

**ADDENDUM TO ICU PROJECT SPECS (654-412)**  
**SECTION 01 00 00**  
**GENERAL REQUIREMENTS**

Spec Revised 8/7/2015 12:53 PM

**1.30 PHOTOGRAPHIC DOCUMENTATION**

- A. Coordinate with the COR for all contractual photos. Contractual photos are described below.
- B. A professional photographer shall be utilized for all contractual photos. Submit evidence of at least three (3) years as a professional photographer with specific emphasis on construction photography. Photos may be taken by others if they are not contractual photos, but perhaps are used to support various construction issues.
- C. Video may not be substituted for the contractual photos.
- D. Contractual photos are to be produced in color and include:
  - 1. Pre-construction photos. Before construction, a set of photos shall be taken of the project associated exterior and interior features. Ensure any discrepancies in the existing conditions are noted. Any discrepancies not noted will initially be considered as contractor caused.
  - 2. Weekly Construction Progress photos. Once work has started, up to Final Inspection, photos are to be taken weekly documenting construction progress (or lack thereof) for that week. It is expected a minimum of twenty photos will be taken each week. Especially critical are photos documenting all utility runs/fixtures prior to installation of any building feature covering those locations.
  - 3. The following describes in greater detail specific construction features to capture in the photos:
    - a. As-built condition of pre-slab utilities and site utilities shall be documented prior to pouring slabs, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to ensure maximum coverage.
    - b. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to ensure maximum coverage.
    - c. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs

as directed by the Resident Engineer in order to capture pre-determined focal points, such as waterproofing, window flashing, steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to ensure maximum coverage.

- d. As-built finished conditions of the interior of each room including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the COR. Overlapping photographic techniques shall be used to ensure maximum coverage.
  - e. Customizable project-specific digital photographic documentation of other details or milestones.
  - f. 360 degree panorama. In addition to the weekly progress photos, after all utilities are roughed in for a room, and before those utilities are covered, the room must be photographed with an overlapping photograph technique with ultimate deliverable a "stitched" array of photos with the ability to use mouse/keyboard input to rotate/zoom the continuous view around the full 360 degrees of the room. In addition to the walls, the entire floor and ceiling shall be included. The rotation angle shall not exceed 30 degrees between shots. Each wall shall be identified by markings on the wall (or paper secured to the wall) identifying the Date, the Room Name/Number and the North/South/East/West aspect.
  - g. PDF Floor Plan Linked Photos. In addition to the weekly progress photos, after all utilities are roughed in for a room, and before those utilities are covered, the room, to include walls, floor, and ceiling, must be photographed with an overlapping photograph technique. A PDF of the floor plan shall be modified to include mouse clickable links to the photos. The links shall be small rectangles sized and placed to the specific location of a wall/floor/ceiling shown in the associated photo. Each wall/floor/ceiling shall be identified by markings (perhaps a piece of paper secured to wall) identifying the date, the room name/number and the north/south/east/west aspect.
- E. Photos shall be submitted not later than two weeks following the date of the photograph.
- F. Photos shall be submitted to the VA in digital form (JPG) in the highest resolution which results in a file size of less than 4MB. Photos shall be submitted on CD/DVD or a FTP site created by the contractor (and accessible by the VA). A CD/DVD containing all the contractual photos shall be submitted within one week of Final Inspection.
- G. If the project included any change to the exterior appearance, then submit a framed photograph:
- 1. A minimum of six digital photos are to be taken of the exterior for this purpose and provided to the VA. Coordinate the perspective of each photo with the VA.

2. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 16" x 20" color prints with a minimum 2592 x 1944 pixels.
  3. The VA will select one image to be printed 16"x20" in color.
  4. The printed image is to be placed in a 21" x 27" wood frame/glass to include appropriate matting. The frame shall be 1.75" wide and 7/8" deep. Coordinate the frame style, and the finishes for the matting and the frame with the VA.
- H. File Name. The filename for every photo submitted shall be formatted as follows: date, title. The date shall be first to allow sorting by date, the date shall be formatted as yyyyymmdd to indicate the date the photograph was taken. The title shall describe the location and purpose. Ex: 140603 Room C2345 east wall utilities.