How we model, draw and deliver.

The office BIM standard in six pages: what is where, how to start a project, how to name things, and how to find a standard, a family, a detail or a code.

1 What the standard is

The BABOOM BIM Standard is the office's own rules, templates and libraries for Revit and AutoCAD work. It sits on the server at `BABOOM-BIM-STANDARD\` and is read only for everyone. The Office BIM Manual (BBM-STD-01) sets out the standards, methods and governance needed to deliver coordinated, information-rich BIM across design, documentation and handover.

2 New here? Three steps

Open the front page 1

Double-click `index.html` at the top of the share. Everything is linked from there, with one search box for standards, guides, templates, families and details.

Start from the office template 2

New Revit projects start from the current template at the top of `01-TEMPLATES`. Copy the project folders from `00-FOLDER-STRUCTURE`. Page 3 shows both.

Work through the guides 3

Guides 21 to 37 follow the office workshops. Start with guide 21, BIM and Revit Initiation, then take its assessment. The Manual holds the full rules.

What is where

The top of BABOOM-BIM-STANDARD\. Every folder is numbered: NN.NAME.

Front page
index.html

BABOOM-BIM-STANDARD
index.html (front page) · BBM-BIM-STANDARD-GUIDE.pdf (this guide) · README.md

00-FOLDER-STRUCTURE
The project folder template (Manual 12.1: 00-PIM, 01-ADMIN, 02-REG, 03-EI, 04-DOCS) and the place-name record BBM-STD-84.

01-TEMPLATES
02-REVIT holds the one office Revit template; 01-AUTOCAD holds the drawing template, layer standard, linetype and plot style. Retired templates are in 98-ARCHIVE.

02-LIBRARIES
01-FAMILIES, 02-MATERIALS, 03-DETAILS, 04-REFERENCES (with codes and regulations, design codes included), 05-PARAMETERS, 06-SCRIPTS, 07-PLUGINS, 08-POST-PRODUCTION, 09-AI, 11-SPECIFICATIONS.

03-TRAINING
The training agenda and 01-BIM-WORKSHOPS: one folder of recordings per workshop.

04-DOCUMENTS
The standards: Glossary (00), Manual (01), OIR (02), Directory (03), BEP (10), registers and the standards 50 to 84, most with a Forms workbook.

05-METHODOLOGIES-AND-GUIDELINES
Guides 21 to 37: step-by-step Revit methods, one per workshop.

06-ASSESSMENTS
One assessment per guide. The BIM team marks them.

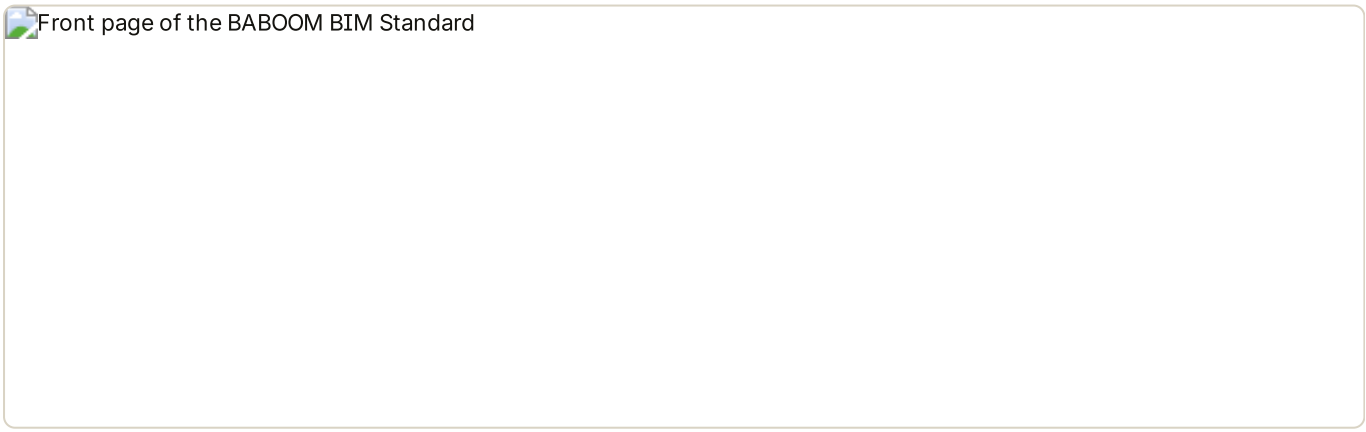
07-QA-QC
Quality management: QMS guide and checklists for BIM, design review, proposals, specs, sustainability, submissions, site, documents, audit.

