

OSU Asset Export User Guide - Revit 2019-2024

Introduction

The user guide provides an overview of the OSU Asset Export application and instructions on how to use it. It is recommended that new users read this guide fully before launching the application.

OSU Asset Export – Overview

The OSU Asset Export application is a custom utility built within Autodesk Revit. When the OSU Asset Export application is installed on your device, an **OSU** tab becomes available within Revit.

To ensure that the application extracts the OSU-required parameter data from your model, your Revit project must be set up with the required settings as described in this document. After the setup is complete, when you use the **OSU Asset Explorer** command, the application interrogates the parameter data for the open Revit model and extracts the required data.

The extracted parameter data is displayed in a dialog box. You can review and verify the data but cannot add or modify any parameters or values from the dialog. However, you can exclude any unwanted rows of data.

The primary purpose of the application is to create a list of all taggable assets along with their associated location information, especially the Room # column. If you notice that the Room # values are missing, or they are incorrect and require some adjustments, you should close out of the tool and edit the applicable families and/or room/space settings in the Revit model before running the exporter tool again to generate the correct values.

Once the data verification is complete, you can export the data using the **Export** button. The data is exported, and the output is displayed in an Excel spreadsheet. The output can be reviewed and modified to ensure that the data you submit to OSU follows the [Asset Tagging & LOD Matrix of BIM Deliverables](#).

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Using the OSU Asset Exporter application

These are the key steps involved in using the asset export application to produce the asset worksheet

1. Install the OSU Asset Export application.
2. Set up Rooms **and** corresponding Spaces in your Revit project models if you haven't already.
3. Do a test run of the OSU Asset Explorer command to verify that all expected items appear on the list, and that Room and Space information is populating for all interior components that require asset tags per the [Asset Tagging & LOD Matrix of BIM Deliverables](#).
4. Identify any taggable asset components that are missing or are not reporting Room/Space data and troubleshoot by adjusting model geometry, Rooms, Spaces and/or Families so that the component locations can be detected. (Alternatively, if there are only a few items missing the room value, you may choose to fill in the locations to the worksheet manually after export.)
5. Repeat steps 3 and 4 until all (or at least the majority) of interior asset components include location data.
6. Run the OSU Asset Explorer command, uncheck non-asset line items, and then Export to create the spreadsheet.
7. Review the spreadsheet and do manual cleanup as needed before uploading the file to eBuilder.

Step 1: Install the OSU Asset Export Application

Note: *The application works only with Autodesk Revit versions 2019 to 2024.*

- A. Download the Asset Export application zip from the following link.
https://fod.osu.edu/sites/default/files/osu_bim_pds_tools.zip
- B. Install the app on your local device. Run as administrator.
- C. The application installs an instance of it for each Revit version available on your device. Any add-ins are located in the following folder:

C:\ProgramData\Autodesk\Revit\Addins\<Revit version>

Step 2: Set Up Rooms and Corresponding Spaces in Your Revit Models

Rooms

For most projects, the design team will have already added rooms to the architectural model. All rooms must be numbered per OSU standard. For renovation projects, please use the existing room numbering as shown in the owner plans for rooms that are remaining the same; any new or altered rooms must have numbering reviewed by OSU FITS either through the UDR process or by submitting a request through <https://go.osu.edu/fitsroomnumbering>.

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Note: In renovation projects, there may be existing rooms where there is MEP scope but no architectural scope. The architect must still number these rooms in the Revit model to match the OSU owner plans. It is not acceptable for any room in the current phase to have default Revit numbering.

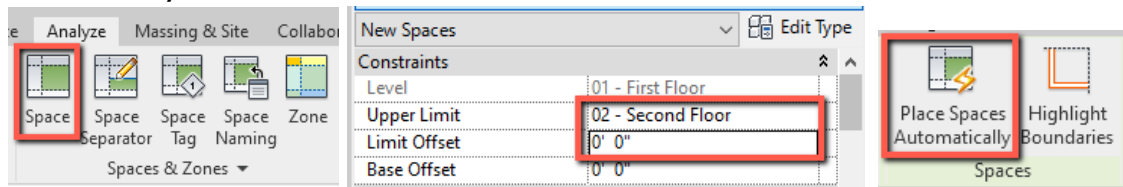
If there is no architectural model, the engineering team may use the OSU owner model for room information, or they may manually change space numbers based on OSU owner plans. The instructions below are for automatically creating and renumbering rooms based on an architectural model that includes Rooms.

Spaces

In Revit, the **Space Naming** tool for an MEP model can be used to automatically synchronize the Rooms and Spaces in each model. Then when the OSU Asset Export application is run, it uses the values for the **Space: Number** and updates the **Room #** field in the matrix with this value.

How to set up Spaces for your Revit Model

- A. In Revit, open the MEP model for which you want to match the spaces to the rooms.
- B. **If your model already contains spaces for each room, skip to step D.** If your model doesn't already contain spaces for each room, open a plan view, and create them by going to the **Analyze** tab > **Spaces & Zones** panel, click **Space** and check the Properties box to make sure the Upper Limit is set to the floor level above with a Limit Offset of 0'-0". Then **Place Spaces Automatically**.



