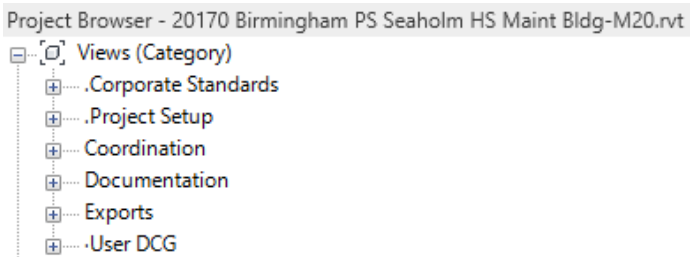


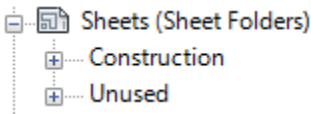
Setting up Sheets



Constructions sheets contain documentation floor plan views, not coordination or user defined views located in the *Project Browser*.



In every base mechanical project, sheets for each discipline, (fire protection, sheet metal, plumbing etc.) are preloaded into your model. These can be found in the organized, **Unused** category in the *Project Browser* by expanding the (+) icon to the left of the category. Sheets used for issuances can be then organized into the **Construction** category as required. This will be explained later.



Each subcategory includes an underground, basement, first, second and roof sheet already created. These are blank sheets that have the IDS standard 30”x42” border file loaded.

For example, in the **Unused** folder the First-Floor Demolition Plan can be organized into the **Construction** category by clicking the sheet once in the *Project Browser*, then located in the *Properties* menu change the Sheet Folders section under the “Text” to read **Construction** and not **Unused**.

Text	
User Defined Scale	
Sheet Folders	Unused
Bid Pack 1 Display	☒

Text	
User Defined Scale	
Sheet Folders	Construction
Bid Pack 1 Display	☒

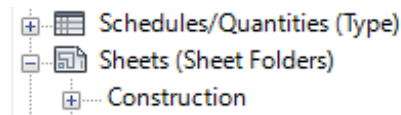
The next step is to make sure that view you brought from the **Unused** category shows up on your MR.0 project sheet index. To do this, click the view you recently added to the **Construction** folder and located at the lower section of your *Properties* menu, check the box for “Appears In Sheet List”.

Appears In Sheet List	☒
Revisions on Sheet	Edit...
Other	
File Path	BIM 360://Birmingham...
Dept Code	66.000000

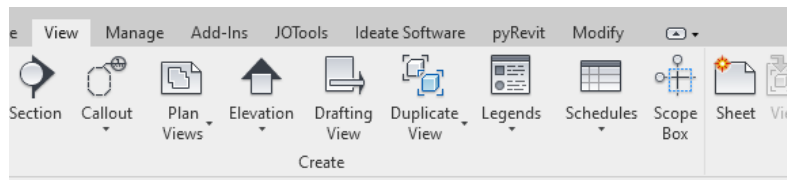
Note that sheets in your base project, the department code is preloaded in. This code helps to organize the sheets when shown on your MR.0 index. You will have to add the dept code when you create a sheet from scratch. The codes and sheet naming can be found in the graphic standards document.

Setting up Sheets

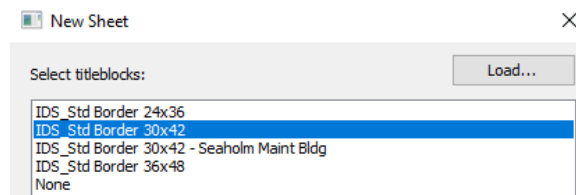
To create a new sheet, for example a First Floor Demolition – Area B or a Third Floor Demolition sheet, one way to do that is by right clicking the **Sheets (Sheet Folders)** located in the *Project Browser* and press New Sheet.



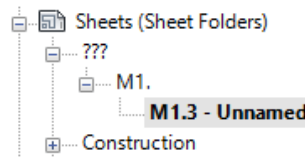
The other way to do it is by clicking **Sheet** in your *View* ribbon.



