

Material Gate Pass Incoming Format Manual

Material gate pass incoming format: A comprehensive guide to understanding and preparing the standard document

In industrial, manufacturing, and construction environments, the management of materials entering a facility is crucial for maintaining security, inventory control, and operational efficiency. The **material gate pass incoming format** serves as a standardized document that records details of materials arriving at a site, ensuring transparency and accountability. Whether you're a procurement officer, warehouse manager, or security personnel, understanding the structure and contents of this document is vital for smooth operations. This article provides an in-depth look at the typical format of a material gate pass incoming document, including its essential components, best practices for preparation, and tips for compliance.

Understanding the Material Gate Pass Incoming Format

The material gate pass incoming format is a formal document designed to record the details of materials entering a premises. It acts as an official record that helps track incoming goods, verify deliveries, and facilitate inventory management.

Purpose of a Material Gate Pass Incoming Format

- To document the transfer of materials from suppliers to the organization
- To provide security personnel with information for screening incoming materials
- To assist inventory control and reconciliation processes
- To serve as a legal record in case of disputes or audits

Key Benefits

- Enhances security by monitoring all incoming materials
- Prevents unauthorized entry of materials
- Streamlines material receipt and approval processes
- Supports accurate inventory recording

Standard Components of Material Gate Pass Incoming Format

A well-structured material gate pass incoming document typically includes several essential fields

that capture all relevant information. Here's a detailed breakdown:

1. Header Information

This section contains basic details about the document itself.

- **Document Title:** Usually "Material Gate Pass" or "Incoming Material Gate Pass"
- **Date:** The date when the materials are received
- **Gate Pass Number:** Unique serial number for tracking
- **Time of Entry:** Exact time when materials arrived

2. Supplier Details

Captures information about the vendor or supplier.

- **Supplier Name:** Full name of the supplier company or individual
- **Supplier Address:** Complete address for reference
- **Contact Details:** Phone number, email, or contact person
- **Supplier Invoice Number:** Reference to the invoice or delivery note

3. Vehicle and Transportation Details

This section records transportation specifics.

- **Vehicle Number:** Registration number of the delivery vehicle
- **Driver Name:** Name of the driver or person responsible
- **Transport Company Name:** Name of the logistics or transport provider
- **Transport Mode:** Road, rail, air, or sea

4. Material Details

The core part of the document that enumerates the incoming materials.

- **Description of Material:** Name and brief description
- **Material Code/ID:** Unique identifier for inventory purposes
- **Quantity:** Number of units or weight/volume
- **Unit of Measurement:** Kg, pcs, liters, meters, etc.

- **Specifications:** Size, grade, batch number, or other relevant details

5. Remarks or Additional Notes

Any special instructions, observations, or comments related to the delivery.

6. Signatures and Approvals

Signatures from responsible personnel to validate the record.

- **Receiving Personnel Signature:** Person who received the materials
- **Security Personnel Signature:** Gatekeeper or security officer
- **Supplier Representative Signature:** Optional, for confirmation

Sample Material Gate Pass Incoming Format

Below is an example layout illustrating the typical format and structure:
Material Gate Pass - Incoming**Date:**DD/MM/YYYY**Gate Pass No:**GP-XXXXXX**Time of Entry:**
HH:MM**Vehicle Number:**XX-XXXX-XX**Supplier Name:**Supplier XYZ**Contact Details:**
+91XXXXXXXXXX**Invoice No:**INV-XXXX**Transport Mode:**Road

Material Details

S.NoDescriptionMaterial CodeQuantityUnitRemarks1Cement BagMAT-00150PcsFor Project
A2Steel RodsMAT-0022000KgGrade 60

Signatures

- Received By: _____
- Security Officer: _____
- Date: _____

Best Practices for Preparing a Material Gate Pass Incoming Format

To ensure accuracy and efficiency, consider the following best practices:

1. Use Standardized Templates

- Develop and maintain standardized forms to ensure consistency
- Digital templates can facilitate quick entry and record-keeping

2. Verify All Details Carefully

- Cross-check supplier invoices with delivery details
- Confirm quantities and specifications before recording

3. Ensure Legible and Complete Entries

- Avoid abbreviations that may cause confusion
- Fill all required fields without omissions

4. Secure Signatures from Authorized Personnel

- Obtain signatures from receiving personnel, security, and the supplier if necessary
- Signatures authenticate the document

5. Maintain Proper Record-Keeping

- Store copies of gate passes systematically
- Use digital backups for easy retrieval

6. Train Staff on the Format and Process

- Conduct training sessions to familiarize staff with the format
- Emphasize the importance of accuracy and timeliness

Legal and Compliance Considerations

Ensuring that your material gate pass incoming format adheres to legal and organizational standards is crucial.

