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VOLUME 1 – PHOTOGRAPHIC DOCUMENTATION OF SURFACE CONDITIONS FOR PIPELINES and STREET IMPROVEMENT PROJECTS

P-Tn PhotoWALKTHRU - Route

VOLUME 1SV – SHORT VERSION of VOLUME 1

VOLUME 2 – AUDIO-VIDEO RECORDINGS OF SURFACE CONDITIONS FOR PIPELINES and STREET IMPROVEMENT PROJECTS

P-Tn VideoWALKTHRU - Route

VOLUME 2SV – SHORT VERSION of VOLUME 2

VOLUME 3 – PHOTOGRAPHIC DOCUMENTATION OF CONSTRUCTION PROGRESS for BUILDINGS or STRUCTURES

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P-Tn AERIAL ProgressPHOTOS

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VOLUME 4 – ELECTRONIC DELIVERY OF VISUAL DOCUMENTATION

P-Tn LANDING PAGE Delivery Method

P-Tn LANDING APP [Application] Delivery Method

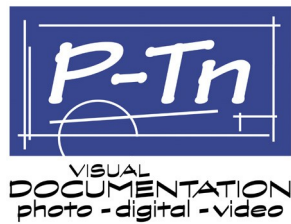
VOLUME 5 – ON-SITE 'LIVE' DIGITAL IMAGE CAPTURE FOR IMMEDIATE DELIVERY TO INTERNET HOSTED WEB PAGE ARCHIVES

P-Tn ProgressWEBCAM

P-Tn ARCHIVEpics INTERFACE

P-Tn Time-lapse ProgressCAMovie

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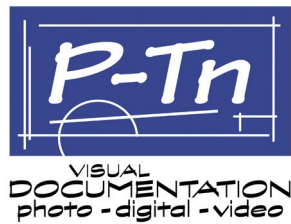
1

DESCRIPTION

**PHOTO DOCUMENTATION OF SURFACE CONDITIONS
FOR STREET IMPROVEMENT AND PIPELINE PROJECTS**

A ***P-Tn PhotoWALKTHRU*** provides photographic documentation of existing surface conditions along a construction 'route' (such as pipelines and street improvements). These photographs are taken before (and after) construction to record the poor (or good) condition of existing features, and are available for use by all parties to insure complete restoration of the construction areas, improving fairness in the event of disputes or litigation. This form of documentation is very effective in providing a quality visual reference for discussions, and is particularly convenient to work with, in that the photos may be accessed simply by viewing the original project plan sheets in PDF format.

The ***P-Tn LANDING PAGE or APP*** improves access to those plan sheets. The ***PhotoWALKTHRU*** is available to project representatives in-the-field with any basic windows PC laptop computer or tablet, with or without an internet connection.



VOLUME 1

PHOTO DOCUMENTATION OF SURFACE CONDITIONS FOR STREET IMPROVEMENT AND PIPELINE PROJECTS

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APPROVED SUPPLIERS

*Photographic documentation must be completed by a professional photographer with a minimum of five years experience in construction photography and videography, such as **P-Tn, Inc.** of Overland Park, Kansas [[P-Tn.com](http://www.P-Tn.com)], or an Approved Equal that has demonstrated the capability of delivering a documentation record (as described below) equivalent to the LANDING PAGE PhotoWALKTHRU system. Upon request, the photographer shall submit samples of prior work and/or references.*

PHOTOGRAPHIC CONSTRUCTION DOCUMENTATION REQUIREMENTS

The principal reason for obtaining professional quality photographs and/or videotapes is to create a third-party record of existing features in and adjacent to the construction area, such as cracked curbs or driveways, plugged culverts, placement & condition of shrubs and turf, and other notable existing damage. This will, to some degree, reduce the possibility of post-construction litigation with property owners adjacent to the project work areas, as well as providing a visual aid in site restoration. For this reason, Polaroid photographs and photographs or recordings taken with smart phones will not be acceptable. All electronic (or hard-copy) photographs and/or video recordings shall be permanently retained in the possession of the owner, and may be used/reproduced without restriction.

