Appendix XII – Sample Project Close-out Checklist

The table below shows an example of the Project Close-out Checklist. The checklist could be expanded to include any project-specific check items.

No.	Check Item Description	Fulfils Project-specific Requirement?
1	Information Requirements and Exchange	
a	Do file contents meet project-specific LOIN?	Y / N
b	Are Level of Geometry and Level of Information in compliance with project-specific requirements?	Y / N
c	Has a project-specific Responsibility Matrix been authored and followed?	Y / N
d	Are hardware used in compliance with DEVB's latest requirements?	Y / N
e	Are software versions in compliance with those specified by the BEP?	Y / N
f	Are exchange formats in compliance with those specified by the BEP?	Y / N
2	Federation and Naming	
a	Does the sequence of information container ID field comply with the BIM Harmonisation Guidelines?	Y / N
b	Are any mandatory information container ID fields missing?	Y / N
c	Do common codes used comply with those specified by the BIM Harmonisation Guidelines?	Y / N
d	Do project-specific codes used comply with those specified by the BEP?	Y / N
e	Does model naming comply with information container ID as specified by the BEP?	Y / N
f	Does the naming of drawings generated from BIM comply with WDs' specifications?	Y / N
g	Does the naming of BIM objects comply with the latest version of CIC Production of BIM Object Guide General Requirements?	Y / N
3	Modelling Methodology	
a	Are BIM models authored using BIM objects from CIC BIM Portal and WDs' BIM objects?	Y / N
b	Are the following found in the BIM file(s)? i. Overlapping elements ii. Large-spanning continuous elements iii. Objects authored in generic model category iv. Complex geometry v. Special elements imported from other software If yes, please minimise their use and document any exceptions in the BEP.	Y / N
c	Are indoor spaces modelled using Room?	Y / N

No.	Check Item Description	Fulfils Project-specific Requirement?
d	Do coordinates comply with the BEP?	Y / N
e	Do colour settings comply with the BEP?	Y / N
4	Project Close-out Protocols	
a	Was the checklist completed thoroughly prior to passing the BIM file(s) to GBDR?	Y / N