



SPECIFICATION WORDING RECOMMENDATIONS

VOLUME 2; revision B – SHORT VERSION

**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
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Short Version - VOLUME

2SV

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 **SHORT VERSION** recommended specification wording for:
P-Tn VideoRECORDS ... review the complete *VOLUME 2* for more detailed terminology.

‘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; 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]. Under no circumstances shall construction begin until the engineer/owner have received and accepted the audio/video tape recordings. A second audio/video recording - documenting these same general areas – shall be produced after completion of all construction activities.

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. A representative of the engineer / owner / contractor shall be given the opportunity to accompany the videographer during the recording sessions.

AUDIO/VIDEO TAPE PRODUCTION PROCEDURES

The original recording media shall be full-sized VHS format, using commercial grade, T-120 video cassettes, fully labeled and protected in appropriate cases. [ALTERNATE FORMAT: Mini-DV 60-minute digital videotape cassettes.] All recording shall be made at SP (short/standard play).

The audio/video system shall include simultaneous audio recording made directly onto the original tapes, and shall record narration of the videographer clearly and audibly, with adequate volume. 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. Continuous narrative updates of this information, location and direction of view, plus ample description of other pertinent features, shall be given throughout the recording sequence. continued...

continued...

These 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. The construction limits (permanent and/or temporary easements) shall be flagged for identification, 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.

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.

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.



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OUR COMPLETE
SPECIFICATION WORDING LIBRARY
IS AVAILABLE ONLINE AT
www.P-Tn.com

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