HOW TO PREPARE A SCAN FOR BIM MODELING

A one-page checklist from Top Notch BIM. Tick every box before you send your point cloud — and get a faster, more accurate model.

1. FILE FORMAT

- [ ] One of: E57, RCP/RCS (Autodesk ReCap), LAS/LAZ, PTS, FLS/LSPROJ.
- [ ] Units stated (metres or feet) and the project coordinate system or benchmark noted.
- [ ] Scans registered into one cloud, not dozens of loose stations.

2. REGISTRATION QUALITY

- [ ] Registration report attached (cloud-to-cloud or targets): mean error ideally ≤ 3–5 mm (≈ 1/8"–3/16").
- [ ] Levels and grids consistent across floors; no doubled or shifted walls.
- [ ] Georeferenced, if the model has to match the site plan.

3. COVERAGE

- [ ] Every room you need is scanned, including corridors, stairs and shafts.
- [ ] Above ceilings and in risers — if MEP must be modeled there.
- [ ] Roof, facades and basements — if they are in scope.
- [ ] Typical spacing 5–10 m (15–30 ft) between stations; density ≈ 6 mm at 10 m.

4. CLEAN-UP

- [ ] People, vehicles and moving objects removed; noise filtered.
- [ ] Keep the RGB colour: it helps us tell systems, finishes and materials apart.

5. WHAT TO SEND WITH THE SCAN

- [ ] Station photos or panoramas — the best way to read small details.
- [ ] Existing drawings (PDF/DWG), even outdated ones, for cross-checking.
- [ ] Scope: disciplines, LOD (200–400), tolerance, what to skip.
- [ ] Your Revit version, template, families and BIM Execution Plan, if any.
- [ ] Level and grid naming rules; deadline and contact person for questions.

6. TRANSFER

- [ ] Total size estimated; split per floor or building part if > 50 GB.
- [ ] Cloud link (Google Drive, Dropbox, WeTransfer) or ask us for a secure upload link.
- [ ] NDA signed first, if required — we are happy to sign yours.

Tip: Not sure your scan is good enough? Send it anyway — we review it during the free quote and tell you straight what it can support.

topnotch.bim@gmail.com · Telegram @TopNotchBIMbot · +381 61 729 9898 · top-notch-bim.com