**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

IMPORTANT NOTE: Section 01 32 33 Photographic Documentation includes administrative and procedural requirements for construction photographs of the Work. This section does not apply to all projects; determine the need with Project Manager including number of photos.

**EDITING:** To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages.

**TEXT:** The below **blue text** are project specific information that must be completed by the A/E as applicable to the specific project. When complete change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right hand side as shown herein. The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.

**SECTIONS AND PARAGRAPHS:** If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding).

**IMPORTANT NOTE REGARDING “HIDDEN TEXT”:**

Each document contains Editing Notes in the form of “hidden text”. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. In order to show the “hidden text”, click the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages. **DELETE THIS NOTE.**

**IMPORTANT NOTE REGARDING FORMATTING:**

Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”. **DELETE THIS NOTE.**

# PART 1 - GENERAL

## RELATED DOCUMENTS

### Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## SUMMARY

### This Section includes administrative and procedural requirements for construction photographs.

NOTE: This Section does not apply to all projects; determine need with Project Manager including number of photos.

### **Related Sections:** The following Section contains requirements that relate to construction photographs:

#### 1. Division 01 Section 01 33 00 "Submittal Procedures" specifies general requirements for submitting digital construction photographs.

## SUBMITTALS

NOTE: Revise paragraph below to satisfy office policy and project requirements. Change number of photos required complying with distribution requirements.

### **Photographs:** Provide a digital camera to take **twenty-four (24)** or more photos each time. Deliver **two (2)** sets of photo files on **one (1)** CD-ROM and **one (1)** set of prints (8x10) to the Construction Administrator for the Department.

NOTE: If other entities (i.e., Agency) require prints, change number of prints required in paragraph above and insert distribution requirements here.

### **Extra Sets**: When requested by the Owner, the photographer shall prepare extra sets of prints or CD-ROM. The photographer shall distribute these directly to the designated parties who will pay the costs for the extra sets directly to the photographer.

NOTE: Retain paragraph below when paragraph above is against local custom. Revise to suit project.

## QUALITY ASSURANCE

NOTE: Retain only 1 of 2 paragraphs below or delete both and assign responsibility to the architect or Construction Administrator. Retain paragraph below when the contractor obtains services of the photographer.

### Engage a qualified commercial photographer to take photographs during construction.

NOTE: Paragraph below establishes minimum qualifications for the photographer. Delete if project circumstances will not permit establishing an experience limitation similar to that indicated.

### **Photographer’s Qualifications:** Photographer shall be an individual of established reputation who has been regularly engaged as a professional photographer for not less than **three (3) years**.

# PART 2 - PRODUCTS

## PHOTOGRAPHIC COPIES

NOTE: Paragraph below includes requirements for photographic slides that are normally considered standard. Revise if the project requires other special photographic services.

### On the date the work is begun and every **thirty (30) days** thereafter (until the work is at least 95 percent complete), the Contractor shall have digital photographs of the construction taken by a professional photographer.

NOTE: Edit paragraph below for number of slides needed for project requirements if necessary.

### **Identification:** Label each CD-ROM with project name and date the photographs were taken. With each submittal provide an applied label, rubber-stamped or index sheet with the following information:

NOTE: Insert additional requirements if necessary.

#### **Name of the Project.**

#### **Name and address of the photographer.**

#### **Name of the Architect.**

#### **Name of the Contractor.**

#### **Date the photographs were taken.**

#### **Vantage Point: Description of vantage point, in terms of location, direction (by compass point), and elevation or story of construction.**

# PART 3 – EXECUTION

NOTE: Specifiers may further develop Part 3 to specify other procedures such as lighting levels, the absence or presence of people, and other requirements.

## PRECONSTRUCTION PHOTOGRAPHS

NOTE: Delete this article if the project does not require photographs that show preexisting conditions.

### Before starting construction, take digital photos of the site and surrounding properties from different points of view, as selected by the Construction Administrator.

NOTE: If the contract sum includes costs for pre-construction photographs, indicate number required in subparagraphs below if number can be determined.

#### Take digital photos in sufficient number to show existing site conditions before starting Work.

#### Take digital photos of adjacent existing buildings either on or adjoining the property in sufficient detail to record accurately the physical conditions at the start of construction.

## PHOTOGRAPHIC REQUIREMENTS

NOTE: Requirements in paragraph below are minimal but adequate for many projects. Revise number of photographs required to suit project.

### Take **twenty-four (24)** or more digital photographs monthly, coinciding with the cutoff date associated with each Application for Payment. The Construction Administrator shall select the vantage points for each shot to best show the status of construction and progress since the last photos were taken.

### As the digital photographs are a record of the work progress, they shall be taken each month, whether or not they show work done during the preceding month. Deliver the CD-ROMs and prints within **ten (10) days** of their taking.

### Provide and coordinate the use of photographic software to assure that the photos are viewable by all interested parties.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 32 33