



SPECIFICATION WORDING RECOMMENDATIONS

VOLUME 1; revision B

PHOTO DOCUMENTATION
OF SURFACE CONDITIONS
FOR STREET AND PIPELINE PROJECTS

P-Tn RoutePHOTOS P-Tn RouteSCANS

The following terms (as written) are slogans / pending trademarks of *P-Tn, Inc.*
'Visual Documentation' photo -- digital -- video
and these should not be included in your specification wording, unless followed by "or approved equal"
ProgressPHOTOS ProgressSCANS RoutePHOTOS RouteSCANS VideoRECORDS
ProgressCAM WebWINDOW ProgressCAMPics ProgressCAMovie
PhotoWALKTHRU WebGALLERY



P-Tn / Photo-Technique
6835 LAMAR AVENUE OVERLAND PARK, KANSAS 66204
voice/fax 913-384-9369 www.P-Tn.com



**VOLUME****1****DESCRIPTION****PHOTO DOCUMENTATION OF SURFACE CONDITIONS FOR STREET AND PIPELINE PROJECTS**

(P-Tn RoutePHOTOS) provide photographic documentation of existing surface conditions along a construction 'route' (such as pipelines and street improvements). These photographs are taken before (and after) construction to record the poor (or good) condition of existing features, and are available for use by all parties to insure complete restoration of the construction areas, improving fairness in the event of disputes or litigation. It is important to consider the frequency with which the photographs are taken [i.e. every 35-lf in congested residential/industrial developments / every 200-lf in open rural acreage / average ... every 50/100-lf along the alignment] ... and remember to require documentation of both sides of streets, and properties along drainage channels, etc.]. This form of documentation is very effective in providing a quality visual reference for discussions, and is particularly convenient to work with, in that it can be hand-carried in-the-field by project representatives dealing with restoration questions.



The following is our recommended specification wording for:
P-Tn RoutePHOTOS P-Tn RouteSCANS

‘PRE-CONSTRUCTION AND POST-CONSTRUCTION ROUTE PHOTOGRAPHY’

The contractor shall have suitable photographs (***P-Tn RoutePHOTOS***) taken along the entire construction route, showing the condition of the terrain prior to any alterations by the contractor, and before commencement of construction activities. Photographs shall be taken in sequence along the entire construction route, at intervals of not more than 50’; photographs shall be taken along both sides of streets when construction is in or along a roadway [use this approach along drainage channels and in other similar situations]. A second set of photographs shall be taken after completion of all construction operations, and should document (as nearly as practicable) the same general areas photographed prior to construction. ****All photography shall be handled by an established commercial photographer who is trained and experienced in construction photography, and has been providing these services for five years. The photographer shall be approved by the engineer; upon request, the photographer shall provide examples of prior work and/or references.**

****NOTE:** Determine the ‘Professional’ status of your photographer or videographer by verification of; Company letterhead to confirm *business* name, address, and telephone number / White pages telephone listing under the BUSINESS NAME / Yellow pages listing under the BUSINESS NAME / Internet presence with a URL that displays only the BUSINESS NAME / Valid Sales or Use Tax registration number for their state / (FEIN) Federal Employer Identification Number / Business Entity registration in their state / State (DHR) Employer Identification Number / Current Certificate of Insurance issued by a legitimate Insurance Carrier / City Business License, if required / BBB or Chamber of Commerce Membership / Membership in a Construction Association as a *photographer* or *videographer* (NOT a contractor or supplier) / Membership in other national trade organizations. **ALL of these should be readily available from a qualified, ‘established’ full-time professional.**

All photographs shall have sufficient detail to reveal the condition (including defects and damage) of all existing features, such as pavement, driveways, culverts, inlets, sidewalks, landscaping, vegetation, creek banks, trees, structures, foundations, and other such items along the construction route, and in adjacent areas which might be affected by the construction operations. Photographs shall be taken at intervals of not more than fifty (50) feet along the centerline, and at other locations which are deemed necessary to record possible field conflicts, as described above. When the improvements are located in a roadway or drainage channel (or similar terrain), photographs shall be taken along both sides of the street or alignment, in order to document all adjacent properties which might be disturbed. The construction limits shall be flagged for identification, and excavation areas shall be physically marked

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with survey stakes and/or high visibility paint (including station numbers), prior to taking any photographs. The purpose of obtaining good photographs is to aid in site restoration and (to some extent) preclude the possibility of post-construction disputes or litigation with property owners.

A representative of the engineer and/or owner shall be given the opportunity to accompany the contractor and photographer during the photo session(s). A log sheet listing the views photographed [including direction of view and station number or street address] shall be maintained in the field (and signed) by the photographer, including the project name, date, and a unique individual sequential photo number. The photographer shall furnish a signed and notarized affidavit, attesting to production of the original photographs, and their authenticity.