All site conditions shall be photographically documented prior to commencement of construction operations; PRE-Construction documentation shall be produced prior to starting work, and after utility locations have been marked (by Dig-Rite or other approved locate service). The same general areas shall be photographed after final completion of all construction activities; POST-Construction documentation shall be produced after completion of the punch list items. In addition, progress photo documentation shall be produced periodically during the project construction period.

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A representative of the engineer and/or owner shall be given the opportunity to accompany the contractor and photographer during the photo session(s).

The construction limits and excavation areas shall be flagged/marked for identification, and the centerline shall be physically marked with survey stakes and/or high visibility paint (including station numbers), prior to taking any photographs.

Overlapping composition techniques shall be employed to insure maximum photographic coverage. Rotations of 360-degrees shall be made at sequential intervals along the alignment centerline, capturing views in all directions within the construction zone. All PRE-Construction photographs shall have sufficient detail to reveal the condition (including defects and damage) of all existing features, such as pavement, driveways, culverts, inlets, sidewalks, landscaping, vegetation, creek banks, trees, structures, foundations, and other such items along the construction route, and in the immediate adjacent areas, which might be affected by the construction operations. Photographic rotations shall typically be made at intervals of not more than fifty to one-hundred (50-100) feet [100-200 feet in open areas] along the alignment route, or centerline, capturing views in all directions. In addition, select photographs shall be taken as needed along the construction limits, and of adjacent properties, to insure documentation of features and areas that may not be adequately recorded in the centerline rotations. Photographs shall be taken along both sides of streets when construction is in or along a roadway (use this approach along drainage channels and in other similar situations). On average, between 135 and 190 PRE-Construction photographic images shall be produced for every 1000 linear feet of pipeline route or street centerline.

POST-Construction photographs shall show the general condition of the construction zone (recording finished landscape and other restoration, plus construction improvements), and other areas that may have been affected by construction activities. On average, approximately one-half as many POST-Construction photographic images shall be required.

PROGRESS photographs shall be taken on a monthly (option: twice-monthly) scheduled visit to the project site. A minimum of fifteen (15) views shall be photographed, as directed by the Owner's Representative. Progress photographs shall be delivered in the same method as PRE and POST-Construction documentation, as outlined herein.

Photographic images shall be captured in digital format, with a minimum of 10-megapixel resolution, using minimal JPG compression; all JPG images shall be converted (without loss of image quality) to PDF format for final delivery. Each photograph shall include a date / time stamp in the image, showing when the image was created. The navigation system shall utilize identification that includes project name, date (and time) of photography; location and viewing direction for each view shall be determined with arrows shown on the actual construction drawings, with individual hyperlinks to the respective photograph. All documentation shall be delivered to the owner/engineer/contractor on USB compatible external drives, and the navigation system software shall be included on the drive, or shall operate on standard current internet browsers with-or-without an active internet connection.

Delivery of the documentation record shall be made as soon as is practicable after the images are recorded. The photographer shall furnish a signed and notarized affidavit, attesting to production of the original photographs, and their authenticity. Periodic reports shall be provided to keep the contractor, engineer, and owner informed of the project areas that have been documented. Engineer shall review and approve photographic documentation prior to the contractor conducting work on any portion of the project.

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The photographic documentation record shall be delivered on USB compatible flash drive, CD-ROM, DVD-ROM, or other approved electronic storage device. Delivery shall occur as soon as is practical after completion of the PRE-Construction record, and updated devices shall be delivered after each subsequent record is produced (such as progress reports and/or POST-Construction documentation). Storage devices shall utilize local photo image files with the same functionality as the online version.

OPTIONAL REQUIREMENT

During construction, and for a period of 90-days after the date of final completion, the photographic documentation record shall be accessible online. Multiple users shall be allowed simultaneous access to photographs, using a standard high-speed internet connection and current browser software.

PAYMENT METHODS

No separate payment shall be made for the photographic documentation. All costs pertaining thereto shall be included in the Contract Unit Prices for other items as listed in the Line Item Pricing.

