

PRE-CONSTRUCTION PHOTOS

After receiving the plans for whatever construction is to be performed, get a digital camera (if you don't have one at this point) and make sure you have the date (the correct one) mode turned on so it will be recorded with the series of photos being taken. Depending upon what the construction will be, you will have to determine the location/path of the trench line (if a utility plan), and if it will be a paving job, the limits of construction. This will aid you in knowing what will be in proximity of the construction to be performed. If driveways are to have a trench through them, you will need to take photo(s) of the existing drive & sidewalk. In the process of this, try to step back far enough from the drive "head on" to include in the picture the cracks in the drive/sidewalk, and the house in the background. If you can't get the whole drive in one picture, take a half at a time. Doing this, with the curb line at the bottom of the photo usually leaves you enough of a field of view to include the drive in the foreground & the house in the background (which will normally also include the address of the house/mailbox - which is the point). These photos will be handy for the reason they show the date of the photo(s), the existing condition of the drive & sidewalk, & the house/address they belong to (try to do them in order, first down one side of the street, then, if necessary down the other). Mark cracks with a small amount of paint to document existing damage, so if damage to the drive/sidewalk occurs you will have the proof of the condition of the drive prior to the construction. And, if an accident doesn't occur, you can show the photos to the homeowner to correct their misconception of the pre-existing condition of the drive.

It is usually a good practice to take photos of the entire length of the job. Longer view photos are fine if there isn't anything involved conflict wise with the course of the construction. But do them in order trying to maintain a consistent angle of view & spacing, and first down one side of the street & then down the next (if necessary). The more photos the better (as digital photos are cheaper than a bad memory). If you have to show someone what the area looked like prior to construction it's OK to have too many.

Also, photos of the existing countryside, and abrupt geographical changes in grade, etc. should be recorded with photos if a new pavement is to be installed (where none currently exists). Many times the plans might not illustrate well possible problems with the slopes that will be encountered with existing ditches & hills bordering the construction area. This includes existing homes with what appear to be low front yards. These photos are an aid when it comes to sloping grades back, and the resulting erosion controls that will ultimately have to be installed along the construction limits.

If there is a possibility during construction that the contractors' vehicles will be sitting on the sidewalk/bike path it is important to get in line photos of it. Determine the length of the walk the photo will take in, walk short of that limit and take the next consecutive photo. Try to keep familiar landmarks (street name signs, etc.) in the frame so it can possibly be distinguished from the other photos. Try also to take the same amount of steps to insure the consistency of the series. Again these will illustrate to all concerned with the project the pre-existing condition of the structure with the confirming date listed on the photo.

It is also important to try to time the taking of the photos (if possible) with ideal conditions for taking them. Try to pick out a sunny day when the area in question is dry and well lit (wet, shadowed concrete does not illustrate cracks as well as dry lit concrete). It is also prudent to time it

so traffic doesn't interfere with the photos & the process of taking them. If you have to stand out in the street to take pictures of driveways along one side of the street, it's usually easier after everyone has gone to work/school (not during rush hour). It is also helpful (if you have the opportunity) to take pictures on larger areas that include parking lots/pavement, to pick a time when they will not be used.

Finally, when you feel you have taken enough photos to illustrate what you need to show:

- 1.) All photos should be stored in the appropriate project folder, i.e. K:\123456\Photo\Pre-Construction. You can create the Pre-Construction folder and any additional folders needed during construction by opening the Photo folder and selecting File, New, and Folder from the pull down menu. You can then give the folder the appropriate name (i.e. Pre-Construction – Date). Storing them in the project folder allows all members of the project team to access the photos at any time.
- 2.) Once you have created your folder, download the photos from your camera into the folder (using the necessary cord included with camera).
- 3.) You can then rename the photos to describe what they represent (i.e. Project Number, Location, and Date) by right-clicking on the picture name and selecting Rename from the menu. The file extension (i.e. “.jpg”) must remain the same.
- 4.) Contact a representative of CEIS (computer support), and let them know you need to make a CD copy of the pre-construction photos that you have now transferred to the project folder under Photo and the project number for the project.
- 5.) When the CD is made, locate the construction folder in the front office (these are stored together usually in one cabinet by the color copier). Open the folder, and tape the copy to the inside of the folder. This is usually easier if the CD is in a paper sleeve, as you can tape it in so it opens to the top for easy access when needed.

Future photos to be taken during the construction process should also be taken when events occur & during periods of rainfall to illustrate drainage/erosion problems & kept in a similar manner for future reference by whomever is concerned with the project within the office.