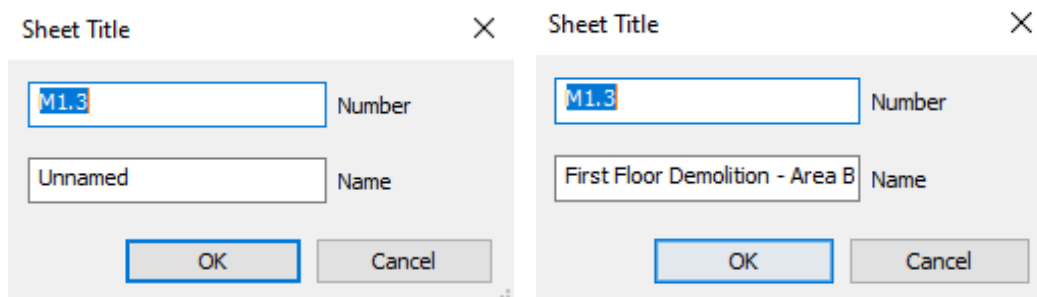
A window will pop up for both examples explained above, select **IDS_Std Border 30"x42"** or your project specific border, if already loaded and press okay.



After that sheet was created, it will organize with "???" under the Sheets (Sheet Folders) category. The question marks are created to remind you to rename and reorganize in the **Construction** folder.



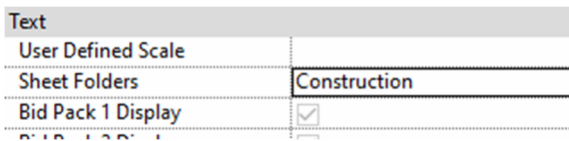
To rename, right click the sheet in this case, M1.3 – Unnamed sheet. Then you can change the Number and Name and press okay. Remember to change the *Sheet Folder* to **Construction** after renaming.



Setting up Sheets

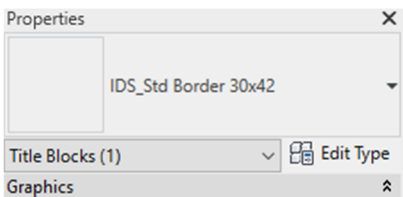


After you rename your recently created sheet you must have it reorganized to the **Construction** folder from your *Properties* menu by typing in Construction in the Sheet Folders.

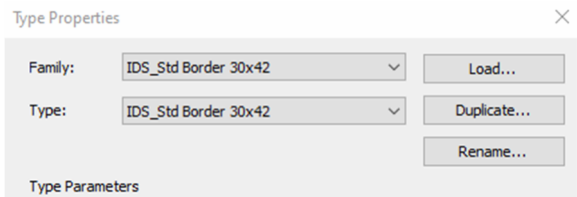


The next step is to update the border file from the base IDS_Std template to your project specific border file. The standard location is in the *J drive* under your Client, Revit > Ref > Borders. If it is not saved there ask the project architect where they located the border file and have them save it there.

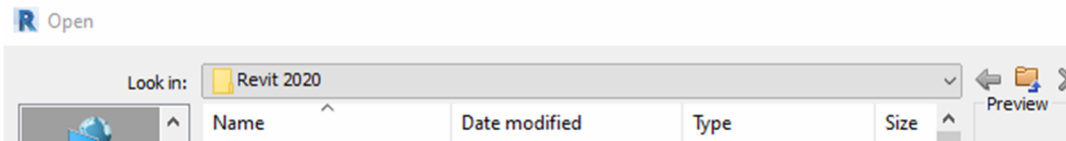
To update the border, you click the border on your sheet. Then **Edit Type** from your *Properties*.



Then you press load.



Finally press the folder **Look in:** drop down, locate the Border from the path called out above and press Open.



Once the border is updated to the project specific file, you can update the project information in your border file by clicking the **“Designer”** and **“Author”** and typing your name in the X. Xxxxxx format.