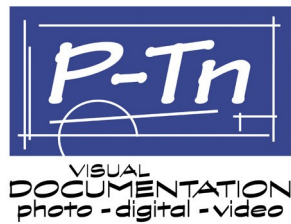
**See *VOLUME 1SV* for:
A SHORT VERSION OF THIS SPECIFICATION REQUIREMENT**

**See *VOLUME 2* for:
AUDIO-VIDEO RECORDING CONSTRUCTION DOCUMENTATION REQUIREMENTS**



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VOLUME 1SV

PHOTO DOCUMENTATION OF SURFACE CONDITIONS FOR STREET IMPROVEMENT AND PIPELINE PROJECTS

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APPROVED SUPPLIERS

Photographic documentation must be completed by a professional photographer with five years experience in construction documentation; samples of prior work and/or references will be required.

PHOTOGRAPHIC CONSTRUCTION DOCUMENTATION REQUIREMENTS

The principal reason for obtaining professional quality photographs and/or video recordings is to create a third-party record of existing features in and adjacent to the construction area, such as cracked curbs or driveways, plugged culverts, placement & condition of shrubs and turf, and other notable existing damage. All photographs and/or video recordings shall be permanently retained in the possession of the owner, and may be used/reproduced without restriction.

All site conditions shall be photographically documented prior to commencement of construction operations. The same general areas shall be photographed after final completion of all construction. A representative of the engineer and/or owner shall accompany the photographer. The construction limits and excavation areas shall be flagged/marked for identification, and the centerline shall be physically marked with survey stakes and/or high visibility paint (including station numbers), prior to taking any photographs.

Overlapping composition techniques shall be employed to insure maximum photographic coverage. Rotations of 360-degrees, at average intervals of not more than fifty to one-hundred (50-100) feet [100-200 feet in open areas], shall be made along the alignment centerline, capturing views in all directions within the construction zone, to reveal the condition (including defects and damage) of all existing features. In addition, take photos of features and areas that may not be adequately recorded in the centerline rotations.

continued...

Photographs shall be taken along both sides of streets when construction is in or along a roadway (use this approach along drainage channels and in other similar situations). On average, between 135 and 190 PRE-Construction photographic images shall be produced for every 1000 linear feet of pipeline route or street centerline.

POST-Construction photographs shall show the general condition of the construction zone (recording finished landscape and other restoration, plus construction improvements), and other areas that may have been affected by construction activities. On average, approximately one-half as many POST-Construction photographic images shall be required.

Photographic images shall be captured in digital format, minimum of 10-megapixel resolution, minimal JPG compression; all JPG images shall be converted (without visual loss of image quality) to PDF format for final delivery. Each photograph shall include a date stamp in the image. The navigation system shall utilize identification that includes project name, date of photography; location and viewing direction for each view shall be determined with arrows shown on the actual construction drawings, with individual hyperlinks to the respective photograph. All documentation shall be delivered to the owner/engineer/contractor on USB compatible external drive, CD-ROM, DVD-ROM, or other approved electronic storage device, and the navigation system software shall be included on the drive, or shall operate on standard current internet browsers with-or-without an active internet connection.

Delivery of the documentation record shall be made as soon as is practicable after the images are recorded. The photographer shall furnish a signed and notarized affidavit, attesting to production of the original photographs, and their authenticity. Engineer shall review and approve photographic documentation prior to the contractor conducting work on any portion of the project.

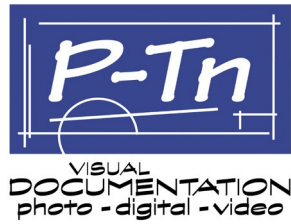
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**See *VOLUME 2* for:
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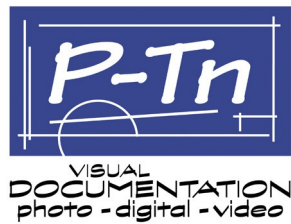
VOLUME

