

CONSTRUCTION PHOTOGRAPH REQUIREMENTS

DOCUMENT NUMBER: 00260

APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL

DATE OF ISSUE:

10-06-15 - **General revisions**
02-06-06 - Added requirement for CD, clarified views required
09-21-05 - First issued

NOTES:

All photos are to be submitted in .jpg format.

Pre-Construction Photographs:

The GC/CM is encouraged to document the condition of existing facilities which will be affected by construction.

The cost of photo documentation is reimbursable if the following conditions are met:

- 1) The Owner determines in advance that the School District will benefit from the service.
- 2) A reimbursable amount is included in the GMP/Bid
- 3) Photos are submitted on CD prior to beginning work on site.
- 4) Photos are date-stamped and named consistently and descriptively starting with the room number for interior photos
- 5) The actual cost is documented.

Aerial Photographs:

Monthly aerial photos are required for all new facilities and additions to existing facilities. Aerial photos may be required for remodeling and sitework projects, as determined by the Owner.

Submit aerial photos each month concurrently with the pay application. Photos are to be submitted via e-mail or on CD.

Aerial photos are to display the name of the facility, the date the photo was shot, and the name of the aerial photography company. No other labeling is to be provided.

Three different views are required each month. When the project is an addition to an existing campus or a project where two schools are located on the same campus, at least one view is to be an overall photo showing the entire site.

ATTACHMENTS:

None