Project Administrator
S. Moschelli
Project Designer
Designer
Project Architect / Engineer
D. Greene
Drawn By
Author
Q.M. Review
J. Schwartz
Approved
J. Schwartz
Drawing Scale
As Noted

Project Administrator
S. Moschelli
Project Designer
D. Greene
Project Architect / Engineer
D. Greene
Drawn By
D. Greene
Q.M. Review
J. Schwartz
Approved
J. Schwartz
Drawing Scale
As Noted

Setting up Sheets

For large projects with several sheets, you can manage the project information with **zSheet List**, located under *Schedules/Quantities (Type)* in your *Project Browser*. The following window will pop up and you can edit all your sheets on your project under one window.

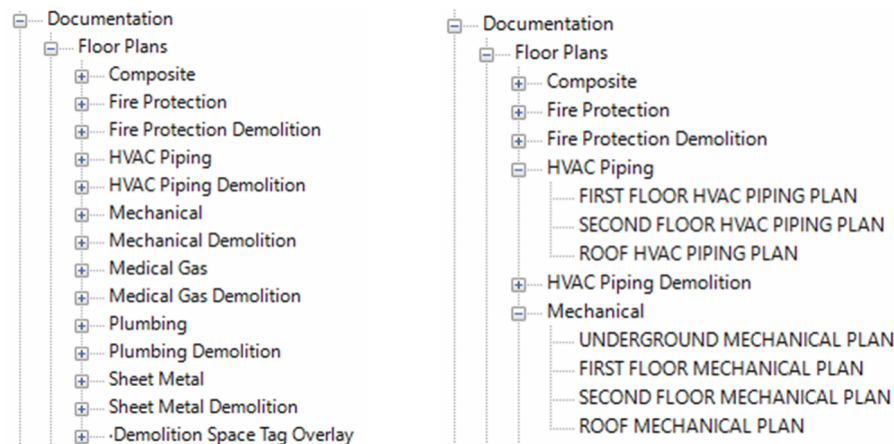
<zSheet List>

A	B	C	D	E	F
Dept Code	Sheet Number	Sheet Name	Designed By	Drawn By	User Defined Scale
	6-M2.1B	First Floor Sheet Metal Plan - Area B	D. Greene	D. Greene	1/8" = 1'-0"
	6-M2.1C	First Floor Sheet Metal Plan - Area C	D. Greene	D. Greene	1/8" = 1'-0"
	6-M2.1D	First Floor Sheet Metal Plan - Area D	D. Greene	D. Greene	1/8" = 1'-0"
	6-M2.2B	Roof Mechanical Plan - Area B	D. Greene	D. Greene	1/8" = 1'-0"
	6-M2.2C	Roof Mechanical Plan - Area C	D. Greene	D. Greene	1/8" = 1'-0"
60	6-MR.0	Mechanical Reference Information	D. Greene	D. Greene	No Scale
60	6-MR.0	Mechanical Reference Information	D. Greene	D. Greene	No Scale

Next, you can turn the North Arrow on or off, or include the Key Plan and areas using the *Visibility* check boxes found in your *Properties* menu.

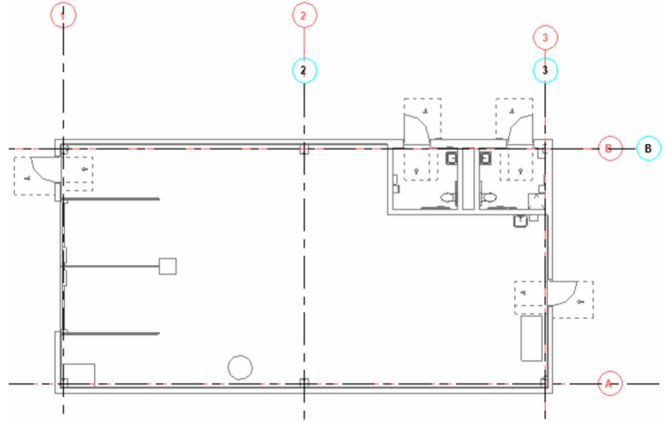
Visibility	
For Reference Only	☐
Override Scale	☐
As Noted	☒
Detail Boundary Lines	☐
North Arrow	☐
Key Plan	☐
Key Plan Area A	☐
Key Plan Area B	☐
Key Plan Area C	☐
Key Plan Area D	☐

The last major step is to add your Documentation view on to your empty sheet you just created. Always remember to place Documentation views and not Coordination or personal User Views on to your sheets. Documentation base views are set up for each discipline, for example HVAC Piping and Mechanical views, for the associated levels in your project.



