



# **SPECIFICATION WORDING RECOMMENDATIONS**

**VOLUME 2; revision B**

**AUDIO VIDEO TAPE RECORDINGS  
OF PROJECT SITE SURFACE CONDITIONS**

## ***P-Tn VideoRECORDS***

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***



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**VOLUME****2****DESCRIPTION****AUDIO-VIDEO TAPE RECORDINGS OF PROJECT SITE SURFACE CONDITIONS**

***P-Tn VideoRECORDS*** are simply an alternate approach to the route photography which is described in **VOLUME 1** and **1SV (*P-Tn RoutePHOTOS*)**. Advantages to videotape include a detailed narrative description of conditions, which supports and clarifies the visual images, plus continuous on-screen date and time display. With full-motion video, some features and field-conditions may be more recognizable and understandable, and there is the opinion that you are able to record more information for your dollar than you can with even a large series of conventional route photos. However, in a dispute, color reference print-outs can actually be produced from selected frames in the videotape footage. In addition to 'pre' and 'post-construction' recordings, videotape can also be used to provide jobsite activity updates or 'video' progress reports.



The following is our recommended specification wording for:

***P-Tn VideoRECORDS***

**SEE VOLUME 2SV – SHORT VERSION**

**‘AUDIO-VIDEO TAPE RECORDINGS OF SURFACE CONDITIONS’**

Prior to the commencement of any construction operations, the Contractor shall arrange for production of a (***P-Tn VideoRECORD***) continuous audio/video tape recording - to document surface conditions along the entire construction route, [the ‘zone of influence’ of construction activities], plus other adjacent areas which might be affected by construction operations. Under no circumstances shall construction begin until the engineer/owner have received and accepted the audio/video tape recordings. These tapes will be used for reference during restoration, and as a documentation record of pre-existing conditions, should disputes or litigation arise. A second audio/video recording - documenting these same general areas – shall be produced after completion of all construction activities. Additional taping sessions shall be completed when required by the engineer/owner - at critical milestones during construction; there shall be three (3) such video ‘update’ sessions provided by the videographer during the course of the project; if requested, extra ‘update’ sessions shall be billed at prevailing rates.

**EXPERIENCED PROFESSIONAL VIDEOGRAPHER**

The Contractor shall engage the services of a professional videographer, who shall be approved by the engineer/owner prior to production of any audio/video tapes. \*\*The videographer shall represent an established commercial firm with 5 years experience in video documentation, and must have training and experience in the production of color audio/video tape documentation, for the construction industry. If requested, the videography firm 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.*

**REQUIRED EQUIPMENT / MATERIALS / LABOR**

All required equipment, accessories, materials, and labor for the timely production of this videotape documentation record shall be provided by the professional videographer engaged by the contractor, and shall include the following:

The audio/video system cam-corder shall have the following capabilities/features:

- Full-sized VHS format for use with commercial-grade T-120 video tapes.
- In-the-field playback via viewfinder.
- 4-Head recording system with helical scanning - 33.35 mm/s tape speed.
- Built-in Microphone with 1-track / 2-channel audio.

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- Minimum 6:1(+) optical zoom lens ratio with automatic focusing system and automatic iris with manual override capabilities.
- Electronic CCD image sensing system.
- Minimum required illumination of 3 lux, or less.
- Television system video EIA; 525 lines, 60 fields NTSC color signal.
- Video horizontal resolution: Color; more than 250 TV lines.

Only commercial grade VHS-format [1/2 inch] T-120 videotapes shall be used for all taping; original tapes other than VHS-format, or duplicate tapes converted from non-VHS format originals, will not be acceptable. [ALTERNATE FORMAT: Mini-DV 60-minute digital videotape cassettes.] All recording shall be made at SP (short/standard play).

The audio/video system shall be capable of producing bright, sharp, clear visual images which render accurate colors, free from imperfections and distortions that might obscure recorded information during playback. Tape quality shall be adequate to permit production of 'prints' directly from individual, selected 'still' video frames, if required after videotaping. The simultaneous audio recording shall be made directly onto the original tapes, and shall record narration of the videographer clearly and audibly, with adequate volume, free from unnecessary interruptions and/or distortions which might eliminate recorded information during playback.

#### "ZONE OF INFLUENCE"

Unless otherwise indicated by the engineer/owner, the 'Zone of Influence' which might be affected by the construction operations (and therefore, documented in these tape recordings) shall be whichever of the following encompasses the greatest area:

All areas within 25' of the proposed improvements, or 10' of the construction/grading limits.