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DESCRIPTION

**AUDIO-VIDEO DOCUMENTATION OF SURFACE CONDITIONS
FOR STREET IMPROVEMENT AND PIPELINE PROJECTS**

A ***P-Tn VideoWALKTHRU*** provides full-motion video documentation (with descriptive narration) of existing surface conditions along a construction 'route' (such as pipelines and street improvements). This VideoRECORD is taken before (and after) construction to record the poor (or good) condition of existing features, and is available for use by all parties to insure complete restoration of the construction areas, improving fairness in the event of disputes or litigation. This form of documentation is very effective in providing a quality visual reference for discussions, and is particularly convenient to work with, in that the video clips may be accessed simply by viewing the original project plan sheets in PDF format. The ***P-Tn LANDING PAGE or APP*** improves access to those plan sheets. The ***VideoWALKTHRU*** is available to project representatives in-the-field with any basic windows PC laptop computer or tablet, with or without an internet connection.



VOLUME 2

AUDIO-VIDEO DOCUMENTATION OF SURFACE CONDITIONS FOR STREET IMPROVEMENT AND PIPELINE PROJECTS

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APPROVED SUPPLIERS

*Videotape documentation must be completed by a professional videographer with a minimum of five years experience in construction photography and videography, such as **P-Tn**, Inc. of Overland Park, Kansas [[P-Tn.com](http://www.P-Tn.com)], or an Approved Equal that has demonstrated the capability of delivering a documentation record (as described below) equivalent to the LANDING PAGE Photo & VideoWALKTHRU system. Upon request, the videographer shall submit samples of prior work and/or references.*

AUDIO-VIDEO RECORDING CONSTRUCTION DOCUMENTATION REQUIREMENTS

The principal reason for obtaining professional quality videos and/or photographs is to create a third-party record of existing features in and adjacent to the construction area, such as cracked curbs or driveways, plugged culverts, placement & condition of shrubs and turf, and other notable existing damage. This will, to some degree, reduce the possibility of post-construction litigation with property owners adjacent to the project work areas, as well as providing a visual aid in site restoration. For this reason, video recordings taken with smart phones or non-HD video cameras will not be acceptable. All electronic (or hard-copy) photographs and/or video recordings shall be permanently retained in the possession of the owner, and may be used/reproduced without restriction.

All site conditions shall be video documented prior to commencement of construction operations; PRE-Construction documentation shall be produced prior to starting work, and after utility locations have been marked (by Dig-Rite). The same general areas shall be videotaped after final completion of all construction activities; POST-Construction documentation shall be produced after completion of the punch list items.

continued...

In addition, progress photo documentation shall be produced periodically during the project construction period.

A representative of the engineer and/or owner shall be given the opportunity to accompany the contractor and photographer during the photo session(s).

The construction limits and excavation areas shall be flagged/marked for identification, and the centerline shall be physically marked with survey stakes and/or high visibility paint (including station numbers), prior to taking any photographs.

Video composition and taping techniques shall be employed to insure clear and detailed video recording coverage. Pan and zoom rates shall be restrained, in order to avoid blurred imagery, as well as viewer disorientation. Ample descriptive narrative shall be recorded simultaneously during all recordings. Narration shall include clearly audible comments that will deliver station number and/or street address locations, direction of view and rotation, in addition to highly detailed descriptions of the condition of features being recorded – using professional terminology that will aid in determining the condition of items and improvements. Typical video segments should not exceed 10 minutes in length. Rotations of 360-degrees shall typically be made at the beginning and end of each video segment.

All PRE-Construction video recordings shall have sufficient detail to reveal the condition (including defects and damage) of all existing features, such as pavement, driveways, culverts, inlets, sidewalks, landscaping, vegetation, creek banks, trees, structures, foundations, and other such items along the construction route, and in the immediate adjacent areas, which might be affected by the construction operations. In addition, videographer shall move beyond the construction zone as needed to insure documentation of features and areas that may not be adequately recorded from the centerline rotations. Videos shall view both sides of streets when construction is in or along a roadway (use this approach along drainage channels and in other similar situations).