- C. Repeat the process for each level that contains rooms, making sure to adjust the Upper Limit and Limit Offset for each level. This should create a space for every area that is enclosed by model geometry and/or room separation lines.
- D. Create a Space Schedule for quality assurance. **View** tab > **Create** panel > **Schedules** > **Schedule/Quantities** > select **Spaces** from the Category list, and make sure the Phase is set to the new/current phase. Use the fields and sorting shown below for the schedule:

Scheduled fields (in order):

Level
Room: Level
Number
Room: Number
Name
Room: Name
Area

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Fields Filter Sorting/Grouping Formatting Appearance Embedded Schedule

Sort by: Room: Level ☒ Ascending ☐ Descending

☐ Header ☐ Footer: ☐ Blank line

Then by: Level ☒ Ascending ☐ Descending

☐ Header ☐ Footer: ☐ Blank line

Then by: Room: Number ☒ Ascending ☐ Descending

☐ Header ☐ Footer: ☐ Blank line

Then by: (none) ☒ Ascending ☐ Descending

☐ Header ☐ Footer: ☐ Blank line

☐ Grand totals: ☐ Custom grand total title: Grand total

☒ Itemize every instance

- E. Open and review the schedule. There will probably be a number of spaces that do not correspond to any rooms, because they were automatically created within chases, shafts, or other enclosed areas. These will sort to the top of the schedule because they do not have values for Room: Level or Room: Number. Select these in the schedule and click **Delete** to remove these unnecessary rows.

Columns Rows Titles & Headers

synch with central view Space Schedule for Asset Export... X LEVEL 1 - POWER PLAN LEVEL

<Space Schedule for Asset Exporter QA>

A	B	C	D	E	F	G
Level	Room: Level	Number	Room: Number	Name	Room: Name	Area
01 - First Floor		205LLL		Space		2 SF
01 - First Floor		205RRR		Space		4 SF
01 - First Floor		205LLLL		Space		10 SF
01 - First Floor		205NNNN		Space		8 SF
01 - First Floor		205UUUU		Space		10 SF
01 - First Floor		205XXXX		Space		7 SF
01 - First Floor		205CCCC		Space		2 SF
01 - First Floor		205DDDDD		Space		2 SF
01 - First Floor		205EEEE		Space		2 SF
02 - Second Floor		205GGGGG		Space		9 SF
02 - Second Floor		205JJJJJ		Space		8 SF
02 - Second Floor		205KKKKK		Space		4 SF
02 - Second Floor		205IIIII		Space		6 SF
02 - Second Floor		205KKKKKK		Space		3 SF
02 - Second Floor		205LLLLLL		Space		14 SF
02 - Second Floor		205NNNNNN		Space		1 SF
01 - First Floor	01 - First Floor	205OOO	101	Space	RECEPTION	200 SF
01 - First Floor	01 - First Floor	X205ZZZZ	102	Space	FELINE WAITING	108 SF
01 - First Floor	01 - First Floor	X205BBBB	111	Space	HOSP.	71 SF
01 - First Floor	01 - First Floor	X205PP	111T	Space	TOILET ROOM	63 SF

SELECT ROWS WITH BLANK ROOM: LEVEL TO DELETE

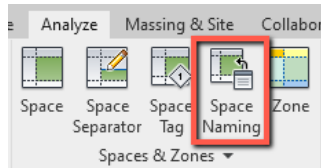
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- F. Next, scroll down the list to see if there are any lines where the Level and the Room: Level don't match. Select these erroneous spaces and delete them. Repeat for each level where a mismatch occurs.

A	B	C	D	E	F	G
Level	Room: Level	Number	Room: Number	Name	Room: Name	Area
01 - First Floor	01 - First Floor	X205Y	X107C	Space	CIRCULATION	127 SF
01 - First Floor	01 - First Floor	X205ZZ	X108C	Space	PUBLIC HALL	306 SF
01 - First Floor	01 - First Floor	X205FFFF	X109C	Space	BULLPEN/ STAFF HALL	542 SF
01 - First Floor	01 - First Floor	X205DDD	X110C	Space	CIRCULATION	100 SF
01 - First Floor	01 - First Floor	X205JJJJ	X111C	Space	PUBLIC HALL	382 SF
01 - First Floor	01 - First Floor	X205UUU	X112C	Space	RECEIVE	267 SF
01 - First Floor	01 - First Floor	X205NNN	X113C	Space	CORRIDOR	380 SF
01 - First Floor	01 - First Floor	X205D	X125E	Space	ELEV.	58 SF
01 - First Floor	01 - First Floor	X205YYYY	X140S	Space	STAIR	108 SF
01 - First Floor	01 - First Floor	X205I	X141S	Space	STAIR	356 SF
02 - Second Floor	01 - First Floor	X205AAAAAA	115M	Space	ELEC.	27 SF
02 - Second Floor	01 - First Floor	X205XXXXXX	117	Space	COACH WORKROOM	10 SF
02 - Second Floor	01 - First Floor	X205SSSSSS	126	Space	PHARMACY/ LAB	2 SF
02 - Second Floor	01 - First Floor	X205RRRRRR	130	Space	TREATMENT	2 SF
02 - Second Floor	01 - First Floor	X205PPPPP	176	Space	OBSERVATION ROOM	3 SF
02 - Second Floor	02 - Second Floor	X205DDDDD	120	Space	CONFERENCE ROOM	1158 SF
02 - Second Floor	02 - Second Floor	X205UUUU		Space	ELEV ROOM	54 SF
02 - Second Floor	02 - Second Floor	X205XXXX		Space	OFFICE	112 SF
02 - Second Floor	02 - Second Floor	X205SSSS		Space	MENS LOCKER	143 SF
02 - Second Floor	02 - Second Floor	X205UUUU		Space	TOILET	54 SF