Compliance Tips

- Align the format with organizational policies and standards
- Include necessary legal disclaimers or notices
- Ensure data privacy and confidentiality, especially when recording supplier details

- Maintain audit trails for all incoming materials
- Update the format periodically to reflect changes in regulations or internal procedures

Conclusion

The **material gate pass incoming format** is a fundamental document that plays a key role in material management, security, and operational efficiency within organizations. A well-designed format captures all essential information, facilitates smooth receipt of goods, and ensures accountability. By adhering to standardized structures, verifying details diligently, and maintaining proper records, organizations can streamline their material handling processes and foster compliance with organizational and legal standards.

Whether you are setting up a new system or refining existing procedures, understanding the components and best practices related to the material gate pass incoming format is crucial. Implementing

Material Gate Pass Incoming Format: A Comprehensive Guide for Efficient Material Management

In the realm of manufacturing, construction, and various industrial sectors, the material gate pass incoming format is a critical document that ensures smooth and secure movement of materials into a facility. Properly designed and consistently used, this format helps in tracking incoming materials, maintaining inventory accuracy, ensuring security, and complying with organizational and regulatory standards. Whether you are a procurement officer, warehouse manager, or compliance officer, understanding the nuances of the material gate pass incoming format is essential to streamline operations and avoid discrepancies.

What is a Material Gate Pass Incoming Format?

A material gate pass incoming format is a standardized document or digital form issued when materials are received at the entry point of a facility. It records essential details about the incoming materials, including their source, quantity, specifications, and the person responsible for the receipt. The primary purpose is to authenticate and document the entry of materials into the premises, facilitating proper inventory management and security.

This form acts as an official record that materials have been received in good condition, match the order, and are authorized for storage or use. It also serves as a reference for future audits, inventory reconciliation, and accountability.

Importance of a Standardized Incoming Material Gate Pass Format

Having a well-defined material gate pass incoming format offers multiple benefits:

- Security and Control: Ensures only authorized materials enter the premises.
- Accurate Record-Keeping: Maintains detailed logs for inventory and audit purposes.
- Discrepancy Prevention: Helps identify shortages, damages, or wrong shipments early.
- Regulatory Compliance: Meets legal and organizational standards for documentation.
- Operational Efficiency: Speeds up the receiving process with clear procedures.

Key Components of a Material Gate Pass Incoming Format

A comprehensive material gate pass incoming format should incorporate specific fields to capture all relevant data points. Below is a detailed breakdown of the typical components:

- Header Section

- Document Title: Clearly labeled as "Material Gate Pass - Incoming."
- Unique Gate Pass Number: A sequential or coded number for tracking.
- Date and Time of Entry: When the materials arrived at the gate.
- Vendor/Supplier Name: The source of the materials.
- Vehicle Details: Vehicle number, driver's name, and contact.

- Supplier / Vendor Details

- Address: Complete address of the supplier.
- Contact Details: Phone number, email, contact person.
- Invoice / LR Number: Reference for purchase order or delivery note.

- Material Details

- Description of Materials: Clear description, including specifications.
- Material Code / Item Number: If applicable.
- Quantity Received: Number of units, weight, volume, etc.
- Unit of Measurement: e.g., kg, liters, pieces.
- Batch / Lot Number: For traceability.
- Dimensions / Size: If relevant (e.g., for raw materials or components).

- Inspection and Verification
 - Received By: Name and signature of the person receiving.
 - Condition of Materials: Notes on damages, discrepancies.
 - Remarks / Comments: Additional information or observations.
- Authorization
 - Authorized Signatory: Signature and designation.
 - Approval Status: Confirmed or pending.
- Footer / Miscellaneous
 - Notes: Any special instructions.
 - Attachments: Reference to delivery challans, invoices, or inspection reports.