The videographer's purpose and responsibility to all parties is to take the time necessary to identify, record, and describe any and all features (in and adjacent to the construction zone) which might be a source of litigation during or after the construction period. On average, the rate of forward travel during videotaping shall not be LESS THAN fifteen minutes for every 1000 linear feet of pipeline route or street centerline; slower rates shall be utilized in residential / commercial areas.

POST-Construction video recordings shall show the general condition of the construction zone (recording finished landscape and other restoration, plus construction improvements), and other areas that may have been affected by construction activities.

PROGRESS photographs shall be taken on a monthly (option: twice-monthly) scheduled visit to the project site. A minimum of fifteen (15) views shall be photographed, as directed by the Owner's Representative. Progress photographs shall be delivered in the same method as PRE and POST-Construction documentation, as outlined herein.

All video recordings shall be captured in full 1080-dpi Hi-Definition digital format, without compression or file-reduction applied in-camera, or after capture during editing. All video recording shall include a date / time stamp in the image, showing when the image was created. For internet or accelerated download delivery, the original recording segments captured in-camera shall be converted to WMV [Windows Media Viewer] format. WMV files shall bear a filename that includes a unique project code

continued...

or identifier, the date of videography, and a sequential video segment number. WMV video files shall have a descriptive title applied to the beginning of each segment, identifying the area included in the video record documentation, plus the project name, date of video production, and the sequential video segment number. WMV video files shall be created at 854x480 (min) pixel dimensions, with a BIT rate of at least 1500; compression may reduce the original video files to no less than 10% of the original video capture files. The original video segments shall be retained in the format captured in-camera [such as MTS for Canon HD video], and hyperlink access shall be placed adjacent to the respective WMV file hyperlinks.

The navigation system shall indicate the general location of each area recorded for a video segment using icons and other suitable mark-ups on the actual construction drawings, with individual hyperlinks to each respective video file described in the previous paragraph. All documentation shall be delivered to the owner/engineer/contractor on USB compatible external drives, and the navigation system software shall be included on the drive, or shall operate on standard current internet browsers with-or-without an active internet connection, using (free) Windows Media Player, Apple Quicktime Player, or VLC Player software.

Delivery of the documentation record shall be made as soon as is practicable after the videos are recorded. The photographer shall furnish a signed and notarized affidavit, attesting to production of the original video recordings, and their authenticity. Periodic reports shall be provided to keep the contractor, engineer, and owner informed of the project areas that have been documented. Engineer shall review and approve video documentation prior to the contractor conducting work on any portion of the project.

The video documentation record shall be delivered on USB compatible flash drive, CD-ROM, DVD-ROM, or other approved electronic storage device. Delivery shall occur as soon as is practical after completion of the PRE-Construction record, and updated devices shall be delivered after each subsequent record is produced (such as video/photographic progress reports and/or POST-Construction video documentation). Storage devices shall utilize local video segment files with the same functionality as the online version.

PAYMENT METHODS

No separate payment shall be made for the video record documentation. All costs pertaining thereto shall be included in the Contract Unit Prices for other items as listed in the Line Item Pricing.

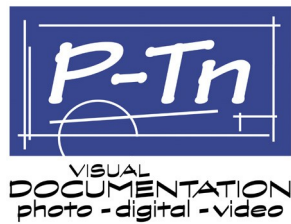
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VOLUME 2SV

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APPROVED SUPPLIERS

Photographic documentation must be completed by a professional videographer with five years experience in construction documentation; samples of prior work and/or references will be required.

VIDEOTAPE CONSTRUCTION DOCUMENTATION REQUIREMENTS

The principal reason for obtaining professional quality videos and/or photographs is to create a third-party record of existing features in and adjacent to the construction area, such as cracked curbs or driveways, plugged culverts, placement & condition of shrubs and turf, and other notable existing damage. All electronic (or hard-copy) photographs and/or video recordings shall be permanently retained in the possession of the owner, and may be used/reproduced without restriction.

All site conditions shall be video documented prior to commencement of construction operations. The same general areas shall be videotaped after final completion of all construction activities. A representative of the engineer and/or owner shall accompany the contractor and videographer.