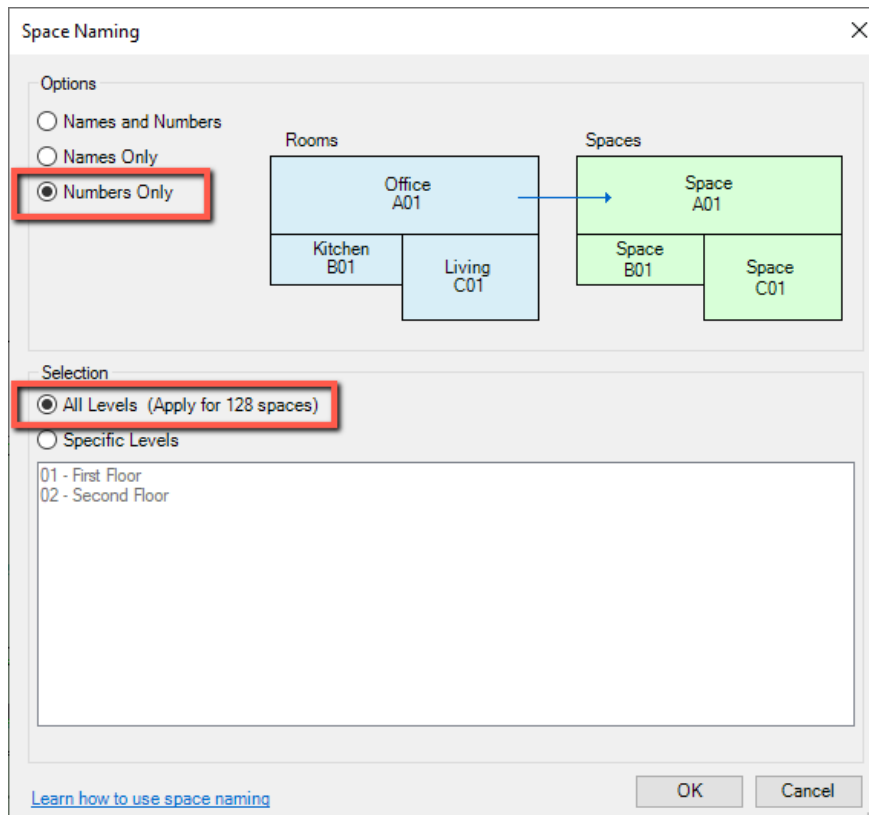
SELECT ROWS WHERE THE
LEVEL AND ROOM: LEVEL
DON'T MATCH TO DELETE

- G. Once all the extraneous spaces are removed, renumber the remaining spaces. In the **Analyze** tab > **Spaces & Zones** panel, click **Space Naming**.



- H. In the **Space Naming** dialog, select either **Numbers Only** or **Names and Numbers** in the **Options** pane and **All Levels** in the **Selection** pane. Click **OK**. (The exporter tool only includes numbers, but you can copy the names also if that would be helpful to you.)

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- I. Once you have run the tool, you will need to verify that it completed successfully. Return to the QA Space Schedule you made in step D. Review the schedule to make sure that the Number and Room: Number columns match *exactly*. If some or all of them do not have matching numbers, resolve any model conditions that could cause the Space Naming tool to fail, and then run the Space Naming tool again. Alternatively, if there are only a few Numbers that don't match the Room: Numbers, you may manually edit the Number property to match. In either case, do not proceed with the asset export until all Space numbers match the Room numbers.

Room: Level	Number	Room: Number	Name	Room: Name	Area
01 - First Floor	171	171	PHONES	PHONES	61 SF
01 - First Floor	172	172	PRACTICE MANAGER	PRACTICE MANAGER	109 SF
01 - First Floor	173	173	EXAM #4	EXAM #4	132 SF
01 - First Floor	174-1	174	FELINE EXAM #7-1	FELINE EXAM #7	121 SF
01 - First Floor	174-2	174	FELINE EXAM #7-2	FELINE EXAM #7	12 SF
01 - First Floor	175-1	175	OBSERVATION ROOM-1	OBSERVATION ROOM-1	81 SF
01 - First Floor	175-2	175	OBSERVATION ROOM-2	OBSERVATION ROOM-2	2 SF
01 - First Floor	176-1	176	OBSERVATION ROOM-1	OBSERVATION ROOM-1	79 SF
01 - First Floor	176-2	176	OBSERVATION ROOM-2	OBSERVATION ROOM-2	3 SF
01 - First Floor	177	177	EXAM #5	EXAM #5	123 SF
01 - First Floor	178	178	FELINE EXAM #8	FELINE EXAM #8	122 SF
01 - First Floor	179	179	OBSERVATION ROOM	OBSERVATION ROOM	76 SF
01 - First Floor	180	180	OBSERVATION ROOM	OBSERVATION ROOM	78 SF

In the example above, an unknown glitch has caused erroneous spaces with a -1 or -2 suffix added to the Number. These do not match the Room: Number exactly, so they need to be revised. Review the plans to make sure there are no erroneous space boundary lines, and that all spaces that fall within non-room chases or cavities have been deleted. (Even after deleting

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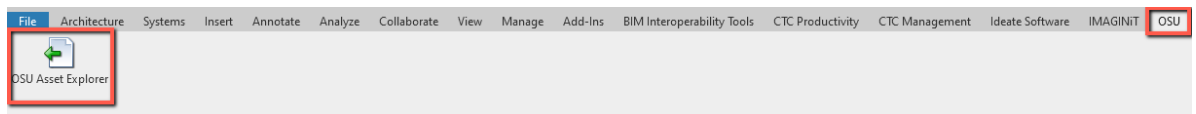
the spaces from the schedule in steps E and F, there could still be non-room spaces because Revit doesn't always behave the way we want it to!) Often the Area field can help determine which Space may be an error, since areas of less than a few feet are likely the erroneous spaces.

