
SECTION 01 32 00

PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements of photographic documentation of construction process.
- B. Related Work:
 - 1. Section 01 30 00: Administrative requirements.

1.2 SUBMITTALS

- A. Electronic Picture Files: Submit USB 3 electronic flash drives for each view required within five days of taking photographs.

1.3 QUALITY ASSURANCE

- A. Photographer Qualifications: Firm or individual with not less than five years successful experience in professional digital photography, file transfer protocol, and construction work.
- B. Camera: Professional quality high resolution color digital camera with resolution of 10 megapixels capable of producing photo quality photographs of 20" by 30" or greater.

1.4 PHOTOGRAPHIC IMAGES

- A. Digital Images: Provide each photograph with following information stored in same file as photograph with photographs.
 - 1. Information File: Store as both PDF and Word format with Name of Project, date and time photograph was taken, photographer, description of image as necessary to differentiate each photograph.
 - 2. Photograph File: Store as both JPEG file format and an approved noncompressed format capable of being edited and enlarged to degree appropriate to camera resolution.
- B. Photograph Requirements:
 - 1. Pictures: Submit set of photographs on high resolution glossy paper in not less than 8" by 10" format without borders.
 - 2. Binder: Maintain pictures in binder in transparent sleeves allowing viewing of each photograph independently along with the information file stored on the reverse die of the sleeve.

3. Index Photos: Include in each binder index sheets set in transparent sleeves with multiple small-scale prints and image description immediately below each picture and organized in same order as pictures are bound in binder.
 - a. Index photos shall be incorporated into each binder at front of binder followed by pictures.
4. Location Information: Include floor plans (or elevations if appropriate) in binder to indicate specific location of camera and direction of view for each photograph taken.
 - a. Location Information shall follow pictures.

1.5 REQUIRED PHOTOGRAPHS

A. Types of Photographs:

1. Progress: Provide photographs to indicate progress of work on weekly basis during construction operations.
 - a. Provide not less than 10 photographs each week during on-site construction operations with one from each view of building and six from various interior locations under construction during that week.
2. Completion: Provide photographs of completed work with exterior photographs showing each view of building and interior photographs indicating each major space, each principle object, each type of room and as directed.
3. Changes: Provide photographs as necessary to describe Change Order Requests and Requests for Information as appropriate to describe field conditions.
4. Special: Provide special photographs as required by Owner or Architect of specific views, spaces, or objects; not more than five additional photographs weekly.

END OF SECTION