

## SECTION 01 32 33

## PHOTOGRAPHIC DOCUMENTATION

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. General: This Section specifies administrative and procedural requirements for construction photographs.

## 1.2 RELATED SECTIONS

- A. Section 01 20 00 – Price and Payment Procedures
- B. Section 01 33 00 – Submittal Requirements

## 1.3 SUBMITTALS

- A. General: Refer to Division-1 Section "Submittals" for general requirements for submitting photographs. Binders and photos shall be kept by the City and are non-returnable.
  - 1. Pre-construction photographs: Submit pre-construction photographs in digital format no later than 5 working days after receipt of Notice to Proceed and prior to the start of Work. Photos shall survey the site with sufficient detail to depict the site and building (exterior and interior) condition prior to start of Work. Contractor shall provide photographs from both the exterior of the building as well as the interior spaces.
    - a. Photographs shall be delineated by the use of numbering or lettering indicating the location on a site plan and floor plans as well as a roof plan, see additional requirements below.
  - 2. Construction Photographs: Submit construction photographs as described herein.
- B. Format: Unless otherwise directed by City Representative, photographs shall be submitted in digital format as high resolution images showing the date and time photographs were taken, transmitted on a CD, DVD, USB drive, or other medium as acceptable to the City Representative.

## PART 2 - PRODUCTS

## 2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in uncompressed TIFF or JPEG format, produced by a digital camera with a minimum sensor size of 10.0 megapixels and at an image resolution of not less than 3072 by 2304 pixels. The City shall have all rights as owners of photographs to include use of and publishing images.

## PART 3 - EXECUTION

## 3.1 PHOTOGRAPHIC REQUIREMENTS

- A. General: Take photographs using the maximum range of depth of field and that are in focus to clearly show the Work. Photographs with blurry or out of focus areas will not be accepted.
  - 1. Maintain a key plan with each set of construction photographs that identifies each photographic location.
- B. Construction Photographs
  - 1. Frequency: Take photographs as necessary to show progress of work, as a minimum coinciding with the 1<sup>st</sup> and fifteenth of every month and/or mid-point and cutoff date associated with each Application for Payment.
  - 2. The Contractor shall take photos, including those for each bid item, showing different areas of work in progress. Photographs shall be taken such that the item or location being photographed shall be determinable from within the set of photographs.
  - 3. Contractor shall provide a location plan indicating the view point from which the above photographs were taken and what they were taken of for each photograph. It is preferred when possible to take the photographs from the same location to provide a history of work progression.
- C. Completion Photographs
  - 1. Take photographs of each major phase or component of Work, as requested by the City and as a minimum at both Substantial Completion and Final Completion. Each major phase shall be established once the CPM Schedule has been approved by the City.
- D. Additional Photographs: The City Representative may issue requests for additional photographs, in addition to periodic photographs specified. Additional photographs will be paid for by Change Order, and are not included in the Contract Sum or an Allowance.
  - 1. The City Representative will give the Contractor 3 days notice, where feasible.
  - 2. Circumstances that could require additional photographs include, but are not limited to:
    - a. The City request for special publicity photographs.
    - b. Special events planned at project site.
    - c. Immediate follow-up when on-site events result in construction damage or losses.
    - d. Extra record photographs after time of final acceptance.

END OF SECTION