Do NOT just edit the Number to match the Room: Number if there are duplicates in the schedule. Every Number should be unique. Do not ignore Revit warnings indicating that Elements have duplicate "Number" values.

- Note:** *There are several things that can cause the Space Naming tool to fail. These include but are not limited to:*
- *There are redundant rooms in the architectural model. To resolve, the architectural model manager should eliminate the redundant rooms. This may include rooms with an Upper Limit that extends higher than the floor level above.*
 - *There are rooms that have a blank Name and/or Number in the architectural model. To resolve, the architectural model manager should make sure all rooms have something in the Name field, even if it is just a dash or the word "Existing" or "Room," etc. All rooms should have Numbers per OSU standard.*
 - *In the MEP model, the architectural model link type is not set to Room Bounding. To resolve, the engineering model manager should select the architectural model link, click Edit Type, and check the box for Room Bounding.*
 - *The rooms in the architectural model exist in a phase that is not shown in the MEP plan from which the Space Naming tool was run. To resolve, the engineering model manager should verify that the view Phase is set to the new/current phase and that the phases from the link are correctly mapped to the phases in the active model. Select the architectural model link, click Edit Type, click the Edit button next to Phase Mapping, and edit the list to associate the correct phases.*

Step 3: Test the OSU Asset Export Application

A. Locate the **OSU** Tab to find the **OSU Asset Explorer** tool.



Note: *If you do not see the **OSU** tab, contact your administrator for assistance with installing the OSU Asset Export application.*

B. Click the **OSU Asset Explorer** button to open the dialog box. You should see a matrix with the headings below, followed by a line item for each component.

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Building Number:

Export	Revit ExtIdentifier	Revit Element Id	Revit File	Phase Created	Phase Demolished	Revit Category	Mark	Family	Type	Floor #	Room #	To Room	From Room	Manufacturer	Model Number	OmniClass Number
--------	---------------------	------------------	------------	---------------	------------------	----------------	------	--------	------	---------	--------	---------	-----------	--------------	--------------	------------------

- C. You can click any heading to sort by that column alphabetically. Start by clicking the **Revit File** heading to sort by filename. Verify that all linked models which contain assets (per the [Asset Tagging & LOD Matrix of BIM Deliverables](#)) are included on the list.
- D. Next click the **Room #** heading to sort by the Room or Space number associated with each item listed. Review the list to determine how many of the components are missing a value in the Room # field and what kinds of components are not reporting values.

No changes in Revit are needed for:

- Items which are not taggable assets per the Asset Tagging & LOD Matrix of BIM Deliverables
- Items which are part of the existing construction or an earlier phase that has already completed the asset worksheet for that phase
- Items which are temporary or demolished
- Items in a future phase outside the scope of the current asset tagging process
- Items which are accessed only from the exterior or the roof

Troubleshooting is required for other asset components if they are missing Room # values.

Otherwise the Room # values will need to be added manually after the export.

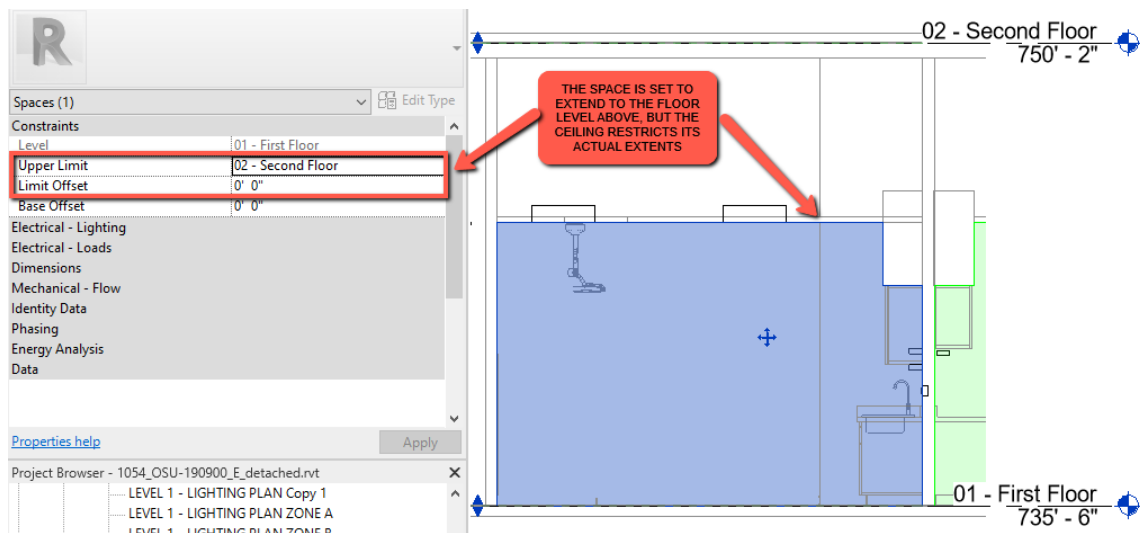
Step 4: Troubleshoot Missing Data

If all interior asset components appear as line items and are reporting values in the Room # field, proceed to Step 6. Otherwise, review the possible reasons for missing components or missing location data below.

Possible issue: Model geometry is restricting the Room or Space from filling the area where the component occurs.

If many of the asset components missing a Room # value are items that occur in or above the ceiling, the architectural model manager can resolve this by setting all ceilings to be non-Room-Bounding.

