



[ORB Master Keynote File](#)

ORB has established that a keynoting system where elements of the project are categorized by their use, location and code relevance. This system also mimics the sheet organization used in ORB construction documents. This system minimizes contradicting information or duplicate / incorrect information across different keynotes.

CATEGORY FORMAT

The keynoting system primarily follows the same structure as the ORB construction documents:

- 100 SITE NOTES
- 200 UNITS
- 300 BUILDING
- 500 ENLARGED PLANS
- 600 VERTICAL CIRCULATION

Typical elements are assigned to these categories as they start to form part of the model and the project. Each of these categories will then have sub-categories of their own, divided by either code or by their intended use:

- 200 UNITS
 - 2000s TYPICAL UNIT NOTES
 - 2100s UNIT APPLIANCES
 - 2200s UNIT CASEWORK
 - 2300s UNIT PLUMBING
 - 2400s UNIT ELECTRICAL / LIGHTING
 - 2500s UNIT ANSI NOTES
 - 2900s PROJECT SPECIFIC UNIT NOTES

EXCEL FILE FORMAT

An Excel spreadsheet has been designed to serve as a starting point for all projects. When new revit families are approved and implemented into HIVE, they are assigned keynotes based on this list. The excel file will consist of 3 main columns: KEYNOTE NUMBER, KEYNOTE TEXT AND KEYNOTE PARENT. Additional columns are provided to accommodate client specific items.

KEYNOTE NUMBER

The first column follows sequential numbering.

Discipline categories are comprised of 3 numbers:

- 100 SITE NOTES
- 200 UNITS



- 300 BUILDING
- 500 ENLARGED PLANS
- 600 VERTICAL CIRCULATION

Discipline Subcategories are comprised of 4 numbers. Parking, and Site Elements are sub-categories of Site Notes.

- 100 SITE NOTES
 - 1000 PARKING
 - 1100 SITE ELEMENTS

Subsequently each sub-category then begins with their own elements. All keynotes are comprised of 4 numbers.

- 100 SITE NOTES
 - 1000 PARKING
 - 1001 TYPICAL PARKING STALL, 8.5' x 18'
 - 1002 ACCESSIBLE PARKING STALL, MINIMUM 11' x 18'

KEYNOTE TEXT

Keynotes are set up, so they are used as Element Keynotes in Revit. This reduces the amount of time spent looking through the list to provide a keynote to the same element. Once a Revit element is assigned a keynote, they can carry that keynote all throughout the project and be tagged with the element keynote command wherever that specific element shows up.

The text in the ORB Master Keynote list is set in very generic language. This allows for each project to have a starting point, but still have the flexibility to be as specific as the project requires it. Some municipalities ask us to provide the detail number of an element in the keynote. The project manager and the senior job captain will be in charge of finishing the keynotes and filling in the rest of the information:

Original:	2101	RANGE	2100
Revised for Project	2101	ELECTRIC RANGE AND OVEN. 30" WIDE, GE MODEL JB655SKSS. PROVIDE RECESSED AREA FOR OUTLET AT MINIMUM 8" A.F.F.	

The number associated with the range is still the same, but the project specific information is now being pulled in as needed.

KEYNOTE PARENT

The keynote parent column is necessary for the allocation of each keynote in its required category and subcategory. The Keynote Parent number will provide the category in which the keynote number and text



CLIENT SPECIFIC KEYNOTES

The excel file has columns on the right side of the Keynote Parent column. These are allocated to specific clients. The information in these columns is based on the particular preferences of each client.

2018 REFRIGERATOR

If your project is by Trinsic, then you need to revise the text to the Trinsic specific item:

2018 SIDE BY SIDE REFRIGERATOR WITH ICE DISPENSER

Confirm with your Project Manager if your client has any additional requests that can be implemented into your notes.

TRANSFERRING KEYNOTES FROM EXCEL TO NOTE PAD

Revit cannot read an excel spreadsheet. For Revit to read this information, everything needs to be copied and pasted into a NotePad file. You will need to select cells from A2 down to the last row that has a keynote assigned to it.

2	ORB	ORB KEYNOTES	
3	100	SITE NOTES	ORB
4	1000	PARKING	100
5	1001	TYPICAL PARKING STALL, 8.5' x 18'	1000
6	1002	ACCESSIBLE PARKING STALL, MIN. 11' x 18'	1000

613	7009	SUMP PUMP PIT	7000
614	7010	VAPOR BARRIER	7000

Do not copy the top row. This is not legible to the keynote editor in revit and will create unnecessary lines in your keynotes.

Do not copy the client keynote columns. If these are copied, the numbering system will be un-usable.

1	KEYNOTE NUMBER	KEYNOTE TEXT	KEYNOTE PARENT	CLIENT SPECIFIC KEYNOTES
---	----------------	--------------	----------------	--------------------------

NOTEPAD FILE

Once the keynote information has been copied and pasted into the Note Pad file, it will be the responsibility of the project manager and the senior job captain to maintain the information in this file only. The excel file only provides a starting point, but from this point on the information is to be updated only in the keynote file.



Verify that all Revit files in your project are linked to the same Keynote file. If you have files with multiple keynote files assigned, Revit will not show the keynote information correctly.

To add additional keynotes in the notepad file, you must follow the existing format. Each line is comprised of the keynote number (following the sequence), separated by a TAB, then the keynote text, separated by a TAB and finally the Keynote Parent which will tie the line back to the category or subcategory accordingly.

TAB → ENTER ↵

KEYNOTE NUMBER → **KEYNOTE TEXT** → **KEYNOTE PARENT** ↵