

## REVIT PROJECT MANAGEMENT

### Revit Architecture, Structure and MEP

*This list is compiled from different tips and tricks found on the web for Revit Project Management to give you an overview of what people are doing to keep there projects clean and efficient.*

Once a project has been started there are several maintenance techniques that should help in keeping the project on track. The file size can be such that it becomes a concern due to the amount of information included both in the project and within the file itself. In working with the project you have some maintenance options that can help.

There are several steps that can be done to help bring the file down to a more manageable size.

#### PURGE

On the “File” pull-down there is an option for “Purge Unused...” Purge anything that you don’t need. Look especially for Raster files, Decals, and Groups as these will cause the file size to grow. Remember that if you purge out something that is a company standard you can bring it back in using “Transfer Project Standards...”

#### AUDIT

Use “Audit” for periodic maintenance of large workset enabled files or when you are preparing to upgrade. This can automatically fix some corrupt elements in the project. Run “Audit” when you are also preparing for an upgrade. Audit is found in the “Open” dialog box in the lower right hand corner.

#### REMOVE CAD FILES

Remove any imported CAD files. Whether linked or not, these can be a cause of the file size growing. Any CAD files that can be removed should be removed. CAD files should be imported in a “Current view only” whenever possible as well. Once these files have been removed go to the Object Styles and see if there are any other “Imported Objects” under that tab that can be deleted now.

#### DELETE UNUSED VIEWS

Delete all of those 3D views that you are not using. Delete ANY views that you are not using or that you do not recognize. Each view requires that it be generated within the project every time it is opened. Any changes that would be shown in a view have to be added to that view whether you are using it or not. Most sections and 3D views are easy to create and can be redone if they are actually needed again later.

## TURN SHADOWS OFF

Turn shadows off in views once you are through with them. If you need to plot with shadows you can turn them on for that purpose. Keeping shadows on in views means that the project has to generate the shadows even if those views are unopened.

## CORRECT ANY ERRORS

Error messages will automatically pop up when there is an error. Some can be ignored and others cannot. If tools are ignored they may still have to be dealt with at another time. Under the “Tools” menu there is a “Review Warnings” option that will bring up all warnings in a project. It is recommended that these warnings be reviewed daily. Select a warning and expand it. Use the “Show” button to have the object with the error presented in a view. Once the object with the error has been located the error should be repaired. It may be easier to create a section view occasionally to see the error more clearly. These section views can then be deleted after the error has been fixed. If the error does not need to be fixed the error message can be deleted in the dialog box where the errors are listed. It is suggested that error messages be reviewed at the end of every day. Search the “Help” file for “*More Information on Errors and Warnings*” for specific information on the warning messages and details as to how to fix some errors. This list is thorough and has links to other messages in the “Help” file.

## SAVE AS AND COMPACT CENTRAL FILE

The use of “Save As...” to create a new Central File using another name can reduce your file size dramatically. What this does is flush out your history of the original file when the new one is created.

When doing a “Save” or a “Save As...” the “Options...” button is available in those dialog boxes. Select the “Compact File (slow)” radio button from the “File Save Options” dialog box to help compress the file size. During a normal save the Central File is only writing new and changed elements. Compacting rewrites the entire file and removes obsolete parts to save space. Before taking either of these options all users should first save to central and get out of their local files.

## RE-CREATE LOCAL FILES

On Friday afternoon the BIM manager will have done the entire cleanup necessary for Central File maintenance. After going through all these maintenance methods or if it is just Monday morning make a new Local File. By creating a new Local File every Monday morning the user will not bring any old problems back into the Central File.

Some of the aforementioned tips are taken from many sites and forums. Some tips are evolved from our experience. Your project results may vary.