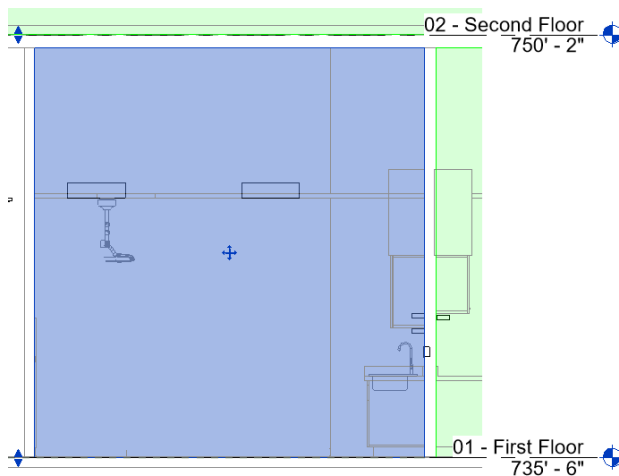
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In the architectural model, select all ceilings, go to Properties, and uncheck the Room Bounding box.

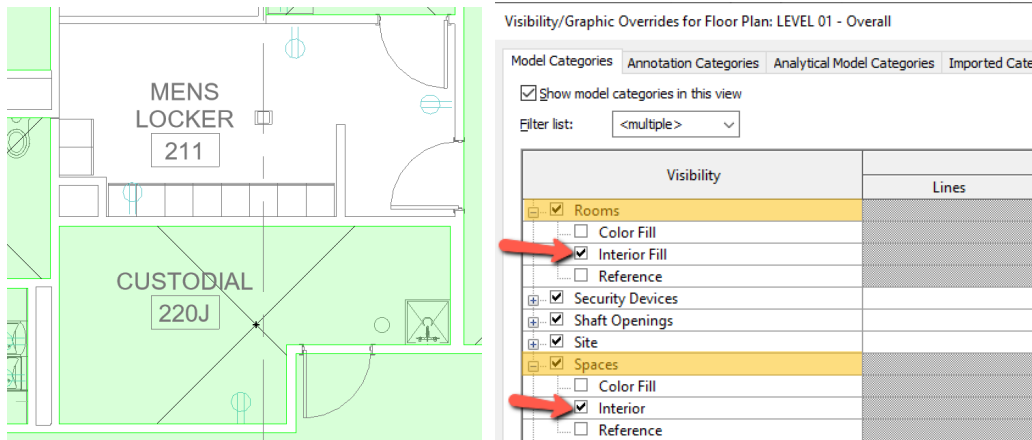


Then reload the architectural model link in the MEP model. This should allow the Spaces to extend so that the elements above the ceiling can detect their locations.

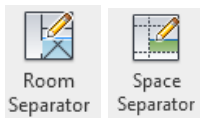


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Possible issue: A Room or Space where the component occurs is missing or is Not Enclosed.



Check the plans with Interior Fill turned on in Visibility/Graphics to make sure all rooms have a Room in the architectural model and a corresponding Space in the MEP model(s). Add a Room or Space if needed. If the Room or Space is Not Enclosed, a Room Separator or Space Separator may be required to create a boundary on one or more sides.



Possible issue: The component is not a family category reported by the OSU Asset Export application.

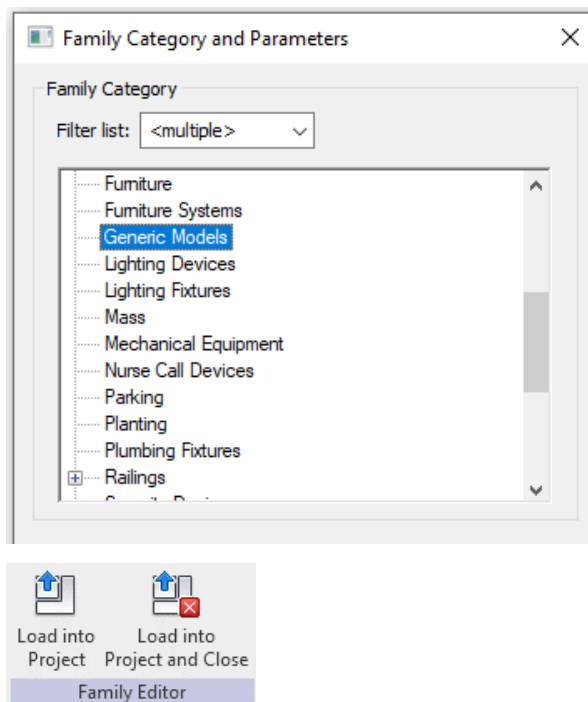
If an asset component is a Revit family category *other than* Air Terminals, Data Devices, Doors, Electrical Equipment, Electrical Fixtures, Fire Alarm Devices, Generic Models, Lighting Devices, Lighting Fixtures, Mechanical Equipment, Nurse Call Devices, Pipe Accessories, Plumbing Fixtures, Security Devices, Specialty Equipment or Telephone Devices, the OSU Asset Export application will not report it by default.

Contact your system administrator to add a Revit category that is not listed. (Instructions are in the OSU Asset Exporter v27 Admin Guide.) Another alternative is to edit Family Category and Parameters to the Generic Model category and reload to the project model.

Note: *It is recommended to work in a detached model if it is necessary to change family categories.*

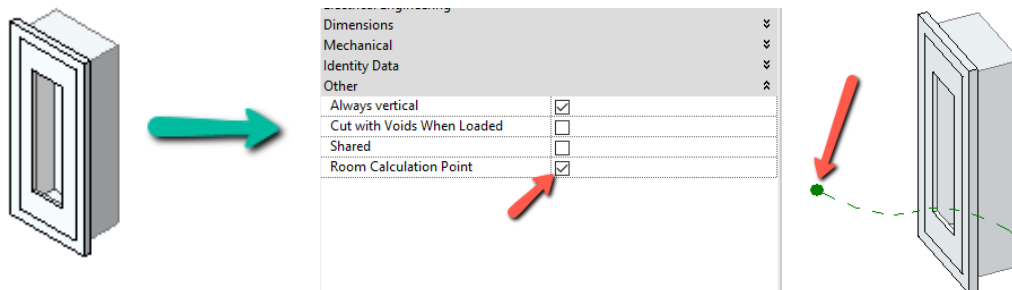


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Possible issue: The geometric center of the component family falls outside of the Room or Space it should be associated with.