Sample Material Gate Pass Incoming Format

While formats can vary, here's a simplified example illustrating key components:

Material Gate Pass - Incoming

| Field | Details |

|-----|-----|

| Gate Pass No. | MGPI-2024-005 |

| Date & Time | 15-Oct-2024 10:30 AM |

| Supplier Name | ABC Steel Suppliers |

| Supplier Address | 123 Industrial Road, City, ZIP |

| Contact Person | Mr. John Doe |

| Vehicle No. | MH-12-AB-1234 |

| Driver Name | Ravi Kumar |

| Invoice / LR No. | INV-789456 |

| Material Description | Mild Steel Sheets, 2mm thickness |

| Material Code | MS-002 |

| Quantity Received | 500 Sheets |

| Unit of Measurement | Sheets |

| Batch / Lot Number | BATCH-20241015 |

| Remarks | Packaged securely, no visible damages |

| Inspected By | Jane Smith (Signature) |

| Approved By | Manager XYZ (Signature) |

Best Practices for Designing and Using Material Gate Pass Incoming Formats

- Digital vs. Paper Format
 - Digital formats: Use of ERP or specialized software enhances accuracy, traceability, and ease of data retrieval.
 - Paper formats: Suitable for small operations or where digital infrastructure is limited.
- Standardization
 - Maintain uniformity in fields and terminology to prevent confusion.
 - Use templates that can be easily filled and understood by all personnel.
- Training and Awareness

- Train staff involved in receiving and documentation to ensure consistent adherence.
 - Regularly update staff on any changes to the format or process.
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- Integration with Inventory Systems
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- Link gate pass data with inventory management systems for real-time stock updates.
 - Automate alerts for discrepancies or pending approvals.
-
- Regular Audits
-
- Periodically review gate pass records to ensure compliance.
 - Cross-verify with physical inventory and invoices.

Common Challenges and How to Overcome Them

Challenge 1: Inconsistent Data Entry

- Solution: Implement validation checks and mandatory fields in digital forms.

Challenge 2: Delayed Documentation

- Solution: Set clear responsibilities and deadlines for completing gate passes.

Challenge 3: Unauthorized Entries

- Solution: Enforce strict access control and security procedures at entry points.

Challenge 4: Discrepancies Between Received and Ordered Quantities

- Solution: Perform thorough inspections and reconcile with purchase orders before final approval.

Final Thoughts

The material gate pass incoming format is more than just a form; it is an essential component of effective material management. By establishing a clear and comprehensive format, organizations can significantly improve their inventory accuracy, security, and operational efficiency. Whether opting for digital solutions or traditional paper-based methods, the key lies in consistency, accuracy, and promptness in documentation.

A well-designed gate pass process fosters transparency, accountability, and smooth logistics operations, ultimately contributing to the overall success of the organization's supply chain and production processes. Investing time and effort into developing a robust incoming material gate pass format is, therefore, a strategic move that yields long-term benefits.

Remember: The cornerstone of a successful material management system is meticulous documentation. Embrace best practices, tailor formats to your specific needs, and ensure all stakeholders are trained and vigilant. Your facility's security and efficiency depend on it.

Question What is the standard format for an incoming material gate pass? The standard format for an incoming material gate pass typically includes details such as the supplier's name, material description, quantity, date of receipt, vehicle number, and authorized signature, ensuring proper documentation and tracking. **Answer** How can I customize the format of an incoming material gate pass for my organization? You can customize the format by adding specific fields relevant to your operations, such as purchase order numbers, batch numbers, or safety checklists, using templates in Excel, Word, or dedicated gate pass software to suit your organizational needs. What are the key components that should be included in an incoming material gate pass? Key components include supplier details, material description, quantity received, date and time of entry, vehicle details, gate pass number, and authorized personnel signatures to ensure completeness and accountability. Are there any legal or safety standards to consider when designing an incoming material gate pass format? Yes, the gate pass should comply with local safety regulations and industry standards by including safety instructions, handling precautions, and ensuring proper documentation to maintain compliance and safety during material receipt. Can digital or electronic formats of material gate passes be used for incoming materials? Absolutely, digital or electronic gate passes are increasingly used for efficiency and accuracy, allowing real-time tracking, easy record keeping, and integration with inventory management systems, provided they meet organizational security and compliance standards.