09-AI
AI models used by office tools.

98-ARCHIVE
Old versions and retired files. A folder may have its own 98-ARCHIVE. Never work from an archive.

! Only the newest version is in use

Each document carries its version in its name: `BBM-STD-01-MANUAL-V0.3.docx`. Only the newest version sits in the folder; older ones move to that folder's 98-ARCHIVE when a new version is published. The front page always links the current one.



The front page: start here, standards and manual, templates and CAD, libraries, training, QA/QC and a folder map, with one search.

BABOOM THE BIM WIZARD

Starting a project

Folders, template, first days. From Manual 12.1 Folder structure and 8.2.3 Project initiation, and guide 21.

Goal
ready to model within five working days of kickoff

1 Set up the project folders

Copy the five folders of `00-FOLDER-STRUCTURE` into the project root. The Manual (12.1) fixes these names; use them exactly. Keep only the discipline folders the project needs.

```
00-PIM              Project Information Model
├─ 01-WIP           work in progress, task team only
│  └─ 00-RVT 01-DWG 02-PPT — 00-ARC … 12-GEN
├─ 02-SHARED        checked, approved to share
│  └─ data types, 03-URS … 09-NON-GRAPHICAL
├─ 03-PUBLISHED     00-STAGE-0 … 07-STAGE-7 — issue packs
└─ 04-ARCHIVE       lessons learned, standard updates
01-ADMIN 02-REG 03-EI 04-DOCS    core team records
```

Folder rules (Manual 12.1)

- Every folder is `NN-NAME`: two digits, a hyphen, capitals. No dots, spaces, underscores or &.
- Order: state, then data type, then discipline (BBM-STD-93 codes 00-ARC ... 12-GEN).
- Issue packs go under the stage folder of 03-PUBLISHED, named `YYYY-MM-DD-DESCRIPTION`.
- Do not add new top-level folders.

2 Start the model from the office template

Create the project from the one office template in `01-TEMPLATES\02-REVIT`, in the adopted Revit release (guide 21, step 2). There is no other template; retired ones in 98-ARCHIVE are never used. Never upgrade the only copy of a file (guide 21, step 11).

3 The first days (Manual 8.2.3)

T0-5 to T0-3	T0-3 to T0-2	T0-2 to T0-1	T0 kickoff	T0+5 check
Confirm the project codes and naming tokens (3.1). Create the folder skeleton with READMEs.	Set Survey Point, Project Base Point and True North. Load view templates, title blocks and legends.	Bind the core shared parameters (3.2). Create discipline worksets (3.3).	Publish the INIT PACK to SHARED. Set the Start View as default (4.9).	QA-QC checks naming, templates, parameters and Start View. Modelling starts once these pass.

4 Your first model (guide 21)

Baseline
Read the baseline form with the BIM manager: uses, first exchange, formats, model split and location.

Datum
Levels in a section, then grids, from the approved datum. Label provisional values.

Links
Register each linked model with owner and revision; link it, test alignment, record the check.

Check
Run the start-up checks and the agreed IFC sample before production worksharing.

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Naming

From Manual 12.3 Naming and metadata, 6.1 Content libraries, and the library read-me files.