If there are still a large number of asset components missing a Room # that the previous suggestions did not resolve, it is necessary to enable and/or adjust the Room Calculation Point for those Revit families and then reload them back into the project models.



Refer to the links below for videos about editing the Room Calculation Point.

<https://www.youtube.com/watch?v=D2NiJoWTPwc>

<https://www.youtube.com/watch?v=wzI99DzRUmw>

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Step 5: Repeat Steps 3 and 4 Until Nearly All the Asset Components Have Room # Values

Every line item in the asset worksheet is required to list a location. Any remaining asset items that are not reporting a Room # value will need to be edited manually after the export.

Step 6: Run the Asset Explorer Command and Uncheck Non-assets Before Export

- In the Revit project from which you will extract the model data, verify that all linked models which contain assets are loaded.
- Launch the tool by going to the **OSU** tab > **OSU Asset Explorer** button.
- Review the data to determine which rows should and should not be exported to the spreadsheet. If you want to sort the data by a specific column, click that column header to sort in the ascending order. Click the column header again to change the sorting order to descending.
- To exclude non-asset rows, do the following:
 - Identify the rows that you do not want to export.
 - To exclude a single row, clear the check box for that row.
 - To exclude multiple rows, highlight the required rows, then right-click and select **Uncheck Selected** from the menu.

OSU Asset Export v1.0.27.0

Building Number:

	Export	Revit ExtIdentifier	Revit Ele	Revit File	Pt	Pt	Revit Category	Mark	Family	Type	Floor #	Room #	To Room
40	<input checked="" type="checkbox"/>	b6bbac7-4368-41c	877619	Celeste Labc	Exi		Mechanical Equipment	6	OSU_11_53_10_Fume Hood_Vented_Legs	5' 10" Lx 2' 10"W	08 - Basement Floor	029	
39	<input checked="" type="checkbox"/>	b6bbac7-4368-41c	877412	Celeste Labc	Exi		Mechanical Equipment	5	OSU_11_53_10_Fume Hood_Vented_Legs	5' 10" Lx 2' 10"W	08 - Basement Floor	029	
37	<input checked="" type="checkbox"/>	444857e9-8425-4ae	858850	Celeste Labc	Exi		Mechanical Equipment	2	OSU_11_53_10_Fume Hood_Vented_Legs	4' 0" Lx 2' 10"W	08 - Basement Floor	018	
38	<input checked="" type="checkbox"/>	b6bbac7-4368-41c	877098	Celeste Labc	Exi		Mechanical Equipment	4	OSU_11_53_10_Fume Hood_Vented_Legs	5' 10" Lx 2' 10"W	08 - Basement Floor	029	
41	<input checked="" type="checkbox"/>	7f86525a-557d-4b5	893092	Celeste Labc	Exi		Mechanical Equipment	8	OSU_11_53_10_Fume Hood_Vented_Legs	5' 10" Lx 2' 10"W	08 - Basement Floor	029	
885	<input checked="" type="checkbox"/>	7148ee83-9e18-4ac	682519	Newman ani	Exi		Plumbing Fixtures	8	OSU_22_42_00_Mop Sink w Faucet_FM	L24" X W24" X H11"	01 - First Floor	1142	
886	<input checked="" type="checkbox"/>	7148ee83-9e18-4ac	682973	Newman ani	Exi		Plumbing Fixtures	9	OSU_22_42_00_Mop Sink w Faucet_FM	L24" X W24" X H11"	02 - Second Floor	2150J	
884	<input checked="" type="checkbox"/>	7148ee83-9e18-4ac	682117	Newman ani	Exi		Plumbing Fixtures	7	OSU_22_42_00_Mop Sink w Faucet_FM	L24" X W24" X H11"	08 - Basement Floor	144J	
887	<input checked="" type="checkbox"/>	7148ee83-9e18-4ac	683311	Newman ani	Exi		Plumbing Fixtures	10	OSU_22_42_00_Mop Sink w Faucet_FM	L24" X W24" X H11"	03 - Third Floor	3113J	
888	<input checked="" type="checkbox"/>	7148ee83-9e18-4ac	683773	Newman ani	Exi		Plumbing Fixtures	11	OSU_22_42_00_Mop Sink w Faucet_FM	L24" X W24" X H11"	04 - Fourth Floor	4115J	
227	<input checked="" type="checkbox"/>	0d0f2e90-dc19-440	839304	Celeste Labc	Exi		Plumbing Fixtures	540	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	08 - Basement Floor	018J	
1654	<input checked="" type="checkbox"/>	6d1578f2-4f34-479	1269011	McPherson C	Exi		Plumbing Fixtures	746	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	08 - Basement Floor	0021J	
1627	<input checked="" type="checkbox"/>	fb9f6c1e-fc4b-4c92	1035397	McPherson C	Exi		Plumbing Fixtures	718	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	03 - Third Floor	3008J	
1360	<input checked="" type="checkbox"/>	d4511e76-31fe-468	886743	McPherson C	Exi		Plumbing Fixtures	68	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	01 - First Floor	1027J	
1466	<input checked="" type="checkbox"/>	35d8391c-e51e-45c	987351	McPherson C	Exi		Plumbing Fixtures	247	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	02 - Second Floor	2004J	
44	<input checked="" type="checkbox"/>	fb42c91-bc1c-4ab	573007	Celeste Labc	Exi		Plumbing Fixtures	11	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	01 - First Floor	161J	
1310	<input checked="" type="checkbox"/>	16631ea9-44bc-4ae	847638	McPherson C	Exi		Plumbing Fixtures	18	OSU_22_42_00_Mop Sink_FM	L24" X W24" X H11"	04 - Fourth Floor	4066J	
229	<input checked="" type="checkbox"/>	444857e9-8425-4ae	859376	Celeste Labc	Exi		Plumbing Fixtures	542	OSU_22_43_00_Sink - Single Drop-in	OSU_22_43_00_Sink - Single Drop-in	08 - Basement Floor	018	
228	<input checked="" type="checkbox"/>	69d78896-471c-474	847449	Celeste Labc	Exi		Plumbing Fixtures	541	OSU_22_43_00_Sink - Single Drop-in	OSU_22_43_00_Sink - Single Drop-in	08 - Basement Floor	020	
230	<input checked="" type="checkbox"/>	6c2d3d50-cbca-4f2	875579	Celeste Labc	Exi		Plumbing Fixtures	543	OSU_22_43_00_Sink - Single Drop-in	OSU_22_43_00_Sink - Single Drop-in	08 - Basement Floor	029	
231	<input checked="" type="checkbox"/>	6c2d3d50-cbca-4f2	875777	Celeste Labc	Exi		Plumbing Fixtures	544	OSU_22_43_00_Sink - Single Drop-in	OSU_22_43_00_Sink - Single Drop-in	08 - Basement Floor	029	
115	<input checked="" type="checkbox"/>	ce2f5c24-e031-4a3f	578274	Celeste Labc	Exi		Plumbing Fixtures	84	OSU_22_43_00_Toilet Partition_Door	OSU_22_43_00_Toilet Partition_Door	04 - Fourth Floor	451T	

