area panel ➤ Area.
Click within the boundaries to place Area.

**Tips:** Make sure Tag on Placement is toggled when placing Area.

In the properties palette, specify the following:
1. Name- (Dwelling Unit Type); Unit Type/ SS
2. Residential (Yes/No); Check for Units; Uncheck for SS
3. BCA_HeightOfShelter
4. BCA_ShelterName - Name of SS where the unit go
5. Shelter Type (SA/ SB)

Change the color scheme into: BCA_Shelter Name

**Tips:** You may assign other colours aside from the default given in the template.

In the project browser ➔ Schedule ➔ Open BCA_CD_Data of Staircase Storey Shelter (SSS)

All the information is auto-tabulated for you according to format.
10. COVER PAGE

Open the sheet BCA_BP_Cover Page

The Cover Page shall have the following listed for approval: (1) Views, (2) Schedules and (3) Sheets.

Note: Cover Page is a sheet that is customised on Step 6 (BCA_TB-A1Metric).
Follow the pre-set format that is created in the Architectural BIM Template.

View List
View list shall show:
(1) View Category
(2) View Name
(3) Sheet Number

Note: Part 3D views are not required to place on sheets.
## Schedule List

Schedule list shall show:
1. No. of schedules prepared
2. Schedule Name

### Note: Schedule List is manually created using Keynote. Add/Remove the schedule as needed.

## Sheet List

Sheet list shall show:
1. Sheet Number
2. Sheet Name

<table>
<thead>
<tr>
<th>BCA_BP_Schedule List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BCA_BP_Sheet List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sheet Number</strong></td>
</tr>
<tr>
<td>103</td>
</tr>
<tr>
<td>108</td>
</tr>
<tr>
<td>109</td>
</tr>
<tr>
<td>110</td>
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<tr>
<td>111</td>
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<tr>
<td>112</td>
</tr>
<tr>
<td>113</td>
</tr>
<tr>
<td>114</td>
</tr>
<tr>
<td>115</td>
</tr>
</tbody>
</table>
11. THE SUBMISSION FILE FORMAT

Checklist

✓ All views are located on the correct View Category
✓ Remove worksets
✓ Quality BIM
✓ Refer to Code of Practice for BIM e-Submission Architectural Requirements
  (11- Last saved Views)

Single File
Submit one (1) single .rvt file.

Federated Files
Submit multiple .rvt files.

(1) Compressing into .ZIP files

(2) Using e-Transmit

Note: All linked files shall not be located on the company’s server.

Make sure the location path (of linked files) are readable upon submission.
12. MERGING THE TEMPLATE INTO AN EXISTING COMPANY TEMPLATE

The following settings shall be transferred/copied from the template:

**Schedules**

Refer to schedules provided in *ArBIMeSub_R16.rte*

**Project standards**

Refer to settings provided in *ArBIMeSub_R16.rte*

**Families**

Refer to families provided in *FamiliesRAC_Oct2016* folder.

**Shared Parameters**

Refer to *ArBIMeSubSharedParam.txt*

---

**Note:** To ensure the originality of files, download from: