



# Quick Guide Key Terms

<b>BIM</b>	Building Information Modeling. A 3D layout of a project, usually produced by an architect, that outlines a project
<b>CC List</b>	A list of people that will be notified of something.
<b>CxM</b>	Commissioning - Commissioning ensures that the new building operates initially as intended
<b>DFM</b>	Document and File Management
<b>Inquiry</b>	An unofficial RFI that can be addressed directly or published as an RFI and then addressed
<b>Inquiry List</b>	The list of Inquiries found in the RFI tab
<b>IR</b>	Inspection Request
<b>IR ID Code</b>	An identification code for an inspection request that lives inside the Inertia platform and can be used to organize and identify IRs
<b>IR Main List</b>	The master list of all IRs
<b>LEED</b>	Leadership in Energy and Environmental Design - organization responsible for providing green building certifications
<b>OH</b>	Overhead
<b>OSHPD</b>	The Office of Statewide Planning and Development - the organization that oversees government mandated inspections in California
<b>PL</b>	Punchlist
<b>Register Item</b>	A file on the submittal list that has not been filled out or published as an official submittal
<b>RFI</b>	Request for Information
<b>RFI List</b>	The list of all RFIs in the Inertia project
<b>Submittal</b>	A document providing necessary information to a General Contractor, Design professional, or Owner
<b>WAN</b>	Work activity notice - provides advanced notice of upcoming work