All areas within the temporary construction right-of-way & grading limits, as noted on the plans.

The permanent easement for the completed improvements, as noted on the project drawings.

Temporary construction staging areas and contractor/equipment access routes to the site.

#### AUDIO/VIDEO TAPE PRODUCTION PROCEDURES

It is required that the audio/video tape recordings be produced while the videographer is actually walking the construction route or area - the use of wheeled/motorized vehicles shall not be acceptable. All video tape recordings shall continuously display on-screen digital information, which must include the current time and date - showing the month, day, and year. This information shall be audibly confirmed by the videographer at appropriate times (beginning and end) during the recording of videotape sequences. Each recording tape shall begin with a visual display of the professional videographer's name and/or business trademark, followed by a verbal confirmation of the digital display of the current date and time, plus audible (and visual, if possible) indication of project name and numbers, municipality, name of contractor, and other pertinent information. Thereafter, each recording sequence shall begin with the current time and date, followed by the physical location of the videographer, direction of view, and description of the scene being recorded.

Continuous narrative updates of this information, plus ample description of other pertinent features, shall be given throughout the recording sequence. Such audio and video records shall include (but not be limited to) conditions of existing pavement, curbs, sidewalks, driveways, culverts, ditches, mailboxes, fences, shrubs and landscaping, condition of major structural features on residences and/or commercial buildings, plus signs, retaining walls, headwalls, general terrain, etc...

The contractor shall obtain permission from the owners of private property prior to entering thereon for the purpose of videotaping. Residences and commercial buildings shall be visually identified, continued...

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including street address numbers whenever feasible. A representative of the engineer / owner / contractor shall accompany the Videographer during the recording sessions, to assist with locating the (pipeline) alignment and adjacent areas of potential construction activity, plus identification of items and conditions which are to be recorded. The construction limits (permanent and/or temporary easements) shall be flagged for identification, and excavation areas shall be physically marked with survey stakes and/or high-visibility paint (including station numbers), prior to production of audio/video taping. A log sheet showing the recording sequences shall be maintained by the Videographer; this log shall list the start and stop time/date for each sequence, plus a brief description of the areas documented in that sequence. The end of each recording tape shall include a visual recording of the original log sheet, in order to preserve this information in the event of loss or damage to the log sheet itself.

All recording shall be completed during periods of adequate lighting and visibility. Sufficient lighting must be available to provide proper illumination of shadowed areas, and proper exposure adjustments shall be made where required. No taping shall be completed during precipitation, mist, fog, or when more than 10% of the ground surface has snow cover.

#### AUTHENTICITY AND OWNERSHIP OF ORIGINAL TAPES

Under no circumstances shall any post-production editing or modification be made to the original video or audio tracks, or the digital display; all audio/video recordings are to be 'raw'. All original audio/video tape recordings shall become the property of the owner. One (1) duplicate of each original tape shall be produced [in VHS format, clearly identified as such]. Each tape shall be provided in a protective sleeve or case and identified as to project name and number, production date of original recording, name of contractor, and videographer name and/or trademark; a legible copy of the original field-log shall also be included. The videographer shall also furnish a notarized affidavit - attesting to the production of the original audio/video tape recordings, and their authenticity.

\*Order additional duplicates of the original videotape as needed, for the contractor, engineer, architect, owner, investors, etc... NOTE: Duplicates should be produced from the original tape [not from a duplicate – this retains the best image quality].

#### CONVERSION OF VHS ORIGINAL RECORDINGS TO DVD-ROM DISC

The original VHS [or Mini-DV] tapes shall also be converted to DVD-ROM Disc, for playback in a standard DVD player, and viewing on a television or computer. Each DVD shall be protected in an appropriate jewel case or sleeve, and shall be labeled for ready identification of the project name, original videotape number, date of videography, and name of videography producer. The DVD shall be capable of fast-forward OR chapter-search capabilities, to aid in finding segments listed on the field log sheets. A copy of the original field log shall also be included with each DVD-ROM.

NOTE: Non-commercially produced DVD's MAY NOT play in all DVD players; this is a result of rapidly evolving technology. It may be wise to require a sample DVD of the type which will be produced, and test it in players that the architect / engineer / owner have available.

**SEE VOLUME 2SV – SHORT VERSION**



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**SPECIFICATION WORDING LIBRARY**  
IS AVAILABLE ONLINE AT  
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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.

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**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*