



This project and asset naming convention can be adopted by clients for use on their new projects or existing built assets. The resource was developed collaboratively by SFT and the Project Information Working Group for use with the Standard Information Management Plan V2. Feedback is welcomed via bimdeliverygroup@scottishfuturetrust.org.uk

ASSET NAMING



Structured and consistent asset naming is necessary to:

1. locate and reference physical, maintainable asset(s) within an estate, building or infrastructure.
2. compile an accurate asset register for end-of-construction handover
3. linking asset level documentation and data within a digital O&M manual database.

The below provides a standard approach using alphanumerical characters derived from a project BIM COBie delivery and industry Uniclass values . The client should establish the asset naming requirements in the project information standard doc. at the project outset.

Identifier	Example Code	Example Description	COBie source notes
Facility	RAD	Royal Academy	Mandatory (Facility.Name) min. length (3). Identifier code pre-fixed where new facility forms part of an existing estate / multiple owner building assets.
System	HPS or HPS01, HSP02 etc.	Heat pump systems (Ss_60_40_36) + add system seq no. if more than one of the same system exists in the project.	Optional (System.Name) min. length (3). Client to confirm requirement
Asset Type	PHE01, PHE02 etc.	Plate heat exchangers code (Pr_60_60_38_62) + type seq no.	Mandatory (Type.Name) min. length (5).
Asset Type Instance	001	Asset Type value + instance value (e.g. PHE01-001)	Mandatory (Component.Name) min. length (3). e.g. A sequential instance value may be mapped from a Revit element parameter e.g. 'Mark'. The number series should be reset (to 001, 002, 003 etc.) when assigned to each Asset Type.
Location (floor+room)	01-112	First floor + plant room number	Mandatory (COBie.Component.Space) min. length (6)
Asset Reference	RAD-PHE01-001-01-112		(Component.AssetIdentifier) Concatenation of the above values to form the unique asset reference.

The client to advise at the project outset if physical site tagging of maintainable assets are required for handover (e.g. see right > QR or Barcode tag) .



ROOM / SPACE NAMING

The below provides a standard approach for room / space naming using alphanumerical values. The client should establish the room/ space naming requirements in the project information standard doc. at the project outset.

Identifier	Example Code	Example Description	COBie source notes
Location (floor+room)	01-112	First floor + plant room number	Mandatory (Space.RoomTag)
Room / space name	01-112		Value can be prefixed with COBie.Facility.Name e.g. RAD-01-112

INFORMATION CONTAINER - directory & naming



A information directory should be established within a client CDE, document management system, cloud-based or local server to host the handover information for each completed project. Refer to below definition from BS EN ISO 19650-1:2018; 3.3.12. The client should establish the information container strategy and naming requirements in the project information standard doc. at the project outset. The directory of record and asset information should be accurately kept up-to-date by the client or an appointed 3rd party during the operational phase.

3.3.12 information container
named persistent set of information (3.3.1) retrievable from within a file, system or application storage hierarchy
EXAMPLE Including sub-directory, information file (including model, document, table, schedule), or distinct sub-set of an information file such as a chapter or section, layer or symbol.

[\[SFT-SIMP-T2_LINK\]](#) The SFT Standard information and management plan Template 2, information container hierarchy, is based upon Project Management (PM) Uniclass 2015 classification codes and can be adopted for use by the client. < Refer to LINK.

All O&M documentation should be correctly named in accordance with BS EN ISO 19650-2:2018 National Annex and classified using Uniclass Project Management (PM) codes. Additional Uniclass code assignment may be required to link O&M documentation to maintainable assets recorded in the asset register.

Identifier	Example Container Code	Example Container Description
Container code	PM_70_85_52	Manufacturer information

SUMMARY:

Asset naming:	RAD-PHE01-001-01-112
Room / space naming:	01-112 or RAD-01-112
Directory container name:	PM_70_85_52 : Manufacturer information