

## SECTION 01322

### 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 1 Specification Sections, apply to this Section.

##### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for preconstruction photographs.
- B. Related Sections include the following:
  - 1. Division 1 Section "Submittal Procedures" for submitting photographic documentation.
  - 2. Division 1 Section "Closeout Procedures" for submitting photograph and digital media as Project Record Documents at Project closeout.

##### 1.3 SUBMITTALS

- A. Qualification Data: For photographer.
- B. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Include same label information as corresponding set of photographs.
- C. Photograph Submission Format: Submit two 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, 4 photos on each print, on single-weight commercial-grade photographic paper, enclosed back to back in clear plastic sleeves that are punched for standard 3-ring binder.
  - 2. Identification: On back of each print, provide an applied label or rubber-stamped impression with the following information:
    - a. Name of Project.
    - b. Name and address of photographer.
    - c. Name of Architect
    - d. Name of Contractor.
    - e. Date photograph was taken if not date stamped by camera.
    - f. Description of vantage point, indicating location and direction.

g. Unique sequential identifier.

3. Digital Images: Submit a complete set of digital image electronic files with each submittal of prints on CD-ROM. Identify electronic media with date photographs were taken. Submit images that have same aspect ratio as the sensor, uncropped.

#### 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 Owner for unlimited reproduction of photographic documentation.

### PART 2 - PRODUCTS

#### 2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in uncompressed TIFF format, produced by a digital camera with minimum sensor size of 4.0 mega pixels, and at an image resolution of not less than 1024 by 768 pixels.

### 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 Architect.

3. Forward a copy of digital images within 5 days of taking photographs.
- C. Preconstruction Photographs: Before commencement of demolition take color digital photographs of existing conditions, including existing items to remain during construction, from different vantage points, as directed by Architect.
1. Take eight existing site photographs to show existing conditions adjacent to property before starting the Work.

END OF SECTION 01322