Video composition and taping techniques shall be employed to insure clear and detailed video recording coverage. Pan and zoom rates shall be restrained, in order to avoid blurred imagery, as well as viewer disorientation. Ample descriptive narrative shall be recorded simultaneously during all taping to include clearly audible station number and/or street address locations, direction of view and rotation, plus highly detailed descriptions of the condition of features being recorded – using professional terminology. Typical video segments should not exceed 10 minutes in length. Rotations of 360-degrees shall be made at the beginning and end of each video segment.

All PRE-Construction video recordings shall have sufficient detail to reveal the condition of items along the construction route, and in the immediate adjacent areas, which might be affected by the
continued...

construction operations. In addition, videographer shall move beyond the construction zone as needed to insure documentation of features and areas that may not be adequately recorded from the centerline rotations. On average, the rate of forward travel during videotaping shall not be LESS THAN fifteen minutes for every 1000 linear feet of pipeline route or street centerline; slower rates may be utilized in residential / commercial areas.

POST-Construction video recordings shall show the general condition of the construction zone (recording finished landscape and other restoration, plus construction improvements), and other areas that may have been affected by construction activities.

All video recordings shall be captured in full 1080-dpi Hi-Definition digital format, without compression or file-reduction applied in-camera, or after capture during editing. All video recording shall include a date / time stamp in the image, showing when the image was created. For internet or accelerated download delivery, the original recording segments captured in-camera shall be converted to WMV [Windows Media Viewer] format. WMV files shall bear a filename that includes a unique project code or identifier, the date of videography, and a sequential video segment number. WMV video files shall have a descriptive title applied to the beginning of each segment, identifying the area included in the video record documentation, plus the project name, date of video production, and the sequential video segment number. WMV video files shall be created at 854x480 pixel dimensions, with a BIT rate of at least 1500; compression may reduce the original video files to no less than 10% of the original video capture files. The original video segments shall be retained in the format captured in-camera [such as MTS for Canon HD video], and hyperlink access shall be placed adjacent to the respective WMV file hyperlinks.

The navigation system shall indicate the general location of each area recorded for a video segment using icons and other suitable mark-ups on the actual construction drawings, with individual hyperlinks to each respective video file described in the previous paragraph. All documentation shall be delivered to the owner/engineer/contractor on a USB compatible external drive, CD-ROM, DVD-ROM, or other approved electronic storage device, and the navigation system software shall be included on the drive, or shall operate on standard current internet browsers with-or-without an active internet connection, using (free) Windows Media Player, Apple Quicktime Player, or VLB Player software.

Delivery of the documentation record shall be made as soon as is practicable after the videos are recorded. Engineer shall review and approve video documentation prior to the contractor conducting work on any portion of the project.

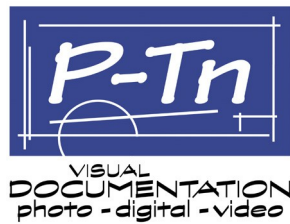
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SPECIFICATION WORDING APPENDIX

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Visual Documentation – A *P-Tn* adopted slogan which refers to various types of visual record [either photographic or audio-video capture] intended to document events, activities, or procedures associated with heavy construction or design/engineering projects.

AERIAL Photography – Refers to *OBLIQUE* aerial photographs, taken at a perspective that shows a ground site from an angle of about 30 to 60 degrees, rather than aerial "mapping" which is photographed "straight down" – at a 90-degree angle; perpendicular to the ground.

Hire a photographer that has experience in aerial photography, and will be totally focused on getting the aerial images you need. Some pilots may claim to be 'professional' aerial photographers, only in an effort to find customers that end up paying the aircraft rental costs to make it possible to log more flight hours.

LANDING PAGE – An online or locally readable HTML page that provides quick access to P-Tn's Visual Documentation on your project, from Pre-Construction photos (or videos) to Aerial and Ground-based ProgressPHOTOS, PhotoWALKTHRU records of in-wall MEP, Post-Construction photos or final photography, etc.

LANDING APP {Application} – An expanded version of our LANDING PAGE, in the form of a custom designed application for your PC computer that offers robust access to Visual Documentation on larger projects.

