

Section 01 32 33

(Section number conforms to [The Construction Specifications Institute Master Format numbering](#))

Photographic Documentation

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes administrative and procedural requirements for photo-documentation of the project at regular intervals.
- B. General Contractor will assume the responsibility for the management of photographer.
- C. The photo-document is considered a product without artistic value. Photograph copyrights are equally shared and unrestricted between the photo-documentation firm, owners and / or general contractor.

1.02 QUALIFICATIONS

- A. Photographer must be knowledgeable in the construction process and in this project, able to follow the construction schedule, and communicate effectively with project management and the project superintendent.
- B. Photographer must be able to clear useable photographs and record accurate notes to accompany every photograph.
- C. Photographer must be able to work safely and independently on an active construction site.

PART 2 PHOTO-DOCUMENTATION

1.03 PHOTO-DOCUMENTATION REQUIREMENTS

- A. Photographic equipment
 - 1. All photographs are taken with a digital camera of not less than 4 mega pixels.
 - 2. The cameras date and time setting is to be verified correct prior to each photo session.
 - 3. DO NOT include the date / time stamp on the image, all images must be clean.
- B. Recording notes
 - 1. A brief descriptive note will be recorded for each photograph. It must include date taken, photograph number assigned by the camera, directional and other reference points that helps identify the photographs location in the project.
 - 2. Notes are to be transcribed into a typewritten searchable format such as a table or spreadsheet.
- C. Frequency
 - 1. Photographs and notes will be taken at regular intervals not to exceed 10 Calendar days regardless of actual progress made.
 - 2. During periods of work stoppage or other pauses where NO work is accomplished photography is not required.

- D. Required Photo-documentation
 - 1. Pre-demolition / pre-construction photographs of the surrounding area and properties to re-occur several times during the project duration. **(Determined per project site surroundings sensitivity / risk factor)**
 - 2. Regular progress photographs in sufficient numbers to adequately show progress and specific details as directed.
 - 3. "Visual as-built" photographs must include:
 - i. Re-bar and utilities in concrete just prior to concrete pour.
 - ii. All wall sections prior to insulation and close-up.
 - iii. Above ceiling utility views prior to sheetrock or t-bar tiles.
 - iv. Roofing installation showing each layer
- E. Optional photographs **(if desired by the owner)**
 - 1. Public use photographs. These are wide-angle photographs taken specifically for public uses like websites.
 - 2. Artistic quality photographs taken with the intention of framing and publication uses. Not meant to show any particular construction progress.

PART 3 PRODUCTION AND DELIVERY

1.04 COMMUNICATIONS

(CHANGE "PROJECT SUPERINTENDENT" TO OTHER PERSON IF NEEDED)

- A. Communications and instructions are through the general contractor, most often with the project superintendent.
- B. The project superintendent must be notified prior to each site visit.
- C. The project superintendent will communicate any special requests or instructions for photo-documentation during each visit.
- D. Person performing the photo-documentation is responsible for following the schedule and obtaining schedule change updates from the project superintendent or project manager.

1.05 DELIVERABLES

- A. Photographs are to be saved unaltered.
- B. Photographs are to be sorted into appropriate folders titled with the MONTH – DAY(S) – YEAR and DESCRIPTION.
- C. Photographs and transcribed notes are to be copied to the project superintendent's jobsite computer (if so equipped) OR provided via on-line (Internet accessible) shared files within 3 working days after taking each set.
- D. MONTHLY photographs and transcribed notes are to be provided on a CD-ROM. 1 copy provided to the owner and 1 copy provided to the general contractor.
- E. A monthly pay app and invoice will be submitted to the general contractor for payment along with the CD-ROM for that month.

END OF SECTION