

BIM / VDC

Tell us what the model needs to do, what you already have and when you need it. It is fine to leave questions blank.

01 / Your project

Type short answers. Press Enter for a new line. Use a separate sheet for more detail.

01 Project and location

Give the project name, country and site location.

02 Your contact details

Name, company and work email. Add a phone number if useful.

03 Project stage and disciplines

For example: detailed design; architecture, structure and building services.

04 What will you use the model for?

For example: design review, coordination, construction drawings or handover.

05 What files are available?

List drawings, models or scan data. Note missing or out-of-date information.

Before sharing: agree an NDA and a secure transfer method for confidential files. This brief helps define the work; it is not a design standard.

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Be clear about the files and level of detail you need.

02 / Models and drawings

Type short answers. Press Enter for a new line. Use a separate sheet for more detail.

06 Coordinates, units and survey accuracy

Tell us the model origin, units and any survey limits we should know about.

07 Model detail and information

Share the BIM execution plan (BEP). State the level of development (LOD) by element and use.

08 Software and shared workspace

List software versions, templates and the common data environment (CDE), if used.

09 Files you need from us

List native models, exchange formats, drawings and schedules.

10 Coordination rules

Note clash tolerances, priority issues and who decides how each issue is resolved.

An LOD label does not confirm survey accuracy or approval. Agree these separately. Design and statutory approvals remain with the appointed design authority.

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Agree how the work will be checked before the full package starts.

03 / Reviews and next steps

Type short answers. Press Enter for a new line. Use a separate sheet for more detail.

11 First review

Choose a small first area or package. What must it pass before work continues?

12 Dates and working hours

List key deadlines, review dates and preferred meeting times, including time zone.

13 Who designs, checks and approves?

Name the people responsible for design decisions, model checks and final approval.

14 Changes and exclusions

State included revisions, work by others and any decisions that could delay progress.

15 Confidentiality and file sharing

Tell us if you need a non-disclosure agreement (NDA) and how files should be shared.

Next: review your answers with your project lead, then email contact@spetia.com. Keep confidential files out of the first email.