

BIM COORDINATION CHECKLIST

30 points from kickoff to handover, drawn from how we run coordination on our own projects. Print it, or copy it into your task tracker.

A

BEFORE COORDINATION STARTS

Agreed once, at kickoff. Every later argument is cheaper here.

- 01 ☐ **BIM Execution Plan or information standard agreed.** ISO 19650, BS 1192, or the client's own BEP. Everyone models to the same rules from day one.
- 02 ☐ **Common Data Environment set up.** Who uploads what, where and when. No models travelling by email.
- 03 ☐ **Shared coordinate system and project base point agreed.** Every discipline models in the same spatial reference.
- 04 ☐ **Model exchange schedule fixed.** Who issues updates and on what cycle: weekly or per milestone.
- 05 ☐ **Clash matrix agreed.** Which discipline pairs get checked against each other: structure vs MEP, architecture vs structure, MEP vs MEP.
- 06 ☐ **Tolerance set per discipline pair.** Zero for structural connections; clearance allowances for insulation, access and maintenance.
- 07 ☐ **Worksets and naming conventions agreed.** Organised by discipline or linked model, never as personal scratch space.
- 08 ☐ **LOD confirmed per discipline.** Matched to what the model is actually for, not the highest number available.

B

RECEIVING A MODEL

The intake audit for every model that arrives from a contractor or consultant.

- 09 ☐ **File opens clean in the agreed Revit version.** All links resolve; no missing references.
- 10 ☐ **Coordinates verified against the federated model.** Before anything else is checked.
- 11 ☐ **Levels and grids match the reference model.** A mismatch here invalidates every check that follows.
- 12 ☐ **Worksets organised by discipline or link.** Selective open and link visibility depend on it.
- 13 ☐ **Elements categorised correctly and carrying data.** Model-in-Place only where unique geometry justifies it; a wall must know it is a wall.
- 14 ☐ **Wall joins clean.** Disallow Join used where needed; no elements merged into unreadable masses.
- 15 ☐ **No duplicate or overlapping elements.** Leftovers from copy-paste rounds distort schedules and clash counts.
- 16 ☐ **File size and performance sane.** Purged, no bloated families, no stray CAD links, no excess detail.
- 17 ☐ **Schedules pull real numbers.** Spot-check quantities against drawings before trusting a single one.

C EVERY COORDINATION CYCLE

Weekly or per milestone, while design is moving.

- 18 ☐ **Current model versions collected from every discipline.** Stale versions flagged before the run, not discovered after it.
- 19 ☐ **Clash detection run per the agreed matrix.** Not "all vs all": the matrix is what keeps the report readable.
- 20 ☐ **False positives filtered before the report goes out.** A short prioritised list gets used; hundreds of raw rows get ignored.
- 21 ☐ **Every clash carries a viewpoint and a structured note.** In the federated NWD, so anyone can find and understand it.
- 22 ☐ **Report issued in a shared, trackable format.** With an owner assigned to every open clash.
- 23 ☐ **Coordination meeting held once per cycle.** Decisions made in the room, not left in the report.
- 24 ☐ **Decisions logged with dates in a running project log.** Memory is not evidence; the log is.
- 25 ☐ **Resolved clashes re-checked in the next run.** Nothing closed on trust.
- 26 ☐ **Ripple effects flagged.** A change in one discipline checked against every discipline it touches.

D BEFORE HANDOVER

The last gate before the model leaves the building.

- 27 ☐ **Deviation and QA check against source data.** Point cloud or drawings, within the agreed tolerance, with a report.
- 28 ☐ **Second reviewer opens the model.** Nothing ships after a single pass.
- 29 ☐ **Deliverables in the agreed formats.** RVT, IFC, DWG, plus drawings and quantities where in scope.
- 30 ☐ **Model cleaned, archived and retained.** The building will outlive the project; the model should too.

NEED THE RUN DONE FOR YOU?

Concrete Bureau acts as the neutral coordinator between architects, engineers and contractors:

[CONCRETE-BUREAU.COM/SERVICES/BIM-COORDINATION](https://concrete-bureau.com/services/bim-coordination). Send your models via [CONCRETE-BUREAU.COM/CONTACT](https://concrete-bureau.com/contact) and you will have an answer within 24 hours on working days.