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**Part 1            GENERAL**

**1.1               SUMMARY**

- .1       Types of items described in this Section:
  - .1       Administrative and procedural requirements for the following:
    - .1       Preconstruction photographs.
    - .2       Periodic construction photographs.
- .2       Types of items you will not find described in this Section:
  - .1       Procedures for submitting photographic documentation.
  - .2       Procedures for submitting photographic documentation as project record documents at project closeout.
  - .3       Submitting video recordings of demonstration of equipment and training of Canada personnel.
  - .4       Photographic documentation before demolition operations commence.
  - .5       Photographic documentation before site clearing operations commence.

**1.2               SUBMITTALS**

- .1       Digital Photographs: Submit image files within three days of taking photographs.
  - .1       Identification: Provide the following information with submission:
    - .1       Name of Project.
    - .2       Name of Contractor.
    - .3       Date photograph was taken.
    - .4       Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.

**1.3               USAGE RIGHTS**

- .1       Obtain and transfer copyright usage rights from photographer to Canada for unlimited reproduction of photographic documentation.

**Part 2            PRODUCTS**

**2.1               PHOTOGRAPHIC MEDIA**

- .1       Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 6 megapixels.

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**Part 3 EXECUTION**

**3.1 CONSTRUCTION PHOTOGRAPHS**

- .1 Restrictions: Notwithstanding the requirements listed below, there are strict security restrictions on the use of cameras in and around the site. Departmental Representative will advise on these restrictions at the construction start up meeting.
- .2 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.
- .3 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 file name for each image.
  - .2 Field Office Images: Maintain one set of images accessible in any field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Departmental Representative.
- .4 Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Departmental Representative.
  - .1 Take not less than 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  - .2 Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- .5 Periodic Construction Photographs: Take not less than 20 photographs monthly, coinciding with the cut-off date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- .6 Departmental Representative-Directed Construction Photographs: From time to time, Departmental Representative will instruct photographer about number and frequency of photographs and general directions on vantage points. Select actual vantage points and take photographs to show the status of construction and progress since last photographs were taken.

**END OF SECTION**