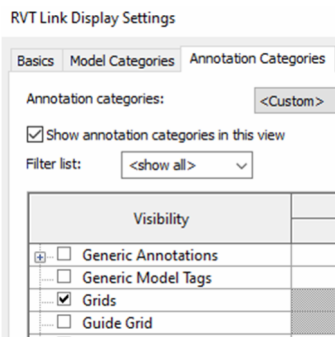
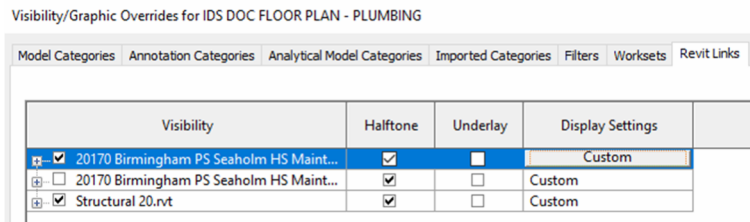
Setting up Sheets

For demonstration purposes we are going to start with renaming the FIRST FLOOR MECHANICAL DEMOLITION PLAN to end with “- AREA B” to match the sheet name we created. You can duplicate and rename your view by right clicking and pressing Duplicate View, with Detail and then right clicking again and pressing rename.



Your view may look different, but these steps will help you create your job specific sheet.

Red column bubbles represent grids from the architectural model. They can be turned off from your View Template in the *Visibility/Graphic Overrides, Revit Links*. Under the Annotation Categories, uncheck **Grids**.

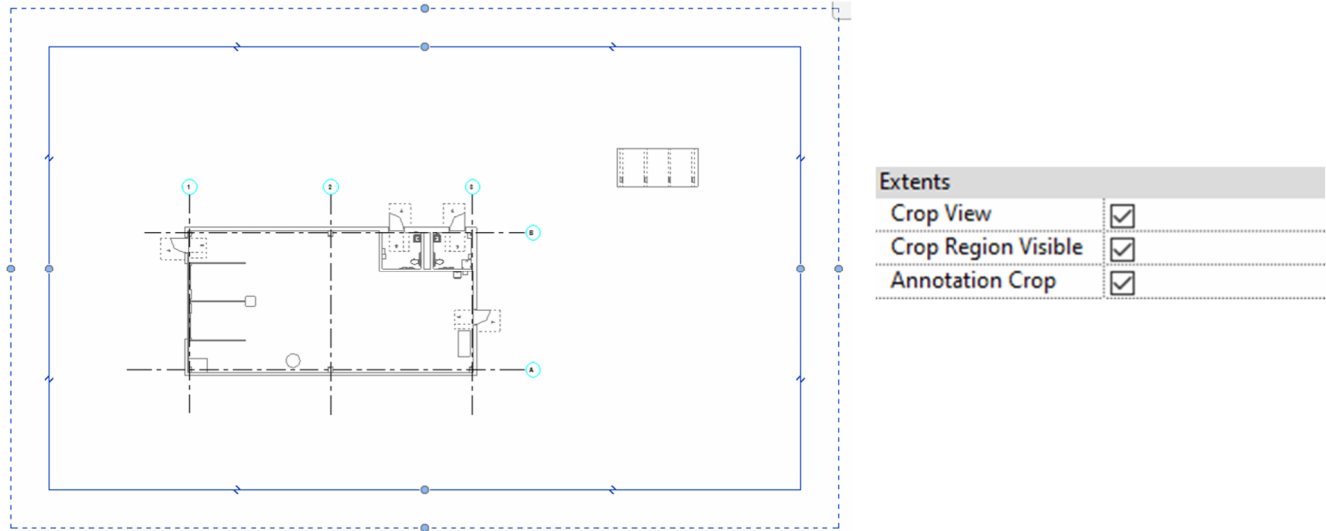


The remaining grids that are visible, should be white, are the mechanical grids. You can drag them all into alignment near your building extends by clicking and holding the small circle as shown below and pulling in the direction you need.

