Asset Worksheet & Tagging Process

START

BIM Project

Prepare list of Maintainable Asset based on Worksheet Template *
(leave the Revit columns blank)

Submit Asset Worksheet

Review Location Information & Run Macro

Assign Asset Group in Asset Worksheet

Review General Asset Types and Prepare Tags/Labels

Asset Tagging Kickoff Meeting

Legend

Task

Responsible

Legend

AE = Architect/Engineer
CM/DB/C = Construction Manager
Design Builder
Contractor
OSU = Ohio State University

* Reference Section 5.3 of the BIM Project Delivery Standard (PDS)

Asset Arrives on Site

Receive Labels

Place Label on Asset & Enter Info in Asset Worksheet

Complete and QC Asset Worksheet (For non-BIM projects, leave the Revit columns blank)

Submit Completed Asset Worksheet (per closeout standard)

Format & Load Data into CMMS

END