Rule
UPPERCASE tokens joined by hyphens

1 Project files: models, details, exports

ORG	PROJ	DISC	PHASE	SEQUENCE
organisation	project code	discipline	issue phase	wave or package

`BAY-PRJ-ARC-IFC-W2` · `BAY-PRJ-STR-REV-P02` (PRJ stands for the project's short code)

Token	Values (Manual 12.3)
`DISC`	ARC, STR, MEP, ELEC, LSC, GEN
`PHASE`	CON, IFC, IBR, REV
`SEQUENCE`	a short descriptor or wave: W2, P01, PKG-A

2 Revit views

DISC	LEVEL	ZONE	TYPE	Desc
discipline	L01, L02, LRF, ALL	Z01..Z99 or omit	PLAN, SECTION, ELEV, 3D...	short Title Case

`ARC-L02-Z03-PLAN-Layouts` · `STR-ALL-SECTION-Framing` · `MEP-L01-3D-Coord`

3 Library content and standards

What	Pattern	Example
`Family`	ORG-DISC-CAT-TYPE-DESC-vNN (Manual 6.1)	`ORG-ARC-FUR-CHAIR-Visitor-v01`
`Detail`	BBM-DET-<MasterFormat section>-<nnn>	`BBM-DET-092116-004`
`Standard`	BBM-STD-<NN>-<NAME>-V<x.y>	`BBM-STD-01-MANUAL-V0.3`
`Dates`	ISO 8601 in folders and files (Manual 3.1)	`2026-11-04`

Do

- Use only the approved token lists.
- Keep revisions in order within an issue pack.
- Check every file, view and sheet name before an issue (Manual 3.1).

Don't

- No spaces around separators, no emojis, no double separators.
- No ad-hoc v1/v2 in project file names: versioning follows Manual 12.2.
- Don't rename files that were already issued.

Finding things

A standard, a family, a detail or a code: all from the front page.

1 A standard or guide

Front page, **Standards and manual**. Each card shows the number, title, purpose and version, with **Open** and its **Forms** workbook. Or type a word in the search box.

2 A Revit family

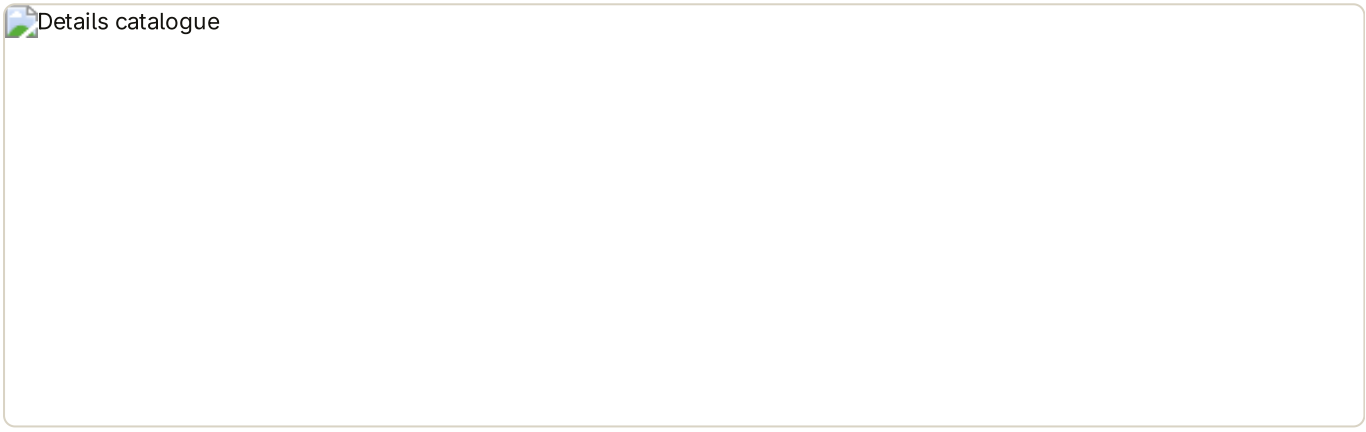
Front page, **Libraries**, Family catalogue. Search or filter, then **Copy path** and paste it in Revit, Load Family. Family rules: BBM-STD-69.

