

## SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
  - 1. Preconstruction photographs.
  - 2. Preconstruction video recordings.
- B. Related Requirements:
  - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.

## 1.3 INFORMATIONAL 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 and video recording. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three days of taking photographs.
  - 1. Submit photos by uploading to web-based project software. Include copy of key plan indicating each photograph's location and direction.
  - 2. Identification: Provide the following information with each image description in web-based project software site:
    - a. Name of Project.
    - b. Name and contact information for photographer.
    - c. Name of Architect and Construction Manager.
    - d. Name of Contractor.
    - e. Date photograph was taken.
    - f. Description of location, vantage point, and direction.
    - g. Unique sequential identifier keyed to accompanying key plan.
- C. Printed Photographs: Submit two sets of prints of each photographic view within seven days of taking photographs.
  - 1. Format: 8-by-10-inch (203-by-254-mm) smooth-surface matte prints on single-weight, paper; enclosed back to back in clear plastic sleeves punched for three-ring binder.

Include copy of key plan indicating each photograph's location and direction. Provide one binder for each set of prints.

2. Identification: On back of each print, label with the following information:
  - a. Name of Project.
  - b. Name and contact information for photographer.
  - c. Name of Architect and Construction Manager.
  - d. Name of Contractor.
  - e. Date photograph was taken if not date stamped by camera.
  - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
  - g. Unique sequential identifier keyed to accompanying key plan.

D. Video Recordings: Submit video recordings within seven days of recording.

1. Submit video recordings by uploading to web-based project software site. Include copy of key plan indicating each video's location and direction.
2. Identification: With each submittal, provide the following information on web-based project software site:
  - a. Name of Project.
  - b. Name and address of photographer.
  - c. Name of Architect and Construction Manager.
  - d. Name of Contractor.
  - e. Date video recording was recorded.
  - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
3. Transcript: Prepared on 8-1/2-by-11-inch (215-by-280-mm) paper, punched and bound in three-ring binders. Provide label on front and spine. Include a cover sheet with label information. Include name of Project and date of video recording on each page.

#### 1.4 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.
- B. Construction Webcam Service Provider: A firm specializing in providing photographic equipment, web-based software, and related services for construction projects, with record of providing satisfactory services similar to those required for Project.

#### 1.5 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels. Use flash in low light levels or backlit conditions.
- B. Digital Video Recordings: Provide high-resolution, digital video in MPEG format, produced by a digital camera with minimum sensor resolution of 12 megapixels and capable of recording in

full high-definition mode. Provide supplemental lighting in low light levels or backlit conditions.

- C. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- D. Metadata: Record accurate date and time and GPS location data from camera.
- E. File Names: Name media files with date, Project area and sequential numbering suffix.

#### 1.6 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
  - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Construction Manager.
  - 1. Flag excavation areas and construction limits before taking construction photographs.
  - 2. Take 20 photographs to show existing conditions adjacent to property before starting the Work.
  - 3. Take 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  - 4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.

#### 1.7 CONSTRUCTION VIDEO RECORDINGS

- A. Video Recording Photographer: Engage a qualified videographer to record construction video recordings.
- B. Narration: Describe scenes on video recording by audio narration by microphone while or dubbing audio narration off-site after video recording is recorded. Include description of items being viewed, recent events, and planned activities. At each change in location, describe vantage point, location, direction (by compass point), and elevation or story of construction.
  - 1. Confirm date and time at beginning and end of recording.
  - 2. Begin each video recording with name of Project, Contractor's name, videographer's name, and Project location.
- C. Transcript: Provide a typewritten transcript of the narration. Display images and running time captured from video recording opposite the corresponding narration segment.

- D. Preconstruction Video Recording: Before starting site work, record video recording of Project site and surrounding properties from different vantage points, as directed by Construction Manager.
1. Flag excavation areas and construction limits before recording construction video recordings.
  2. Show existing conditions adjacent to Project site before starting the Work.
  3. Show existing buildings either on or adjoining Project site to accurately record physical conditions at the start of site work.
  4. Show protection efforts by Contractor.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013233