



## APPENDIX C – PROJECT FILE AND FOLDER STRUCTURE

### 1. SAMPLE FOLDER STRUCTURE

The following folder structure must be followed for every design and construction project file. The root location (drive letter: “P” in example below) of the Project folders may differ from project to project, and should identify the responsible VA Administration/Organization (VHA, VBA, NCA, CFM) who is managing the project. All VA project data should be independent of the root drive letter to allow sharing between differing location server structures. The Root project Directory must reside directly below the drive letter:

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P:/ <img alt="folder icon" data-bbox="141 281 158 294"/> CFM <img alt="arrow icon" data-bbox="208 281 225 294"/> VA Administration/Organization
  <img alt="folder icon" data-bbox="154 298 171 311"/> 489 <img alt="arrow icon" data-bbox="208 298 225 311"/> Station Number Folder (start of Root Project Directory)
    <img alt="folder icon" data-bbox="168 315 185 328"/> 641-423 <img alt="arrow icon" data-bbox="208 315 225 328"/> Jeffersonville Seismic Upgrade <img alt="arrow icon" data-bbox="248 315 265 328"/> Project Folder (Project Number and name)
      <img alt="folder icon" data-bbox="182 332 199 345"/> 800 <img alt="arrow icon" data-bbox="208 332 225 345"/> Building Number
        <img alt="folder icon" data-bbox="196 349 213 362"/> DD1_2015_0704 <img alt="arrow icon" data-bbox="208 349 225 362"/> Submittal Phase Folder (Submittal Phase_YYYY_MMDD)
          <img alt="folder icon" data-bbox="220 366 237 379"/> 01_Project_Management
            <img alt="folder icon" data-bbox="249 383 266 396"/> 01_Support_Files (templates, logos, graphics, etc.)
            <img alt="folder icon" data-bbox="249 400 266 413"/> 02_BIM_BxP (Design, Construction)
            <img alt="folder icon" data-bbox="249 417 266 430"/> 03_Reports (QA/QC, Model Checks, Error Reports, System Coordination Reports)
            <img alt="folder icon" data-bbox="249 434 266 447"/> 04_Schedules (Phasing, Critical Path Method)
          <img alt="folder icon" data-bbox="220 451 237 464"/> 02_Models (BIM files)
            <img alt="folder icon" data-bbox="249 468 266 481"/> 01_Composite_Models
              <img alt="folder icon" data-bbox="278 485 295 498"/> 01_Design-Intent_Model (Revit or equivalent)
              <img alt="folder icon" data-bbox="278 502 295 515"/> 02_Analysis_Model (NWD or equivalent)
              <img alt="folder icon" data-bbox="278 519 295 532"/> 03_IFC (subfolders created separately by discipline)
              <img alt="folder icon" data-bbox="278 536 295 549"/> 04_Construction_As_Built_Models & Information (subfolders created separately by discipline)
              <img alt="folder icon" data-bbox="278 563 295 576"/> 05_As-Built_FM_Model (subfolders created separately by discipline)
            <img alt="folder icon" data-bbox="249 580 266 593"/> 02_Discipline_Models
              <img alt="folder icon" data-bbox="278 597 295 610"/> 01_G-General (each discipline shall add a “links” folder for linked content)
              <img alt="folder icon" data-bbox="278 614 295 627"/> 02_A-Architectural
              <img alt="folder icon" data-bbox="278 631 295 644"/> 03_AJ-Program NSF/GSF validation
              <img alt="folder icon" data-bbox="278 648 295 661"/> 04_B-Geotechnical
              <img alt="folder icon" data-bbox="278 665 295 678"/> 05_C-Civil
              <img alt="folder icon" data-bbox="278 682 295 695"/> 06_D-Process
              <img alt="folder icon" data-bbox="278 699 295 712"/> 07_E-Electrical
              <img alt="folder icon" data-bbox="278 716 295 729"/> 08_F-Fire_Protection
              <img alt="folder icon" data-bbox="278 733 295 746"/> 09_H-Hazardous_Materials
              <img alt="folder icon" data-bbox="278 750 295 763"/> 10_I-Interiors
              <img alt="folder icon" data-bbox="278 767 295 780"/> 11_IF- Furnishings, Fixtures, & Equipment
              <img alt="folder icon" data-bbox="278 784 295 797"/> 12_L-Landscape
              <img alt="folder icon" data-bbox="278 801 295 814"/> 13_M-Mechanical