3 A construction detail

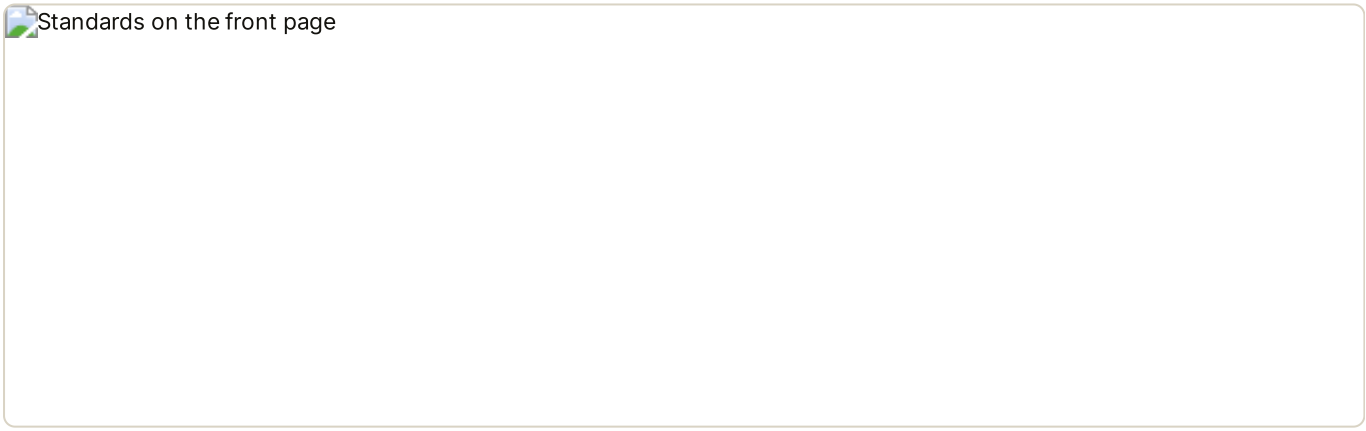
Front page, **Libraries**, Details catalogue. Filter by Division and Section, then open the DWG. In Revit, use Insert, Insert from File, Insert Views from File on `BBM-DETAILS-LIBRARY-R23.rvt`. Detail rules: BBM-STD-70.

4 A building code

Front page, **Libraries**, Codes and regulations: `CODES-INDEX.xlsx` lists each code with its source and date. Codes on a project: BBM-STD-57.



The details catalogue: a card per detail with its picture, code and section. The family catalogue works the same way.



Standards and manual: core documents first, then guides 21 to 37, library standards and the rest.

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Changing the standard

From Manual 4.12, 8.2.3, 9.3 and 13: changes are proposed, recorded, approved and published.

The share is read only

1 How to propose a change

Write it down
What should change, why, and which document, template, family or detail it affects.

Send it to the BIM team
Add an example: a screenshot, a file, or where it happened.

It is recorded
The change is logged as a STANDARD_UPDATE with its rationale and its impact on the sections it touches.

It is approved
Template changes by the Information Manager; office standards by the office director.

It is published
A new version replaces the old one, which moves to 98-ARCHIVE. The front page is rebuilt.

Do

- Report a problem as soon as you meet it on a project.
- Keep working to the current version until the new one is published.
- Record project deviations and actions in the project log.

Don't

- Don't edit or save files on the share; copy what you need into the project.
- Don't work from 98-ARCHIVE or keep private copies of old versions.
- Don't bring in outside families without following guide 35.

2 Training

Each of the 17 workshops has a recording in `03-TRAINING\01-BIM-WORKSHOPS`, a written guide (21 to 37) and an assessment in `06-ASSESSMENTS`. Training and competence follow BBM-STD-82.

Who to ask: the BIM team.
Questions about the standard, templates, families, details or training, and any change you want to propose.