887	<input checked="" type="checkbox"/>	7148ee83-9e18-4ac	683311	Newman ani	Exi	
888	<input checked="" type="checkbox"/>			Newman ani	Exi	
227	<input checked="" type="checkbox"/>			Celeste Labc	Exi	
1654	<input checked="" type="checkbox"/>			McPherson C	Exi	
1627	<input checked="" type="checkbox"/>	fb9f6c1e-fc4b-4c92	1035397	McPherson C	Exi	
1360	<input checked="" type="checkbox"/>	d4511e76-31fe-468	886743	McPherson C	Exi	

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41	<input checked="" type="checkbox"/>	/18b525a-33/d-4b3	893092	Celeste Labc	Exi	P
885	<input type="checkbox"/>	7148ee83-9e18-4ac	682519	Newman ani	Exi	P
886	<input type="checkbox"/>	7148ee83-9e18-4ac	682973	Newman ani	Exi	P
884	<input type="checkbox"/>	7148ee83-9e18-4ac	682117	Newman ani	Exi	P
887	<input type="checkbox"/>	7148ee83-9e18-4ac	683311	Newman ani	Exi	P
888	<input type="checkbox"/>	7148ee83-9e18-4ac	683773	Newman ani	Exi	P
227	<input type="checkbox"/>	0df02e90-dc19-440	839304	Celeste Labc	Exi	P
1654	<input type="checkbox"/>	6d1578f2-4f34-479	1269011	McPherson (Exi	P
1627	<input type="checkbox"/>	fb9f6c1e-fcdb-4c92	1035397	McPherson (Exi	P
1360	<input type="checkbox"/>	d4511e76-31fe-468	886743	McPherson (Exi	P
1466	<input type="checkbox"/>	35d8391c-e51e-45c	987351	McPherson (Exi	P
44	<input type="checkbox"/>	fb42c91-bc1c-4ab	573007	Celeste Labc	Exi	P
1310	<input type="checkbox"/>	1663fea9-44bc-4ae	847638	McPherson (Exi	P
229	<input type="checkbox"/>	444857e9-8425-4ae	859376	Celeste Labc	Exi	P
228	<input type="checkbox"/>	69d78896-471c-474	847449	Celeste Labc	Exi	P
230	<input type="checkbox"/>	6c2d3d50-cbca-4f2	875579	Celeste Labc	Exi	P
231	<input type="checkbox"/>	6c2d3d50-cbca-4f2	875777	Celeste Labc	Exi	P
115	<input checked="" type="checkbox"/>	ce2f5c24-e031-4a3t	578274	Celeste Labc	Exi	P

- E. Once you have unchecked all rows that you do not want to export, fill in the OSU Building Number field. The data will not be exported without a value in this field. (If you don't know the building number, you can fill in something as a placeholder and edit it afterward.)

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Building Number: 0921

	Export	Revit ExtIdentifier	Revit E	Revit File
1	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c6883	813187	Ackerman Rd, 700 (
2	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c692d	813357	Ackerman Rd, 700 (
3	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c692e	813358	Ackerman Rd, 700 (
4	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c692f	813359	Ackerman Rd, 700 (
5	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c6930	813360	Ackerman Rd, 700 (
6	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c6931	813361	Ackerman Rd, 700 (
7	<input checked="" type="checkbox"/>	11bf2ade-1383-4797-a797-c4c6ad08251a-000c6932	813362	Ackerman Rd, 700 (

- F. Click the **Export** button. You will be prompted for a location and name to save the XLSX file.

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When the process finishes, a dialog will indicate that the export has completed, and the file will open.