Related keywords: material gate pass, incoming material form, gate pass template, material entry form, visitor gate pass, material receipt form, security gate pass, incoming goods documentation, warehouse gate pass, material inspection form

Autodesk Revit 2014 Material Library Metric

autodesk revit 2014 material library metric is an essential component for architects, engineers, and construction professionals who rely on Revit for Building Information Modeling (BIM). The material library in Revit 2014 provides a comprehensive set of predefined materials that facilitate realistic visualizations, accurate simulations, and efficient documentation workflows. Understanding how to effectively utilize and customize the material library is crucial for optimizing project outcomes, especially when working with metric units, which are standard in many countries around the world.

In this article, we will explore the details of the Autodesk Revit 2014 material library metric, including its structure, how to access and modify materials, best practices for managing materials, and tips for leveraging the library to enhance your BIM projects.

Understanding the Revit 2014 Material Library

What is the Material Library?

The material library in Revit 2014 is a collection of predefined materials that can be applied to different elements within a project. These materials define the visual appearance, physical properties, and rendering characteristics of objects such as walls, floors, furniture, and structural components. The library helps streamline the modeling process by providing ready-to-use materials that can be customized further.

Metric Units in the Material Library

Revit 2014's material library supports metric units, making it suitable for projects in regions where the metric system is standard. This includes measurements such as millimeters (mm), centimeters (cm), and meters (m). When working with metric units, it is essential to ensure that your project units are correctly set, and materials are configured to reflect real-world dimensions accurately.

Accessing and Navigating the Material Library

How to Access the Material Library

To access the material library in Revit 2014:

- Open your Revit project.
- Navigate to the **Manage** tab on the ribbon.
- Click on **Materials** in the Settings panel.
- The Materials dialog box will open, displaying the library's contents.

Within this dialog, you can browse existing materials, create new ones, or duplicate and modify

existing ones.

Structure of the Material Library

The material library in Revit 2014 is organized into categories such as:

- Wood
- Concrete
- Metal
- Glass
- Fabric
- Paint
- Plastics

Each category contains multiple predefined materials with specific visual and physical properties.

Working with Materials in Revit 2014

Applying Materials to Elements

Applying materials is straightforward:

- Select the element in the model.
- In the Properties palette, find the **Material** parameter.
- Click the drop-down menu and choose an existing material from the library.
- Alternatively, click **Manage Materials** to create or modify materials.

Creating Custom Materials

To create a custom material tailored to your project needs:

- Open the Materials dialog box.
- Click **New** to create a new material.
- Name your material appropriately.
- Adjust the appearance settings, including color, texture, reflectivity, and transparency.
- Configure physical properties such as thermal conductivity and density, especially important for energy analysis.
- Save your custom material for reuse in your project.

Modifying Existing Materials

Existing materials can be fine-tuned to match specific design requirements:

- Select the material from the library.
- Click **Edit** to open the Material Editor.
- Adjust the visual and physical parameters accordingly.
- Save changes to update all instances of that material in your project.

Best Practices for Managing the Material Library

Organizing Custom Materials

As your project progresses, you may accumulate numerous custom materials. To maintain organization:

- Create a dedicated category or subcategory for your custom materials.
- Name materials clearly to indicate their purpose or finish.
- Use consistent naming conventions to facilitate quick searching.

Sharing Materials Across Projects

Revit allows you to export and import material libraries, enabling consistent material usage across multiple projects:

- Export your custom materials by saving the Material Library file (.adsk) from the Materials dialog.
- In a new project, import the library to access the same materials.

Keeping the Library Up-to-Date

Regularly review and update your materials to reflect changes in product specifications or design preferences. This ensures visual consistency and accurate physical properties.

Leveraging the Material Library for Better Visualizations and Analysis

Realistic Renders

The material library's appearance settings can be fine-tuned to produce photorealistic renderings:

- Adjust reflectivity, glossiness, and transparency.
- Apply textures and bump maps for surface detail.
- Use the rendering settings in Revit or export to external rendering software for higher quality visuals.

Energy and Structural Analysis

Physical properties assigned to materials influence energy modeling and structural performance:

- Define thermal conductivity, specific heat, and density for energy analysis.
- Ensure materials are accurately represented for structural simulations.

Compliance and Documentation

Using standardized materials from the library helps in maintaining compliance with building codes and in preparing precise documentation for procurement and construction.

