

SECTION 01 32 00
CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Schedule of Submittals
 - 2. Reports
 - 3. Photographic Documentation
 - a. Pre-Construction photographs
 - b. Periodic construction photographs.
- B. Related Sections:
 - 1. Document 00 72 53 - General Conditions (Design-Build)
 - 2. Section 01 33 00 - Submittal Procedures

1.02 SUBMITTALS

- A. Construction Progress Schedule:
- B. Schedule of Submittals:
 - 1. Coordinate the Schedule of Submittals with list of subcontracts, the Schedule of Values, and Design-Builder's Construction Project Schedule.
- C. Reports:
 - 1. The Contractor shall distribute the reports to the Design-Builder.
- D. Digital Photographs:
 - 1. Digital Camera: Minimum sensor resolution of 8 megapixels.
 - 2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.
 - 3. Identification: Provide the following information with each image description in file metadata tag:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of A/E.
 - d. Name of Contractor.
 - e. Date photograph was taken.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - g. Unique sequential identifier keyed to accompanying key plan.

PART 2 PRODUCTS

2.01 SCHEDULE OF SUBMITTALS:

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
 - 1. Refer to the General Conditions for submission and review times permitted.
- B. Arrange the following information in a tabular format:
 - 1. Scheduled date for first submittal.
 - 2. Specification Section number and title.
 - 3. Submittal category (action or informational).
 - 4. Subcontractor/Vendor company name, contact person, address and telephone number.
 - 5. Description of the Work covered.
 - 6. Length of time required for fabrication.
 - 7. Date item required on the Project.
 - 8. Scheduled date for the AOR's final release or approval.

2.02 REPORTS

- A. Daily Reports:
 - 1. Sub-contractor shall prepare and submit to the Design-Builder at the end of each workday (for each day worked), a daily report, in the form satisfactory to the Design-Builder. Sub-contractor's Superintendent shall sign the Sub-contractor's daily report. Subcontractor shall cause their second-tier Subcontractors to prepare similar daily reports, which Sub-contractor shall attach to the Subcontractor's report. Such daily reports shall include the following:
 - a. Weather and temperature, including any adverse effect of same on job progress.
 - b. The number and trades of all workers on the Project for which the Subcontractor is responsible, including a breakdown for each second-tier Subcontractor.
 - c. General description of the Work being performed by Subcontractor and each second-tier Subcontractor, the location of the Work and the quantity of the Work actually accomplished for the day.
 - d. A statement by Subcontractor as to whether or not the Work is progressing as scheduled and if not, the reason why it is not.
 - e. Subcontractors name, name of person preparing report, date, time, deliveries received and materials ordered and visitors to the site.
 - f. The daily reports are for information purposes only and do not constitute any form of written notification as outlined in the General Conditions.
- B. Weekly Reports:
 - 1. Refer to the General Conditions for requirements.
- C. Special Reports:
 - 1. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel,

evaluation of results or effects, and similar pertinent information. Advise the Design-Builder in advance when these events are known or predictable.

- a. Submit special reports directly to the Design-Builder and the AOR within 24 hours of an occurrence.

PART 3 EXECUTION

- A. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. Pre-Construction Photographs: Before starting construction take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points to accurately record physical conditions at start of construction, and as required to record settlement or cracking of adjacent structures, pavements, and improvements.
 1. Photographs are to be used to ensure repair of site to original condition if damaged as a result of construction.
 2. Copies of photos shall be turned over to the Design-Builder.
- D. Periodic Construction Photographs: Take sufficient number of photographs to adequately describe sequence of construction through completion, with timing each month adjusted to coincide with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.

END OF SECTION 01 32 00

CONSTRUCTION PROGRESS DOCUMENTATION
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