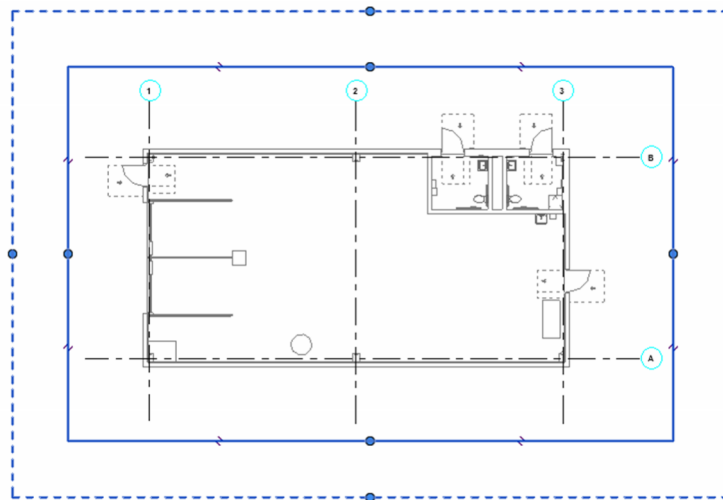


Setting up Sheets

Next, we are going to revise the *Extents* of the view. Check all three of the associated boxes to show the **Crop Boundaries** like shown below. The dark boundary is the Crop View, the dashed in the Annotation Crop. You can move the boundaries by the small blue circles outlined below.



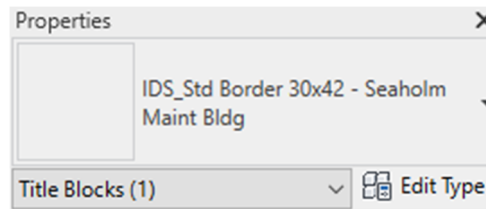
After dragging and tweaking the crop view into where you desire it, it will look like this. No unnecessary area is shown, and the scope of the project is clean and concise. Once you are all set making your adjustments, uncheck the **Crop Region Visible** and **Annotation Crop** from the *Extents*.



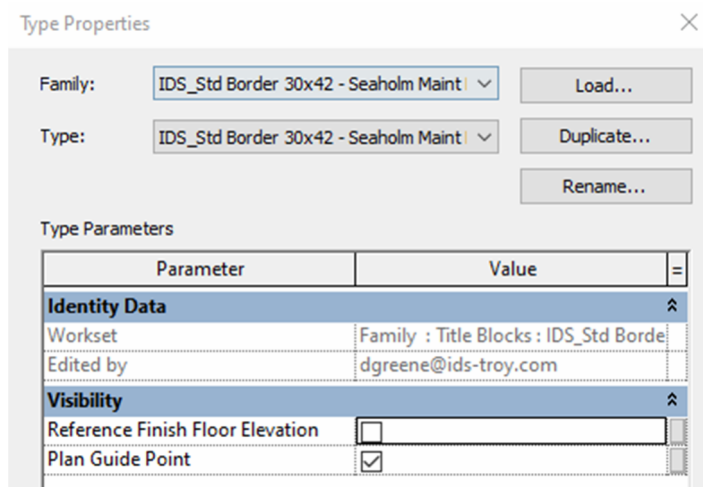
Next you open your empty demolition sheet. Then you locate your demolition view in your *Project Browser*. You left click the view, hold it down while dragging and placing over your sheet. Then you click once more to place it on the sheet.

