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:

P:/ 📂**CFM**   ⬅ VA Administration/Organization
    📂 **489**   Station Number Folder (*start of Root Project Directory*)
      📂 **641-423**   Jeffersonville Seismic Upgrade   Project Folder (*Project Number and name*)
        📂 **800**   Building Number
          📂 **DD1_2015_0704**   Submittal Phase Folder (*Submittal Phase_YYYY_MMDD*)
          📂 **01_Project_Management**
            📂 01_Support_Files (*templates, logos, graphics, etc.*)
            📂 02_BIM_BxP (*Design, Construction*)
            📂 03_Reports (*QA/QC, Model Checks, Error Reports, System Coordination Reports*)
            📂 04_Schedules (*Phasing, Critical Path Method*)
         📂 **02_Models** (*BIM files*)
           📂 01_Composite_Models
             📂 01_Design-Intent_Model (*Revit or equivalent*)
             📂 02_Analysis_Model (*NWD or equivalent*)
             📂 03_IFC (*subfolders created separately by discipline*)
             📂 04_Construction_As_Built_Models & Information (*subfolders created separately by discipline*)
             📂 05_As-Built_FM_Model (*subfolders created separately by discipline*)
           📂 02_Discipline_Models
             📂 01_G-General (*each discipline shall add a "links" folder for linked content*)
             📂 02_A-Architectural
             📂 03_AJ-Program NSF/GSF validation
             📂 04_B-Geotechnical
             📂 05_C-Civil
             📂 06_D-Process
             📂 07_E-Electrical
             📂 08_F-Fire_Protection
             📂 09_H-Hazardous_Materials
             📂 10_I-Interiors
             📂 11_IF-Furnishings, Fixtures, & Equipment
             📂 12_L-Landscape
             📂 13_M-Mechanical
             📂 14_O-Operations (*Equipment maintenance, repair, and replacement no-fly-zones*)
             📂 15_P-Plumbing
             📂 16_QH-Medical Equipment
             📂 17_QF-Food Service, Laboratory Equipment
             📂 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[1] 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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[1] 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