Photographs shall be produced using a full-frame 35mm camera; film shall be color and of medium speed (ISO 100-200). Polaroid photographs are unacceptable. Prints shall be color, smooth-finish, and a minimum of 4x6 inches in size. [ALTERNATE REQUIREMENT -- ...a minimum of 5x7 inches in size.] Two (2)* prints of each view shall be provided as soon as is practicable after the photographs are taken. All prints shall be sleeved in archival-polypropylene protective pages and bound into labeled and identified three-ring notebooks. The field-log information shall be transferred to adhesive labels, which are to be placed on the back of the respective photographic print; a matching adhesive label shall be affixed to the outside of the respective polypropylene album page 'slot' for each print. A copy of the original field log sheet shall be included with the binder and/or negatives.

*Order additional sets of photographs, as needed, for the contractor, engineer, owner, field office, etc...

ALTERNATE REQUIREMENT -- The photographer shall keep the negatives available for at least three (3) years after completion of the project, in the event additional prints are required.

[OPTIONAL REQUIREMENT -- Negatives shall be protected in professional film sleeves, suitably identified by roll, in envelopes containing the respective original field-log, and released with the prints; they shall become the property of the owner.]

THE FOLLOWING INFORMATION IS FOR **DIGITAL IMAGE DELIVERY USING ORIGINAL FILM.**

ALTERNATE REQUIREMENT FOR (***P-Tn RouteSCAN***) DIGITAL IMAGE DELIVERY -- Individual negatives shall be scanned to at least 1535x2285 pixels, and adjusted only for proper calibration of color / brightness / contrast; NO manipulation of the image is permitted. The project name, date of photography, image direction and description of view (from the field log sheet), name of contractor / engineer / owner, plus unique digital file and negative numbers, shall be embedded in the digital image file in a manner that is 'permanent' and is clearly legible when the image file is opened. Files shall be saved at 72dpi resolution using JPEG file format [with minimum (NO) compression applied], and written to CD-ROM. Each CD-ROM shall bear a surface label which includes the professional photographer's name and contact information, name of the project, and description of the contents. Color prints shall be made from the digital image files [NOT from the original film negatives], in order to include and display the embedded descriptive information.

ALTERNATE REQUIREMENT FOR (***P-Tn RouteSCAN***) DIGITAL IMAGE DELIVERY **WITHOUT PRINTS** [Contact PROOF sheets only] -- No individual prints shall be required. Color contact sheets

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shall be created, displaying six of the digital image files per page [each image must measure at least 2-1/4 x 3-1/4 inches, and the embedded text must be legible. All Contact sheets shall be sleeved in archival-quality protective pages, and bound into labeled three-ring binders, along with copies of the field-logs; digital copies of the contact sheets (JPEG format) and field logs (PDF format) shall be included on the CD-ROM with the JPEG image files. Each CD-ROM shall bear a surface label which includes the professional photographer's name and contact information, name of the project, and description of the contents.

SEE VOLUME 1SV – SHORT VERSION

See **VOLUME 4**, for additional information regarding;

**'DELIVERY OF CONSTRUCTION PHOTOGRAPHS IN DIGITAL FORM' and
'SEARCHABLE CD-ROM ARCHIVING OF CONSTRUCTION PHOTO DIGITAL FILES'**



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SPECIFICATION WORDING LIBRARY
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VOLUME 1 - PHOTO DOCUMENTATION OF SURFACE CONDITIONS FOR STREET AND PIPELINE PROJECTS

P-Tn RoutePHOTOS

P-Tn RouteSCANS

VOLUME 1SV – SHORT VERSION of VOLUME 1

VOLUME 2 - AUDIO-VIDEO TAPE RECORDINGS OF PROJECT SITE SURFACE CONDITIONS --- a SHORT VERSION is available.

P-Tn VideoRECORDS

VOLUME 2SV – SHORT VERSION of VOLUME 2

VOLUME 3 - BUILDING CONSTRUCTION PROGRESS PHOTOS --- a SHORT VERSION is available.
AIRCRAFT OR LOW-LEVEL / GROUND-BASED AERIAL PROGRESS PHOTOGRAPHY
plus FINAL ARCHITECTURAL PHOTOGRAPHY

P-Tn ProgressPHOTOS

P-Tn Aerial Progress Photography

P-Tn TetherBLIMP Aerial Progress Photography

VOLUME 3SV – SHORT VERSION of VOLUME 3

VOLUME 4 - DELIVERY OF CONSTRUCTION PHOTOGRAPHS IN DIGITAL FORM
plus SEARCHABLE CD-ROM ARCHIVING OF CONSTRUCTION PHOTO DIGITAL FILES

P-Tn ProgressSCANS

P-Tn RouteSCANS

P-Tn Searchable CD-ROM Archive

VOLUME 5 - PRIORITY-SCHEDULED DELIVERY OF CONSTRUCTION PHOTOGRAPHS VIA THE INTERNET

P-Tn PhotoWALKTHRU

P-Tn WebGALLERY

VOLUME 6 - ON-SITE 'LIVE' INTERNET DIGITAL IMAGE CAPTURE, FOR IMMEDIATE DELIVERY TO INTERNET WEBSITES

P-Tn ProgressCAM

P-Tn ProgressCAMpics

P-Tn WebWINDOW

P-Tn ProgressCAMovie