Digital Image File Size – Currently (2013), 10+megapixels is a reasonable minimum standard for digital file resolution quality, and can be considered "high resolution". All pixels are not created equal, however. A 10mp amateur camera will not give the same quality as a 10mp prosumer or professional grade camera. You should also require that JPEG images NOT be compressed; doing so will cause a loss of quality.

HI-DEF VIDEO CAPTURE – HD or "Hi-Def" video quality is the new standard in video recording. However, there are actually TWO Hi-Def levels – always demand full-1080 pixel quality for your high-definition video documentation recordings.

DESCRIPTIVE NARRATIVE – The quality, quantity, and professional terminology used to create the audio narrative, provided as a description of the video recording, may be more important for the viewer that what is on the screen. Proper narration will clarify the condition of features being seen, and may make the difference in documenting questionable conditions.

PROFESSIONAL PHOTOGRAPHER or VIDEOGRAPHER – An individual who either works FULL TIME producing photographs or videos, for a firm which specializes in such work, or the owner of a business enterprise that produces the bulk of its revenue through such work. Five years of experience in producing photo or video documentation records for projects or activities in the heavy construction industry should also be a requirement when considering the qualification of individuals for working on construction projects; wedding and portrait photography demands a totally different type of expertise and equipment than engineering and/or construction documentation. Some pilots claim to be 'professional' aerial photographers, only in an effort to find customers that end up paying the aircraft rental costs to make it possible to log more flight hours.

P-Tn ProgressWEBCAM – A proprietary term that describes the webcam system P-Tn offers clients for on-site monitoring of construction and other projects. Unlike a conventional security system, the ProgressWEBCAM is intended to monitor site activity on a daily basis and store interval-captured images for later review and access through an online, date/time, calendar based archive – the ARCHIVEpics INTERFACE. An edited and titled time-lapse movie is created, showing the entire construction sequence. Other functionality is available through the online INTERFACE, including weather, email, image printing, programmable slideshow, links to multiple ProgressWEBCAMS, etc. Both fixed-lens and Pan-tilt-zoom systems are available, solar power systems are an option, and P-Tn handles all aspects of design, assembly, installation, start-up, and maintenance with hosting.

COPYRIGHT and/or OWNERSHIP OF IMAGERY – Copyright is a Federal and International LAW that applies to intellectual property, which photography and videography fall under. Copyright Ownership occurs at the INSTANT THAT THE CAMERA SHUTTER IS FIRED, and last for the life of the creator, plus 28 years. It can only be transferred through proper documentation. Images that bear no copyright marks are [almost always] still owned through the original creator's copyright. Typically, a recipient is seeking OWNERSHIP of the physical images provided by the photographer – so they do not have to be returned after use, or so that they may have unrestricted use of the imagery; this is not the same thing as copyright ownership [it is Usage Rights], and copyright ownership is not required, to acquire unrestricted use.

USAGE RIGHTS – Usage Rights are permissions transferred to recipients of intellectual property [such as photos and videos]. These permissions define the rights the recipient has to use or publish or reproduce the original images released to them. If this is an issue of concern for the project owner, the best example of wording specifically intended to secure UNLIMITED USAGE RIGHTS is the following;

"Obtain and transfer copyright usage rights from the photographer/videographer to Owner, granting unlimited reproduction of photographic or video documentation."

PHOTO CREDIT – For the same reason that an architect or engineer places their name and seal on a plan sheet, the creator of intellectual property such as photographs and videos places their photo-credit / copyright on the imagery they create. This is a requirement of US Federal Copyright LAW, and not simply an option for a professional.

REPRESENTATIVE – A representative of either the OWNER, the ENGINEER/ARCHITECT or the CONTRACTOR is encouraged to accompany the photographer/videographer in-the-field, when the Visual Documentation record is produced. However, it should first be determined who is responsible for instructing the photographer or videographer as to what areas or conditions are to be documented. This will permit the record to be produced with greater continuity, and avoid costly & unnecessary follow-up visits to the site, for "additional" documentation coverage of the same (or adjacent) areas.



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