

SECTION 01 32 33 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.
- B. See Division 01 Section "Closeout Procedures" for submitting digital media as Project Record Documents at Project closeout.
- C. See Division 01 Section "Demonstration and Training" for submitting videotapes of demonstration of equipment and training of Owner's personnel.

1.2 SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same label information as corresponding set of photographs.
- B. Construction Photographs: Submit a digital image of all photographs weekly, along with daily construction reports.
 - 1. Format: as approved by Design Professional.
 - 2. Identification: Each digital image shall have a unique identifier, and shall be accurately date stamped, or the accurate date shall be ascertainable by electronic file date. Tag and/or transmit the photographs in a manner so as to clearly identify them as photographs of this project. Also, for digital images for which it is necessary or for which requested by the Design Professional, provide a description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - 2. Digital Images: Submit a complete set of digital image electronic files as a Project Record Document on CD-ROM. Identify electronic media with date photographs were taken. Submit images that have same aspect ratio as the sensor, un-cropped.

1.3 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who is familiar with the project and the progress of the work.

1.4 COORDINATION

- A. Auxiliary Services: Cooperate with photographer and provide auxiliary services requested, including access to Project site and use of temporary facilities, including temporary lighting required to produce clear, well-lit photographs without obscuring shadows.

1.5 USAGE RIGHTS

- A. Obtain and transfer copyright usage rights from photographer to Design Professional and Owner for unlimited reproduction of photographic documentation.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: In format as approved by Design Profes-

sional. PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS

- 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 key plan with each set of construction photographs that identifies each photographic location.
- B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
 - 1. Date and Time: Include date and time in filename for each image.
 - 2. Field Office Images: Maintain one set of images on CD-ROM in the field office at Project site, available at all times for reference. Identify images same as for those submitted to Design Professional.
- C. Preconstruction Photographs: Before commencement of demolition, take , digital photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Design Professional.
 - 1. Flag construction limits before taking construction photographs.
 - 2. Take 36 photographs to show existing conditions adjacent to property before starting the Work.
 - 3. Take 36 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
- D. Periodic Construction Photographs: Take no fewer than 50 digital photographs weekly. Select vantage points to show status of construction and progress since last photographs were taken.
- E. Additional Photographs: Design Professional may issue requests for 500 additional digital photographs, in addition to periodic photographs specified. These additional photographs are included in the Contract Sum.
 - 1. Three days' notice will be given, where feasible.
 - 2. In emergency situations, safely take additional photographs immediately upon request.
 - 3. Circumstances that could require additional photographs include, but are not limited

to, the following:

- a. Special events planned at Project site.
- b. Immediate follow-up when on-site events result in construction damage or losses.
- c. Photographs to be taken at fabrication locations away from Project site. These photographs are not subject to unit prices or unit-cost allowances.
- d. Material Completion of a major phase or component of the Work.
- e. Extra record photographs at time of final acceptance.

END OF SECTION