              <img alt="folder icon" data-bbox="278 818 295 831"/> 14_O-Operations (Equipment maintenance, repair, and replacement no-fly-zones)
              <img alt="folder icon" data-bbox="278 835 295 848"/> 15_P-Plumbing
              <img alt="folder icon" data-bbox="278 852 295 865"/> 16_QH-Medical Equipment
              <img alt="folder icon" data-bbox="278 869 295 882"/> 17_QF-Food Service, Laboratory Equipment
              <img alt="folder icon" data-bbox="278 886 295 899"/> 18_R-Resources
```

- 📁 19\_ S-Structural
- 📁 20\_ T-Telecommunications/telemetry (Medical Equipment, Medical Low voltage)
- 📁 21\_ V-Survey-Mapping
- 📁 22\_ W-Distributed\_Energy
- 📁 23\_ X-Other\_Disciplines (or Trade specific models)
- 📁 24\_ Z-Contractor-Shop\_Drawings
- 📁 **03\_Renderings-Animations** (*still renderings, walk/fly through, functional validations*)
- 📁 **04\_Drawings** (*DWG/CAD or equivalent, follow 02 Discipline Model structure*)
- 📁 **05\_Electronic PDF**
  - 📁 01\_Full-Size\_Set (*composite PDF with hyperlinks and bookmarks*)
  - 📁 02\_Half-Size\_Set (*composite PDF with hyperlinks and bookmarks*)
  - 📁 03\_Single\_Sheets (*individual PDFs – 1:1 ratio corresponding to each sheet in the set*)
- 📁 **06\_Specifications**
- 📁 **07\_Sustainability** (*LEED or other sustainability documentation*)
- 📁 **08\_FM\_Data** (*COBie*)

Submittal Phase<sup>1</sup> BIM models and 2D documents shall be copied to the Submittals folder. Files placed in the Submittals Folders are snapshots of the project at a given point in time based upon requirements of the project schedule. Maintaining consistent file naming and structure is critical for referenced (linked) files to function properly across project teams and for end users such as Facility Managers to be able to retrieve files quickly once the project is complete.

## 2. STATION NUMBERS

Station Numbers shall be used to organize all project materials by a particular location. The Station Number will be provided by the VA Project Manager.

## 3. PROJECT NUMBER

Prior to commencing work, project teams shall be provided a Project Number by the VA Project Manager. This number shall be used for organizing the project files, and should include the common name on the file name project.

- **(Example:** The new bed tower in Los Angeles is assigned a project number of 640-429. Therefore the project folder shall be named **640-429 LA Bed Tower.**)

## 4. DISCIPLINE FOLDERS

Each discipline shall be assigned a folder corresponding to a Discipline Designator as listed in the DDR/NCS. All project files received and referenced from each discipline shall be organized in this folder. As a project progresses, the contents within these discipline folders will expand, and each deliverable should be clearly organized in its own folder.

## 5. FILE LOCATIONS AND NAMING

Native Model files shall be placed directly in the applicable Discipline folder. Original files from other disciplines should be linked from their discipline folder location and relative path to models.

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<sup>1</sup> Conceptual (C); Schematic Development (SD1, SD2); Design Development (DD), Construction Documents (CD)



## 6. COORDINATION FILES

















Files for Design and Construction coordination (clash detection) shall be managed by the BIM Facilitator or VDC manager, and organized by date as the project progresses.

## 7. VARIANT FOLDER TREE

For projects that require multiple buildings, a separate folder structure shall be created for each building and assigned.

Create building folders below the discipline directories as required for the project:

P:/  **CFM**  VA Administration

-  **489**  Station Number Folder (*start of Root Project Directory*)
-  **641-423** Jeffersonville Seismic Upgrade  Project Folder (*Project Number and name*)
  -  **800**  **Building Number**  Building Folder
    -  **02\_A-Architectural**  Discipline Folder
-  **641-423** Jeffersonville Seismic Upgrade  Project Folder (*Project Number and name*)
  -  **902**  **Building Number**  Building Folder
    -  **02\_A-Architectural**  Discipline Folder