BIM City studio

Naming Cheat Sheet

Every naming rule of the BIM City BIM Modelling Standard on two pages. Print it and keep it next to the screen.

In the BIM Pack	What you get
01 BIM Modelling Standard	Naming, modelling by trade, worksets, phases, coordinates, CDE, coordination, openings, quality
02 BIM Execution Plan	BEP template, before and after appointment
03 Exchange Information Requirements	The client's requirements, with an objectives questionnaire
04 Level of Information Need matrix	41 elements x 6 stages (Excel)
05 Naming Cheat Sheet	This document as a Word file, to put your own name and codes on
06 BIM Checklists	Model check, drawing issue, IFC export, end of stage, handover
07 Project Folder Structure	42 folders with read-mes, created in one click
Revit template	Architecture template and workshared project starter that follow these names (Revit 2023 and newer)

A free sample from BIM City Studio: use it freely in your office. The full BIM Pack: bimcity.studio/templates

Files (ISO 19650-2)

PROJECT – ORIGINATOR – VOLUME – LEVEL – TYPE – ROLE – NUMBER e.g. **HLX-ABC-ZZ-ZZ-M3-A-000001.rvt**

Field	Length	Values
Project	2–6	Set in the BEP
Originator	3–6	Organisation producing the file
Volume	2	ZZ several · XX none · B1, B2 buildings
Level	2	00 ground · 01, 02 … · B1 basement · RF roof · ZZ several · XX none (France: R+1 → 01, R-1 → B1)
Type	2	M3 model · M2 2D model · DR drawing · SH schedule · SP specification · RP report · MI minutes · CR clash report · CA calculations · VS visual · BQ quantities · PP presentation · IE exchange file · CO correspondence
Role	1–2	A architect · S structure · M mechanical · H heating & ventilation · P plumbing · E electrical · C civil · G surveyor · L landscape · I interiors · Q cost · W contractor · X subcontractor · K client · Z general
Number	6	000001 …

Status (metadata, not in the name): S0 WIP · S1 coordination · S2 information · S3 review · S4 stage approval · A1… accepted · B1… accepted with comments · CR as built. **Revision:** P01, P02 (P01.1 in WIP) · C01 contractual.

Revit content

Item	Pattern	Example
Wall / floor / ceiling / roof types	[ORG] [Function] [Category] [Total mm] / [Layer] + [Layer] …	ABC Int. Partition 100 / Gypsum board 12.5 + Steel stud & mineral wool 75 + Gypsum board 12.5
Types at concept stage (ND1)	[ORG] WIP [Function] [Total mm], replaced by the full pattern from ND3	ABC WIP Int. 100
Function	Int. · Ext. · Fdn. · Ret.	
Category (walls)	Structure · Masonry · Partition · Lining · Insulation · Hard finish · Wall finish · Cladding · Tanking · Ceiling	
Category (floors)	Structure · Screed · Hard finish · Soft finish · Raised floor · Tanking · Wet room · Balcony · Terrace · Planter (+ Variable) · roofs: Roof	ABC Int. Screed 80 Variable / Cement screed 80 Variable
Loadable families	[ORG]_[DISCIPLINE]_[DESCRIPTION], capitals, underscores, no accents	ABC_ARC_DOOR_SINGLE_SWING
Family types	Plain language, mm	900 x 2100 EI30
Materials	[ORG] [Material] [Finish] [Colour] [Format] - [Comment]	ABC Porcelain tile matt white 600x600
Finish materials	[ORG] [finish schedule code] [Material] [Finish] [Format]	ABC ST-01 Natural stone honed 600x300
Views	[PURPOSE] [TYPE] [LEVEL] [DESCRIPTION]	DOC PLAN 01 General arrangement
View purpose	WIP · COORD · DOC · EXPORT (parameter _VIEW PURPOSE)	COORD 3D ZZ Structure
View templates	[ORG] [PURPOSE] [Type] [Scale] [Variant]	BCS DOC Plan 1-50 Partitions
Sheets	[ROLE]-[SERIES][NUMBER]	A-101 · A-301 · A-501
Sheet series	000 general · 100 plans · 200 elevations · 300 sections · 400 enlarged plans · 500 details · 600 schedules · 700 3D	
Worksets	[NN] [Description]	05 Partitions, screeds and finishes
Grids (several buildings)	[building].[number] / [building].[letter]	B1.1 · B1.A
Levels	[code] [use]	00 Ground floor · B1 Basement
Rooms	[building].[level].[serial] · inside a unit [unit].[serial]	B1.01.05 · A-101.02
CAD backgrounds	[stage] - [level]	DCE - 01 · EXE - B1