Tips and Tricks for Using the Revit 2014 Material Library Metric

- **Use Templates:** Create project templates with predefined materials to streamline workflows.
- **Leverage Material Overrides:** For specific elements, override default materials without altering the library.
- **Utilize Material Libraries from Manufacturers:** Import manufacturer-specific materials for greater accuracy.
- **Regular Backups:** Save copies of your custom material libraries regularly to prevent data loss.
- **Documentation:** Keep documentation of material properties for future reference or project handovers.

Conclusion

The Autodesk Revit 2014 material library metric is a powerful tool for creating visually appealing, physically accurate, and efficiently managed building models. Understanding how to access, customize, and organize materials ensures that your BIM projects are not only aesthetically compelling but also compliant and functional. By leveraging the full capabilities of the material library, professionals can significantly enhance their modeling workflows, produce high-quality visualizations, and perform precise analyses. Whether you're working on a small residential project

or a large commercial development, mastering the Revit 2014 material library is an essential step toward achieving your design and documentation goals.

Autodesk Revit 2014 Material Library Metric: An In-Depth Exploration

Introduction

Autodesk Revit 2014 Material Library Metric stands as a cornerstone for architects, engineers, and BIM professionals seeking to streamline their design processes and enhance their project realism. As a pivotal component within Revit's comprehensive Building Information Modeling (BIM) environment, the Material Library provides users with an extensive repository of predefined materials, enabling accurate visualization, analysis, and documentation of building components. In this article, we delve into the intricacies of the Revit 2014 Material Library in the metric system, exploring its features, practical applications, and how it empowers professionals to create more realistic and data-rich models.

Understanding the Revit 2014 Material Library: An Overview

What is the Material Library?

The Material Library in Autodesk Revit 2014 is a curated collection of materials that can be assigned to various elements within a building model. These materials define the appearance, physical properties, and behavior of surfaces and objects, such as walls, floors, roofing, and furnishings. They serve multiple purposes, including:

- Visualization: Providing realistic renderings and visual styles.
- Documentation: Supporting accurate schedules and specifications.
- Analysis: Enabling performance simulations like thermal or energy analysis.

Metric System Integration

Revit 2014's Material Library is designed with a focus on the metric system, catering to projects in regions where metric units are standard. This integration simplifies the process of creating, editing, and applying materials with measurements in meters, centimeters, and millimeters, ensuring that the model's physical dimensions align precisely with real-world specifications.

Features of Revit 2014 Material Library Metric

Extensive Material Database

The Material Library comes with a vast array of predefined materials covering common construction materials such as:

- Concrete
- Brick
- Wood
- Metal
- Glass
- Ceramics
- Plastics

Each material is detailed with properties that influence visual appearance and physical characteristics.

Customization and Creation

Revit allows users to customize existing materials or create new ones from scratch. This flexibility is essential for:

- Modeling unique or proprietary materials.
- Adjusting visual attributes like color, texture, and reflectivity.
- Defining physical properties such as thermal conductivity or density.

Material Types and Categories

Materials are organized into categories, making it easier to locate and assign appropriate textures. These categories include:

- Structural Materials
- Finish Materials
- System Materials
- Imported Materials

This organization streamlines the workflow, especially in large projects with diverse material requirements.

Navigating the Material Editor: Practical Tips

Accessing the Material Browser

In Revit 2014, the Material Browser is the primary interface to explore and manage materials. To access it:

- Navigate to the Manage tab.
- Click on Materials in the Settings panel.

The browser displays a list of default and custom materials, along with their properties.

Editing Material Properties

Within the Material Editor, users can modify:

- Graphics: Color, pattern, transparency, and surface patterns.
- Appearance: Render appearance settings, including reflectivity, glossiness, and bump maps.
- Physical: Thermal properties, density, and other physical parameters.

Adjustments here influence both visual realism and analytical accuracy.

Applying Materials to Elements

Materials can be assigned directly to model elements via:

- The Properties palette.
- Material override options.
- Drag-and-drop in the visual model.

Proper assignment ensures consistency across documentation and visualization.

Practical Applications in Metric Projects

Architectural Visualization

Using the metric material library allows architects to produce highly realistic renderings that accurately represent real-world materials. This includes:

- Precise color matching.
- Material textures scaled appropriately to dimensions.
- Realistic reflections and transparency settings.

