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## SECTION 013800 – CONSTRUCTION PHOTOGRAPHS

Latest Update: 08-09-2020 See Underlined Text for Edits.

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Also turn off all “Under Lines”)

### 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. This Section includes administrative and procedural requirements for construction photographs for the following types of projects:
  - 1. New construction projects.
  - 2. Campus renovation projects.

#### 1.3 CM REQUIREMENTS

- A. The CM shall make arrangements to have a series of construction photographs taken of the construction site utilizing their personnel with a digital camera.
- B. The CM shall maintain an up-to-date electronic file of the photographs in numerical order per month in an XL spread sheet format as follows:
  - 1. The XL spread sheet shall include a header with the UM Project Name and Project Number. Under the header include columns for “Photo #”, “Date” “Location on Project Site”, “View of the Photo” “Description” and “Photograph”. For Example:
    - a. Photo #1
    - b. 6-5-12
    - c. Roof Level
    - d. Looking East
    - e. Roof Flashing at Stair Tower
    - f. Photograph

#### 1.4 SUBMITTALS

- A. Monthly: Submit construction photographs, electronically, in “pdf” file format to the University Project Manager (PM) monthly with the application for payment.
  - 1. Organize the electronic “pdf” files as indicated in paragraph 1.3 above.

2. Pre-construction photographs shall be submitted with the first application for payment.

## 1.5 PHOTOGRAPHIC REQUIREMENTS

- A. The CM shall take a series of construction photographs to document conditions at the project site and during various stages of construction as follows:

1. Pre-Construction Photographs: Prior to the start of construction take photographs of the project site and adjacent areas as follows:
  - a. New Projects: Take photographs in sufficient number to show existing conditions adjacent to the work areas before starting work. Where applicable, take photographs of existing buildings either on or adjoining the property in sufficient detail to record accurately the physical conditions at the start of construction.
  - b. Campus Renovation Projects: Take photographs in sufficient number to show existing conditions adjacent to the work areas, to indicate pre construction damage to existing walls, partitions, insulation, previous work that was not completed, and/or missing materials before starting work.
2. Construction Progress Photographs:
  - a. Take project photographs, in accordance with requirements indicated, to best show the status of construction and progress since taking previous photographs.
  - b. Frequency: Take photographs monthly, coinciding with the cutoff date associated with each Application for Payment.
  - c. Vantage Points: Comply with the University's directions concerning desired vantage points for shots.
3. Record Photograph Files:
  - a. At the end of the project submit a complete set of record photographs, organized in XL spread sheets on a CD-R in a full size jewel case to the University. Label the CD-R and the jewel case with the UMB Project Title, UMB Project Number, contents on the CD, and the submission date.
4. Post Construction Photographs:
  - a. After the project has completed if the A/E, the CM, and/or other contractors would like to have a series of post construction photographs taken of the project site they must submit a written request to the University PM. The

PM will contact the contact the appropriate University representatives to gain approval and the set up a time for the photographs to be taken. Post construction photographs will not be allowed without the approval of the end user or their representative.

**PART 2 – PRODUCTS** (Not Applicable)

**PART 3 – EXECUTION** (Not Applicable)

END OF SECTION 013800