Appendix VII - **Sample BIM Object Check Form**
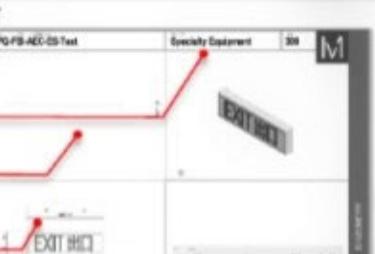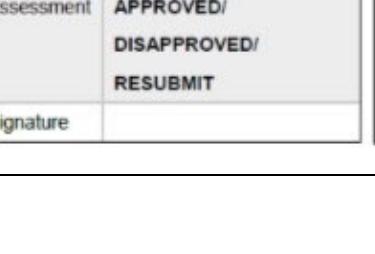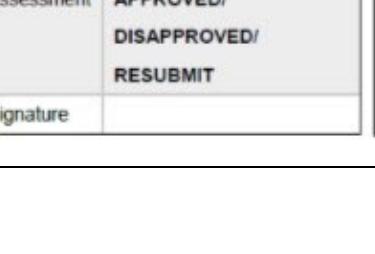
Object Name:_____ **3D Object** ☐ **2D Annotation** ☐

No.	Check Item	Content	Check Result (Y/N?)	Recommends
1	BIM Object Format	Does the BIM object have the correct file extension (.rfa, .pkt, .dwg) and software version?		
2	Naming Compliance Check	Does the BIM object's name conform to CIC naming convention?		
3	Category Type Check	Is the BIM object assign to the correct category?		
4	Parameter Capability Check	Do all necessary parametric properties exist and conform to the expected parametric behaviour?		
5	Visual Check	5.1 Does 2D presentation conform to local practice or client requirements?		
		5.2 Can the presentation /symbol follow change of location of the 3D geometry in the BIM project environment?		
		5.3 Does 3D model assign the correct material and visibility setting?		
		5.4a Does this BIM object need to be connected to MEP systems?		
		5.4b If yes, is MEP connector(s) correctly assigned to 3D model faces?		
		5.5 Is the BIM object's file size too large? (Generally recommended to be <5MB)		
		5.6 Does visibility setting correctly?		
		5.7 Is the unit of measurement correct?		
		5.8a Does it require Access / Clearance / Installation / Maintenance space?		
		5.8b If yes, does the space conform to local practice?		

		5.9 Is the BIM object assigned with suitable host / placement behaviour?		
		The following check items are applicable to 2D annotation objects only:		
		5.10 Do the tag, label and annotation conform to local practice or the client requirement?		
		5.11 Is the label information linked to correct parameter as designed?		
		5.12 Is the label/tag/annotation have different sizes for different scale of drawing production?		
6	BIM Object Sheet Check	6.1 Is the **CIC's Object Sheet Check Form** (next page) submitted?		
		6.2 Does this BIM object fulfil all BIM Object Sheet check items?		

Object Sheet Check Form

A	Acceptable
R	Reject
O	Outstanding
N	Inapplicable

3D Geometry
Property / Parameter
2D Symbol
2D Tag / Label / Annotation

Space
Does it require Access / Clearance /
Installation / Maintenance space?
Is space conformed to local practice?

Host / Placement
Is it assigned suitable host / placement
behavior?

Category
Is the BIM object of correct category?

Insertion Point
Is the insertion point appropriate?

Parametric
Is it necessary to be parametric?
Is parametric behavior as expected?

Property Management
Are properties classified in suitable
grouping and naming?

Property Information
Is all information necessary or
exhaustive for the user?

Visibility Control
Suitable setting?
Hide unnecessary geometry on plan and
elevation?

Symbol Drawing Production
Is symbol readable when printing out in
appropriate scale?

Symbol Orientation
Is the symbol orthogonal to the BIM
object geometry?
If necessary, can the symbol orientation
be controlled?

Geometry Dependency
Can the symbol follow the location
change of the 3D geometry in BIM
project environment?

Symbol Offset
If necessary, can the symbol offset
adjustable?

Symbol Drawing Production
Is it readable and accurate when
printing out in appropriate scale?

**Tag / Label / Annotation Drawing
Production**
Is it readable and accurate when
printing out in appropriate scale?

File Size
Is it too large?

Unit
Is unit of measurements correct?

Symbol
Is the symbol conformed to local
practice or client requirement?

Tag / Label / Annotation
Is the tag / label / annotation conformed
to local practice or client requirement?

MEP Connection
Is it required connection to MEP
system?

BIM Object Name		Ref. No.		Comment:
Date		Assessment	APPROVED/ DISAPPROVED/ RESUBMIT	
Inspector		Signature		