Structural Analysis and Performance Simulation

For structural engineers, materials with defined physical properties enable simulations such as:

- Structural load calculations.
- Thermal performance analysis.
- Energy modeling.

Having materials in metric units ensures that calculations are based on real-world measurements.

Construction Documentation and Specifications

Accurate material definitions assist in generating precise schedules and specifications, critical for procurement and construction management.

Challenges and Best Practices

Ensuring Consistency Across Models

In projects with multiple team members or phases, maintaining uniform material definitions is crucial. Best practices include:

- Creating shared parameter files for materials.
- Documenting custom material properties.
- Regularly updating the Material Library.

Managing File Sizes and Performance

A comprehensive material library can increase project file size and impact performance. To optimize:

- Use linked or referenced material libraries when appropriate.
- Archive unused or outdated materials.
- Regularly audit materials for relevance and accuracy.

Compatibility and Version Control

While the discussion centers on Revit 2014, users should be aware of compatibility issues when upgrading or sharing files across different Revit versions. Maintaining a standardized material library mitigates discrepancies.

Enhancing the Material Library Experience

Utilizing External Resources

Many professionals supplement Revit's default material library with:

- Custom textures and materials created in external software like Photoshop or Substance Designer.
- Imported materials from manufacturer catalogs.

These additions can increase realism and project specificity.

Automating Material Assignments

Using Revit's tools and plugins to automate material assignments based on parameters or templates can improve efficiency, especially in large projects.

Future Outlook and Evolving Features

Although Revit 2014 is now several versions old, its Material Library laid the foundation for continued enhancements in subsequent releases. Modern Revit versions offer:

- Improved rendering capabilities.
- More detailed physical property settings.
- Enhanced library management tools.

Understanding the 2014 material system provides valuable insights into the evolution of BIM workflows.

Conclusion

The Autodesk Revit 2014 Material Library in metric units remains an essential tool for professionals aiming for precise, realistic, and data-rich building models. Its extensive database, customization

options, and integration with Revit's powerful environment enable users to craft detailed visualizations, conduct meaningful analyses, and produce accurate documentation. By mastering the features and best practices associated with the material library, BIM practitioners can significantly elevate the quality and efficiency of their projects, ensuring that designs are not only visually compelling but also grounded in real-world physical properties. As BIM technology continues to evolve, a solid understanding of these foundational tools remains vital for adapting to future innovations in architectural and engineering workflows.

Question How do I access the Material Library in Autodesk Revit 2014 Metric version? In Revit 2014 Metric, you can access the Material Library by going to the Manage tab, clicking on 'Materials,' and then selecting 'Material Browser.' From there, you can browse and load materials from the library. **Can I customize or add new materials to the Revit 2014 Metric Material Library?** Yes, you can create custom materials or duplicate existing ones within Revit 2014. To add new materials, open the Material Browser, click 'Create New Material,' and define its properties. To include external library materials, import them via the Material Browser options. **What are the differences between the Revit 2014 metric material library and the imperial version?** The primary difference lies in the units and material standards. The metric library uses SI units and compatible material properties, while the imperial version uses imperial units. Material appearance and physical properties may also vary accordingly. **How can I load additional material libraries into Revit 2014 Metric?** You can load additional libraries by importing material files (.adsklib) into the Material Browser. Use the 'Manage Materials' option, then 'Import Material Library,' and select the desired library files to add them to your project. **Are there any common issues with the Revit 2014 Material Library in metric projects?** Common issues include missing materials after library import, mismatched units, or materials not displaying correctly. These can often be resolved by reloading libraries, checking unit settings, or updating graphics drivers. **How can I ensure accurate material representation in Revit 2014 metric projects?** Ensure that the materials are correctly assigned with proper physical and visual properties, and that the project units are set to metric. Preview materials in the Material Browser to confirm appearance and properties before applying them. **Is it possible to export Revit 2014 metric materials for use in other software?** Direct export of materials from Revit 2014 is limited, but you can export material appearance as images or use the material library files (.adsklib) to share materials with compatible software or Revit versions. For full material data, consider exporting the project or using IFC files.

Related keywords: Autodesk Revit 2014, material library, metric units, Revit materials, BIM materials, Revit families, Revit textures, Revit 2014 tutorials, material parameters, Revit material libraries

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