



BRIDGE CONSTRUCTION MEMO 3-4.0
SECTION 3-MISCELLANEOUS RECORDS
AND REPORTS

October 28, 2005

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Construction Photographs

General Information

The Structure Representative should take photographs to record structure construction progress on all contracts. The photo record shall be kept for any new or modified bridges, retaining walls, sound walls, and buildings. The photo record should be as complete as possible and include the following:

1. Preliminary photos of structure sites before work starts. For bridges, include views from both approach directions and from upstream and downstream if applicable. If fences, stream banks, utility poles, private roads, etc., will be disturbed during construction, be sure to show them in the original photos.
2. Take photos of all new Structure Construction personnel, and occasional photos of other Structure Construction personnel assigned to the work. Identify them by name and date on the back of the photos.
3. Progress photos of general and special structure construction methods (taken periodically).
4. Photographs of accidents, detour signs and barricades, poor workmanship, disputable features of the work, and items that may involve future claims.
5. Final structure photos taken after all work is completed and the site is cleaned up. Photos should be taken that give the best view of the structural features and the completed structure site. At least one picture should show the structure in its entirety.

Cameras and Supplies

Digital cameras have been assigned to most Structure Representatives for job use. Batteries are to be ordered from the District through the Resident Engineer, in accordance with District policy for expendable supplies. Additional digital camera data cards and data card readers are to be ordered through the Office of Structure Construction in Sacramento.

Identification of Photographs

The Structure Representative should comply with District instructions and policy in connection with identifying Structure Construction photographs. In absence of District policy regarding digital photos use the guidelines contained in this memo.

The naming of digital photos can follow this suggested format: EA_Date_Subject.jpg. The EA will include the District and contract number and the date will have the following format,

yyyymmdd. The subject may be a bridge name or a specific location. An example of the format is 07126414_20020614_Mills1.jpg. This is a photo from project 07-126414 taken on 14 June 2002 and it is the first photo taken at Mills Ave UC. This naming convention allows files to be easily sorted by project number followed by the date taken.

Printing of Digital Photos

The digital photos should be printed out and filed in the job files. The photos should be printed four per a page. Each photo should have the file name and a description of the picture, the date it was taken and the initials of who took it. You can use a simple Word template to print out the pictures. This template can be downloaded from the OSC website. An example is attached to this memo. The photos can be inserted into the template and the necessary information can be provided. Do not edit the photo once it has been inserted in the template. This increases the file size substantially. This file can then be saved for further use after it is printed. The software that came with the digital camera may also be suitable for printing the pictures. Any prints made of digital photos need to include the same basic information of file name, date taken, project EA, Structure Representative, and a description.

If requested, printed copies of digital photos should be given to the District for them to use as they see fit. If possible, a CD should be made of the digital photos at the end of the project and given to the District.

Submit all construction photos to the Headquarters Office of Structure Construction in Sacramento. If using digital photos e-mail the appropriate OSC Headquarters Office Associate the photo and the requested information. Check the OSC web page or call (916) 227-7777 if you need to verify the name of the current Office Associate assigned to your area.

Sending or e-mailing a copy of job photos along with photo identification to the Headquarters Office of Structure Construction in Sacramento in a timely manner allows Management to keep abreast of changing methods and problems in construction. These job photos are routed through the Headquarters Office of Structure Construction in Sacramento and are then routed to the responsible design unit in the Office of Structure Design or the Office of Specially Funded Projects, where they are a valuable tool in constructability awareness.

EA		59-00004	
Co-Rte-KP (PM)		Sac-50-9.20	
Structure Rep.		John Doe	
File Name:	07126414 20020614 Mills1.jpg	File Name:	
Date:	6-14-02	By Int:	J.D.
Description Pre-job photo of undisturbed contractor's staging area		Description	
File Name:		File Name:	
Date:		By Int:	
Description			