

## 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. Periodic construction photographs.
  - 3. Final completion construction photographs.
- B. Related Requirements:
  - 1. Division 01 Section "Submittal Procedures" for submitting photographic documentation.
  - 2. Division 01 Section "Closeout Procedures" for submitting photographic documentation as project record documents at Project closeout.

#### 1.3 INFORMATIONAL SUBMITTALS

- A. Digital Photographs: Submit image files within ten (10) days of taking photographs.
  - 1. Digital Camera: Minimum sensor resolution of five (5) megapixels.
  - 2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph.
  - 3. Identification: Provide the following information with each image description in file metadata tag:
    - a. Name of Project.
    - b. Date photograph was taken.
    - c. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
    - d. Unique sequential identifier..

#### 1.4 USAGE RIGHTS

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

## PART 2 - PRODUCTS

### 2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of five (5) megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

## PART 3 - EXECUTION

### 3.1 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. 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.
- C. 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 file name for each image.
  - 2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect.
- D. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points.
  - 1. Flag construction limits before taking construction photographs.
  - 2. Take photographs to show existing conditions adjacent to property before starting the Work.
- E. Periodic Construction Photographs: Take a suitable number of photographs to clearly document the progress of construction activities with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- F. Final Completion Construction Photographs: Take a suitable number of color photographs after date of Substantial Completion for submission as project record documents.
  - 1. Do not include date stamp.

2. Additional Photographs: Architect may request photographs in addition to periodic photographs specified.
3. In emergency situations, take additional photographs within 24 hours of request.
4. 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.
  - d. Substantial Completion of a major phase or component of the Work.
  - e. Extra record photographs at time of final acceptance.

END OF SECTION 013233