Specification and workflow codes

System	Codes and values
Trade packages (_TRADE PACKAGE)	WP01 Structure · WP02 Masonry · WP03 Partitions · WP04 Screeds · WP05 Waterproofing · WP06 Finishes · WP07 Ceilings · WP08 Roofing · WP09 Facades · WP10 Doors & joinery · WP11 Sanitary · WP12 Metalwork · WP13 Furniture
Waterproofing (_WATERPROOFING SYSTEM)	WPS-1 Inverted terrace/roof · WPS-2 Balcony liquid membrane · WPS-3 Wet room · WPS-4 Planter root barrier · WPS-5 Tanking below ground
Door hardware (BCS Door Hardware Set)	HW-01-PASSAGE (Latch) · HW-02-PRIVACY (Thumbturn) · HW-03-OFFICE (Keyed) · HW-04-SECURITY (Deadbolt) · HW-05-FIRE-EXIT (Panic bar + closer) · HW-CUSTOM
Room styles & finishes (BCS Room Style)	RES-LIV-01 · RES-BED-01/02 · RES-KIT-01 · RES-BATH-01 · RES-WC-01 · RES-CORR-01 · RES-ENT-01 · RES-BALC-01 · RES-UTIL-01 · RES-STOR-01 · COM-OFF-01/02 · COM-CONF-01 · COM-RECP-01 · BOH-PLANT-01 · BOH-ELEC-01 · BOH-STAIR-01 · BOH-LIFT-01 · BOH-REFS-01 · CUSTOM (<none> for bespoke)
Apartments	_UNIT NUMBER (e.g. A-101) · _UNIT TYPE (e.g. 2-bed) · _OUTDOOR SPACE (balconies, terraces: Yes/No)

Architecture worksets (00–20)

00 Shared levels and grids · **01** External works and landscape · **02** Facade · **03** Roof · **04** Structure (architectural copy) · **05** Partitions, screeds and finishes · **06** Ceilings · **07** Fixed furniture · **08** Loose furniture · **09** PLB terminals (sanitary fixtures) · **10** HVAC terminals (grilles, diffusers) · **11** ELE terminals (light fittings) · **12** Rooms and areas · **13** Planting · **14** Site · **15** Surroundings / context · **16** Links - STR · **17** Links - MEP · **18** Links - reference and site · **19** Links - CAD and point cloud containers · **20** Auxiliary - not part of the ARC model

Phases and phase mapping

Baseline: Existing → Demolition → New construction. **Multi-phase:** Existing → Demolition → Temporary works → Phase 1 → Phase 2. All discipline models (ARC, STR, MEP) must maintain identical phase names in identical order (1:1 phase mapping in link properties).

Parameters

Kind	Format	Example
Family parameter	lowercase	frame width
Project parameter	CAPITALS	APARTMENT NUMBER
Shared parameter	_CAPITALS	_WORK PACKAGE
Schedule calculated value	VC_CAPITALS	VC_WALL FINISH AREA

Never

- Spaces in file names; accents or ç & ' @ # in any name; a hyphen in family names.
- Copies named "Copy 1", "(2)", "final", "new": rename or delete.
- Your own version of a shared parameter that already exists: ask the BIM Manager.
- Model geometry on Workset1 or on Workset 00 (Levels and grids only).
- Different phase names between disciplines: breaks link visibility.