

Advance Notice for BIM Project Audit

Dear BIM Project Team,

This is an advance notice for the upcoming audit on project XXXXXXXX.

The audit will be carried out by XXXX XXXXXXXX on the XX/XX/XXXX. There will be no interruptions to the team as the data collection and analysis will take place in the background on a local copy. Should you want to make any particular adjustment necessary to the Central model before the audit, please let XXXX XXXXXXXX at the earliest convenience before the data collection start.

The following areas will be considered during the audit process in accordance with the *Standards Document* and *Standards Document*:

- Project folder structure
- Naming conventions in both Windows Explorer and Revit
- General Project setup and template version use
- File organisation
- Worksets
- CAD Standards in model and output to DWG
- Parameters
- Links
- Model management
- Sheets
- Clash Detection

If you or anyone in the team has any questions or concerns regarding this or if anything needs clarifying, please let XXXX XXXXXXXX know ASAP.

Regards,

XXXX XXXXXXXX - Role