

Long Distance Management Guidelines

PHOTO DOCUMENTATION

1. Contractors are required to incorporate, allow and schedule appropriate time in their work schedule to properly carry out these Long Distance Management Guidelines.
2. Contractors are required to photo document progress using a digital camera with the following minimum abilities, features and functions:
 - a. 300 DPI
 - b. Downloadable Image Collection
 - c. Locally Synchronized Date and Time Image Stamp

3. Photo document progress for each (Day / Week), or as indicated by the following schedule:

4. Individual trade work must be photo documented, from two opposing viewpoints.
5. Send photo documentation to the owner after each image taking session, or by the following method: _____
6. Certain project aspects and areas are of additional concern and contractors are required to take pay additional attention and photo document these areas from a minimum of three opposing viewpoints:

- Unusual Ground Conditions
- Site Layout
- Foundations
- Concrete Formwork
- Concrete Pour and Finish
- Structural Framing
- Other Special Conditions as noted below:
- MEP Systems Rough-in
- Custom Doors and Windows
- Artistic Finishes
- Specific Flooring and Patterns
- Specialty Fixtures
- Custom Cabinetry