OSU Export Results

Export Complete!

OK

Do not close the Asset Explorer dialog box until you have reviewed the spreadsheet!

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- G. Minimize the **OSU Asset Explorer** dialog but do not close it yet. Review the output in the spreadsheet to ensure that all expected assets have been exported and the following columns include exported data for each line item: Revit ExtIdentifier, Revit Element Id, Revit File, Asset Name (Revit Category / Mark), Asset Description (Revit Family / Type), and Building #. The Floor # and Room # columns should be populated for most, if not all, interior assets. If you notice that any assets were inadvertently excluded, maximize the dialog box and check the **Export** box for those items, then click **Export** again. *Remember, the selections of which items have the **Export** box checked or unchecked will not be saved when you close the dialog box.*

Note: *The auto-populated parameter values are read-only, and you cannot add new values or modify any values within the tool. By default, all the rows are automatically selected for export.*

The OSU Asset Exporter reports all family instances of relevant categories, regardless of workset, phase, design option or view filter, but many of those items do not require asset tags and should be removed from the list. Here are some tips to facilitate the list cleanup prior to export.

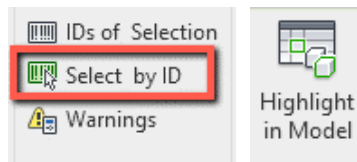
- When the OSU Asset Explorer dialog is opened from a Revit file, you will not be able to navigate or edit within that file. Furthermore, **the tool does not save which Export boxes are checked and unchecked when you close the dialog**. For these reasons, it may be helpful to have the model open in a separate session of Revit so that you can look up items on the list without having to close the tool.*
- For phased projects, click the Phase Created column heading to sort by this parameter. Select and uncheck the Export box for all items that are existing or from prior phases that have already completed the asset worksheet process. Similarly, remove all items from any future phase(s) that are not yet ready for the asset worksheet process. Sort by Phase Demolished to group together any items which are being demolished so that they can also have the Export box unchecked. The Phase Created and Phase Demolished columns are only visible in the tool and those columns are not included in the output, so **this step must be completed prior to export**.*
- It is helpful to name families and family types with clear and descriptive names so that it is easier to tell which items are considered assets and which are not.*
- It is simplest if different families or types are used for assets and non-assets. If there are families where an instance parameter determines whether or not an item should receive an asset tag, it may be helpful to indicate this distinction in the Mark parameter. For example, if the same lighting family and type may be used for general lighting as well as emergency egress lighting, adding the same prefix to each Mark for the emergency lights will allow you to tell from the list which do and do not require tags.*



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Step 7: Clean Up Asset Worksheet and Upload

- A. Once you have your exported XLSX file, review it for final cleanup. Compare the spreadsheet to the [Asset Tagging & LOD Matrix of BIM Deliverables](#), including the Asset Tag Notes, which may limit the taggable assets to a small subset a particular type of item. If there are any items remaining in the spreadsheet that do not require asset tags, delete those rows from the file. Do not leave any blank rows.
- B. Fill in any blank Room # fields for exterior items. Add a brief descriptor in the Room # field, such as “Equipment Yard,” “South Plaza,” or simply “Exterior.” Similarly for rooftop items, populate the Room # field with a brief descriptor like “Main Roof,” “West Low Roof,” or simply “Roof.” For items on low roofs accessed from doors in the building, please include the relevant Floor #.
- C. For interior items that are missing the Room #, locate the item in your Revit model by using the Element ID (Manage > **Select by ID**) or by finding the item’s Mark from a schedule of that component type and selecting **Highlight in Model**. Determine the room that item would be accessed from and enter it in the Room # field. If the item occurs in a shaft and the access point is unknown because it will be determined in the field, enter a descriptor in the Room # field like “Northwest Shaft” or “Room 215 Shaft.” Include the relevant Floor #.



- D. Review the Room # for all doors listed. By default, the asset exporter will copy the To Room value into the Room # field (or the From Room value in cases when the To Room is blank) because [the Room # is the relevant location field to the University](#). If the Room # field is blank or lists a room number that is not the obvious room to associate the door with, edit it to reflect the appropriate Room #.

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Note: *The following points should be considered when determining the Room # that should be associated with a door in the asset worksheet:*

- *Doors should be associated with the room they lead to, regardless of the direction of the door swing. For any door between a corridor and a room, the door should be associated with the room number. This generally follows the same guidelines that most firms use to number the door Marks.*
- *If a door is going from one room to another, the smaller or more specific room shall take precedence (i.e., sub rooms, closets, toilet rooms, etc. located off of another room.)*
- *The only times a corridor will be listed as the associated room is when the door is between two corridors, when a door exits to the exterior from a corridor, or some other condition that would make the corridor the most obvious room to associate the door with.*

- E. When you have completed cleanup of the spreadsheet, upload it to eBuilder following the instructions in the blue box on the Details tab of the process for the Interim Asset Worksheet.

Note: *The scope of Revit setup in this guide is limited to the Model Parameters and Space/Room Calculation settings required specifically for extracting asset information from OSU Revit projects. For comprehensive information on how to set up projects in Revit, you may have to use other sources such as Autodesk Revit Help. Links for Autodesk Help are provided below:*

- <https://help.autodesk.com/view/RVT/2024/ENU/>
- <https://help.autodesk.com/view/RVT/2023/ENU/>
- <https://help.autodesk.com/view/RVT/2022/ENU/>
- <https://help.autodesk.com/view/RVT/2021/ENU/>
- <https://help.autodesk.com/view/RVT/2020/ENU/>
- <https://help.autodesk.com/view/RVT/2019/ENU/>

