usBIM.maint

Registry Import User Guide
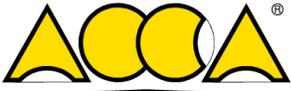
1   Technical master data formatting guide

1.1   Introduction

This guide aims to illustrate the guidelines to be implemented in the compilation of the Excel file "B. Objects_Import_Format_EN.xlsx" – provided as an attachment to this document – for the purpose of importing objects and components into **usBIM.maint**. Its correct compilation will allow the accurate importing of registry data into usBIM.maint.

Warning: once the material has been delivered according to the specifications specified in this document, the import will be carried out by ACCA with an internal procedure.

NOTE: The procedure is subject to a continuous reviewing process, therefore, ACCA reserves the right to update the relating user guides and provide timely notice to the customer.

1.2   Compilation of objects and technical components master files

Below are the minimum mandatory indications to be implemented when filling in each field of the "Object master format" file.

Field:

a. **Property ID**: alphanumeric field where the property code is mandatory only if it has already been entered in usBIM.maint. The property code can be found in the property sheet (e.g. I0263X91693620Y45461344).

b. **Property**: alphanumeric field where the name and exact address of the property must be reported only if it has not already been entered in usBIM.maint otherwise the Property ID is sufficient.

c. **Plan**: alphanumeric field where the plan must be reported (e.g. 1, -2, 3, 00) only if it has not already been entered in usBIM.maint or if the object is not shown in the DWG file, otherwise leave blank (the plane will be taken from the compartment).

d. **Compartment:** alphanumeric field where the code of the compartment is mandatory only if it has already been entered in usBIM.maint. The compartment code can be found in the compartment card (e.g. 0056). Conversely, if the object is reported in the DWG file, the field must be left empty (in this case the position is taken up by the DWG).

e. **ID:** numeric field where the unique numeric code of the object must be reported. If there are already objects in usBIM.maint, make sure that the ID is not already present in the platform.

f. **Object type code:** alphanumeric field where the code of the object type to which the object must belong must be mandatory. The code can be found in the "Manage object types" section of usBIM.maint (e.g. A01).

If the object belongs to a new type (not yet present in usBIM.maint) it must be indicated in compliance with the following format N_Name Type_Name Technological Unit as well as the technological unit is new or in the following format N_Name Type_ID Technological Unit
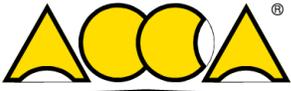
when it is already present in usBIM.maint. The ID of the technological unit can be consulted in the "Management of technological units" menu of usBIM.maint. The N_value must always precede the new data.

g. Code: optional alphanumeric field where to report the type code (if already present in usBIM.maint) followed by _ID (e.g. A01_1001).

h. Manufacturer, Model, Serial Number: these are optional alphanumeric fields where the relative data of the object can be reported.

i. Photo file name: if photos must be associated with the object, the file name of each photo must be shown internally in this field (e.g. 212123.png). If you want to upload multiple photos, each file name must be separated by a semicolon, without spaces (e.g. 212123.png; 282928.png). The first photo will be the one used by default in the subject card. All photos must be returned in a single directory.

j. Object description: optional alphanumeric field where to report the description of the object (maximum 500 characters).

k. Object characteristics: multiple and non-compulsory alphanumeric fields where, for example, in the data1 field the description of the field (e.g. power) and in the value field the value of the data1 (e.g. 100 KW).

l. Geometric characteristics: non-mandatory alphanumeric fields where the height, width and length of the object are shown in cm.

1.3   DWG files processing

If the objects referred to in the previous point must also be displayed and managed in planimetry within usBIM.maint, they must be referred to in the DWGs.

To this end, DWG floor plans must be processed according to what is reported in the following chapter "Guide for processing DWG floor plans for import into usBIM.maint" and must also contain the following information:

1. **Plant layer**: each object must be inserted in the specific layer of the plant/technological unit to which it refers. Therefore, it is necessary to create a layer with the name of each technological unit mentioned in the "Object master format.xslx" file.

2. **Object block**: each object must be represented on the DWG file by a library element (Block) formed by a symbol with central origin and the following attributes:

a. **ID:** mandatory attribute that must show the unique ID of the object specified in the Excel file;

b. **CODE:** optional attribute showing the "Code" possibly attributed to the object in the Excel file