Setting up Sheets

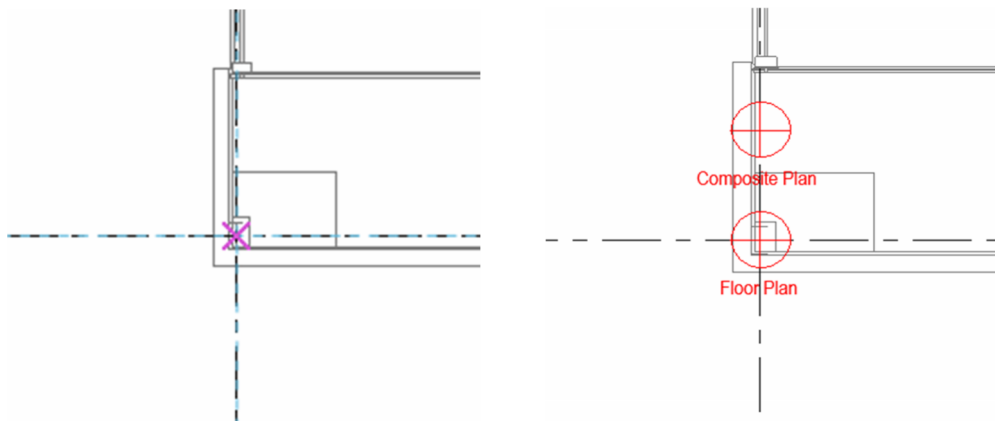
Always remember that views should align from sheet to sheet. From the border file, you should active **Plan Guide Points** to align your plans. To do this, you click your border, then in your *Properties* press **Edit Type**.



A window shown below will come up. Check the **Plan Guide Point** box and the guide points, also shown below will populate on your sheet.



Next, with the points live on your sheet. Click your view and select the move command to align the coordinated area of the building to the guide point. In this case it's the lower two grids. Select the intersection of the grids and move to the floor plan guide point.

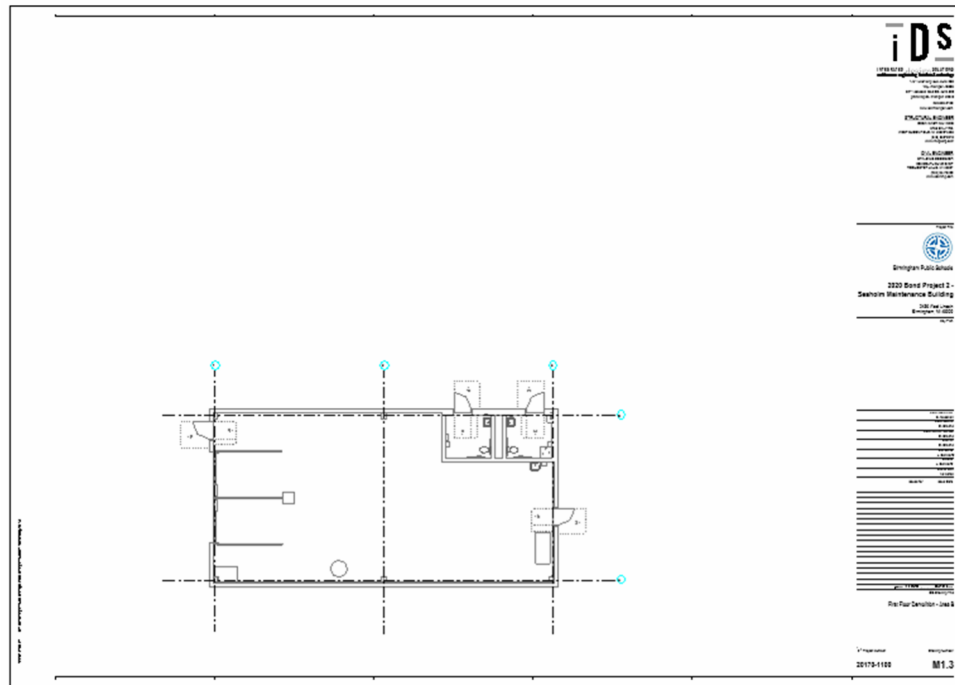


Setting up Sheets

Once the view is placed on the guide point. **Pin** your view from the *Modify* tab.



Then with the view pinned turn off the **Plan Guide Point** from the reverse steps shown above.



Your sheet is now complete with your documentation view placed and pinned. Follow these steps for every additional sheet required in your set. Any questions let the BIM Committee know.