1. WHY ARE WE SHARING THIS INFORMATION UNAMBIGUOUSLY?

In order to secure and reuse information more efficiently and effectively.

- Speak the same language
- Eliminate wasteful tasks

2. HOW ARE WE GOING TO SHARE THIS INFORMATION UNAMBIGUOUSLY?

Knowledge and practical experiences have shown that there is a significant common denominator. We are not developing something new, but rather using existing structures, based on openBIM IFC.

3. WHICH STRUCTURE WILL WE USE?

The agreements listed below help ensure that every involved party will always be able to find and supply the right information in the right place.

**Checklist basic information delivery manual**

- **3.1 FILE NAME**
  - Ensure that uniform and consistent naming is used for (discipline) models within the project.
  - Example: `<Building>_<Discipline>_<Component>`

- **3.2 LOCAL POSITION AND ORIENTATION**
  - The local position of the building is coordinated and close to the origin.
  - Tip: use a physical object as point of origin, positioned at 0.0.0., and also export this to IFC.

- **3.3 BUILDING STOREYS AND NAMING**
  - Name Building Storeys only as `ifcBuildingStorey-Name`.
  - Allocate all objects to the correct level.
  - Within a project, ensure that all involved parties consistently use exactly the same naming, that can be numerically sorted with a textual description.
  - Example 1: 00 ground floor
  - Example 2: 01 first floor
3.4 CORRECT USE OF ENTITIES
✓ Use the most appropriate type of BIM entity, both in the source application and the IFC entity.
example: slab = ifcSlab, wall = ifcWall, beam = ifcBeam, column = ifcColumn, stair = ifcStair, door = ifcDoor etc.

3.5 STRUCTURE AND NAMING
✓ Consistently structure and name objects.
✓ Correctly enter the object TYPE (ifcType, ifcObjectType or ifcObjectTypeOverride).
✓ Where applicable, also correctly enter the Name (ifcName or NameOverride).
example: roof insulation, type: glass fibre

3.6 CLASSIFICATION SYSTEM
✓ Apply the existing classification system used in the relevant country. In the Netherlands this is the NL-SfB.
✓ Allocate to each object a four-digit NL-SfB variant element code.
example: 22.11

3.7 OBJECTS WITH CORRECT MATERIALIZATION
✓ Allocate objects with a material description (ifcMaterial).
example: limestone

3.8 DUPLICATES AND INTERSECTIONS
✓ There are no duplicates or intersections permitted. Make sure this is checked in IFC.

4. HOW CAN WE SECURE OTHER/FUTURE OBJECT INFORMATION?
Object information is secured in the correct properties and property sets as defined in IFC.

4.1 LOADBEARING
✓ Allocate objects, when applicable, with the property LoadBearing [True/False].

4.2 IS EXTERNAL
✓ Allocate objects, when applicable, with the property IsExternal [True/False].
tip: both inner and outer faces of the façade have the property IsExternalTrue.

4.3 FIRERATING
✓ Allocate objects, when applicable, with the property FireRating.
example: Apply the existing standard used in the relevant country.

4.4 PROJECT SPECIFIC
✓ Define which IFC properties you are using for each specific project.