

CHECKLIST

MEP coordination checklist

Run clash rounds that find real problems and close them out.

Coordination works when it is steady and boring: the same set-up, the same cadence, every issue owned and dated. Use this checklist to prepare each round and to close the project out cleanly.

PROJECT

PREPARED BY

DATE

1. Project set-up

- ☐ Shared coordinate system, origin, units, levels and grids agreed and used by every trade
- ☐ Level of Development agreed for each trade model, ideally LOD 350 for coordination
- ☐ Responsibility matrix: who models, who resolves, who signs off, for every zone
- ☐ Clearance and access rules written down: maintenance access, fire dampers, valve access, ceiling heights
- ☐ Software versions agreed for Revit, Navisworks and IFC exchange
- ☐ File naming, upload locations and the schedule of model submissions

2. Before each round

- ☐ Every trade has uploaded an updated model by the deadline
- ☐ Models checked for health: warnings, duplicates, stray elements, correct worksets
- ☐ Models aligned and federated; shared coordinates verified against a known point
- ☐ Clash tests defined: discipline pairs, tolerances and clearance tests
- ☐ Status of last round's issues reviewed and updated
- ☐ Report drafted so the meeting time goes on decisions, not on finding issues

3. Running clash tests

- ☐ Hard clash tests run between every relevant pair of disciplines
- ☐ Soft or clearance tests run for access, insulation and maintenance zones
- ☐ Tolerances set so trivial overlaps do not bury real problems
- ☐ Results grouped so one root cause appears as one issue
- ☐ Each issue given a location, an image, element IDs and a priority
- ☐ Workflow and sequencing conflicts noted separately

4. In the meeting

- ☐ Highest-priority issues resolved first
- ☐ One owner and one date assigned to every issue
- ☐ Ceiling voids and risers zoned so each trade has a defined route
- ☐ Hangers, supports and sleeves considered with the structure
- ☐ Gravity drainage falls and equipment clearances checked
- ☐ Decisions recorded in writing straight away

5. After the meeting

- ☐ Trades update their models; the owner of each fix confirmed
- ☐ Updated models re-uploaded and the clash tests re-run
- ☐ Resolved issues closed with evidence; new issues opened
- ☐ Accepted conflicts, such as minor overlaps in voids, documented with the reason
- ☐ Round summary issued to every trade

6. Sign-off and handover

- ☐ No unresolved hard clash remains without a written decision
- ☐ Coordinated drawings issued by area, with agreed routes and levels
- ☐ Penetrations and sleeves marked, checked and issued to the structural team
- ☐ Shop and installation drawings extracted from the signed-off model
- ☐ As-built updates planned so the model matches what is installed

A model with no reported clashes is not necessarily a good model: it may simply be too rough to clash. The aim is to settle every conflict that matters before installation.

NOTES