Use this guide to help you organize your data

Introduction

To ensure consistency across your teams and therefore Vault, we recommend implementing a simple naming convention for all files ingested. This will enable faster uploading, location and processing of files for all stakeholders.

File Naming Conventions

Models

Client-Building-DisciplineCode-Type-CompanyAuthor-SequentialNumber-ModelVersion

Example:

MOENZ-ANDCE-ARC-MDL-WNA-001-RVT20

Client is Ministry of Education in New Zealand, of their Auckland Central office, created by the Architect, as a model, by Wayne Architects, and it's number 001, of revit model version 20

Point Clouds

Client-Building-Level-Type-Equipment(Terrestrial/Drone)-GEO/UNGEO-IssueDate(YYMMDD)

Example:

RBNZ-TTR-01-PCF-TER-UNGEO-210119

Client is Reserve Bank of New Zealand, third building, level one, point cloud file, using a Terrestrial scanner, not geo-referenced, completed on 19 January 2021

DWG Files

JobNumber-Date-Area/Zone-RevisionNumber-CompanyAuthor-CADVersion

Example:

488-210312-A01-001-ASB-CAD19

Job Number 488, files created on 12 March, 2021, of Area A01, Revision Number 001, Files authored by asBuilt, and it's CAD version 19

360 Photographs

Date(YYMMDD)-JobNumber-Building-Level-Area/Zone/Room-SequentialNumber

Example - large environment (i.e. multi-storey building):

210101-488-B21-G-A6-001

Photo taken 1 January 2021, Job Number 488, of building B21, on the ground level, in the north half area (as would be indicated by "A6" or it could be Room A6 - you'd know from your floor plans), and it's number 001 photo as it's a large space requiring multiple photos to capture it all.

Example - small environment (i.e. house):

210601-GF-Bedroom2-Centre

Photo taken 1 June 2021, no Job Number, no building number, ground floor Bedroom 2, and it's in the centre of the room (no need for a sequential number as there's only one photo required to capture the whole room)

For 360 photos in a large environment, we also recommend **taking a Control Photo** in every key location and floor (call it sequential number 000), ideally the floor number by the lift or stairs, so that when you review them it's clear where you are and that all the photos subsequent are for that floor.

Vault Projects Folder Structure

We recommend also following a standard folder structure within Vault. This will again help your team locate files faster and more efficiently. Below is our recommended structure.
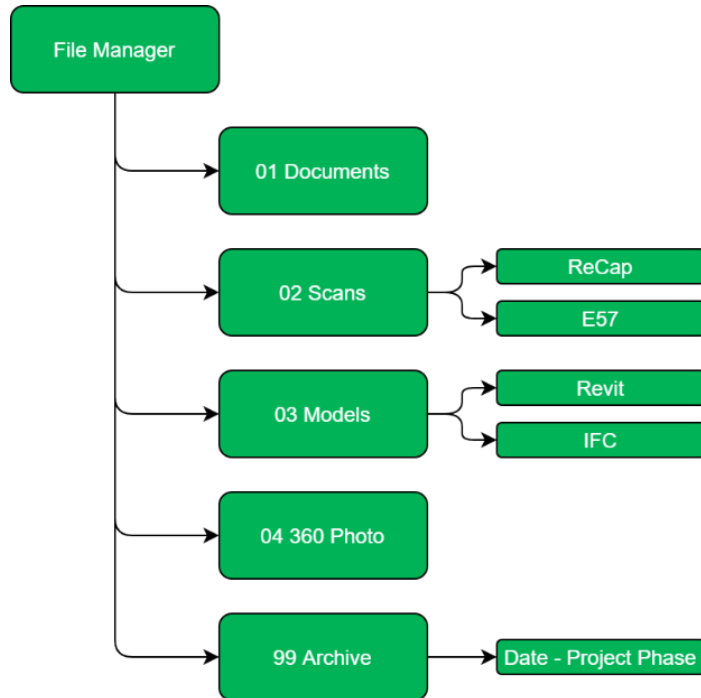
Standards Owner (All Projects)

asBuilt recommend one person be responsible for ensuring the above standards are met, with every Project Lead being accountable to deliver files, folders and projects to this standard.

For accessing the location of the Pilot Project files, please see the Vault Uploading Workflow Guide.

Support

If you experience any issues or have any questions, please contact your Customer Success representative or Vault Support at:

Support Hub:
https://support.asbuiltvault.com

Email:
support@asbuiltvault.com

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