

SECTION 01 32 00
CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Administrative and procedural requirements for documenting the progress of construction during performance of the Work, including but not limited to the following:
 - 1. Daily Construction Reports
 - 2. Special Reports
 - 3. Progress Photographs

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Section 01 33 00 - Submittal Procedures: For submitting schedules and reports
- C. Section 01 36 00 - Electronic Project Management
- D. Section 01 45 00 - Quality Control: For submitting a schedule of tests and inspections.
- E. Section 01 32 13 - Scheduling
- F. Section 01 35 23 - NYCHA Safety Requirements

1.03 DAILY REPORTS

- A. Daily Construction Reports (Construction Progress Reporting): Prepare a daily construction report recording the following information concerning events at the Project site and submit to The NYCHA designated Representative for approval before 12:00 PM on the subsequent project work day. Submit weekly reports on Fridays:
 - 1. Date
 - 2. Report Number
 - 3. Description of General working conditions
 - 4. Description of the Contractor's work with his or her own forces
 - 5. Description of each subcontractor's work
 - 6. List of separate contractors at Project site, and any work that was coordinated with each
 - 7. Exact count of personnel at Project site by trade
 - 8. Equipment at Project site and description of the day's use
 - 9. Material deliveries
 - 10. High and low temperatures and general weather conditions, including presence of rain or snow
 - 11. Accidents
 - 12. Meetings and significant decisions
 - 13. Unusual events (see special reports)
 - 14. Stoppages, delays, shortages, and losses
 - 15. Meter readings and similar recordings
 - 16. Emergency procedures
 - 17. Orders and requests of Authorities Having Jurisdiction
 - 18. Change Orders received and implemented
 - 19. Services connected and disconnected
 - 20. Equipment or system tests and startups
 - 21. Partial completions and occupancies
 - 22. Substantial Completions authorized
 - 23. Work that is not under control by the Contractor that is on-site or nearby, which may be impacted by the activities of the Contractor, or which may impact the Contractor.

1.04 SPECIAL REPORTS

- A. General: Submit special reports directly to NYCHA within one (1) day(s) of an occurrence. Distribute copies of the report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at the Project site, whether or not related directly to the Work, prepare and submit a special report. List the chain of events, persons participating, response by the Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
- C. Refer to 01 35 23 "NYCHA Safety Requirements" should any unexpected Hazardous Conditions arise on site. Submit reports to Authority and NYCHA Designated Representative immediately.

1.05 PROGRESS PHOTOGRAPHS

- A. The Contractor shall provide to the Authority, digital color photographs of the Site and the Work being performed under this Contract. The digital photographs shall be taken prior to start of Work, thereafter on a monthly basis, and at the completion of the Work. The Contractor shall take photographs of work completed each day and attach it to the daily log. The number and locations from which the digital photographs are taken shall be subject to the direction and approval of the Authority. The pictures taken prior to the start shall be sufficient to record the conditions existing prior to the commencement of Work. This includes the areas of work as well as the finishes that may affect the work. Those taken on a monthly basis shall be as directed by the Authority to sufficiently document and record the overall progress of the Work, including site, construction, architectural and structural details. This includes site and building conditions of adjoining properties prior to and during the construction.
- B. All digital color photographs shall be in the JPEG color format and shall be concisely labeled with date, time project number and subject. The digital photographs shall be stored on CD's, DVD's or flash drives; each labeled with the project and date taken. The digital photographs shall be, at a minimum, 10.0 mega-pixel, high resolution, best quality.
- C. The electronic media shall be delivered to the Authority's representative monthly and, at the latest, must accompany the monthly requisition for the period photographed.
- D. The cost for taking, processing and delivering the electronic media shall be included in the Contractors Bid Amount.
- E. The Contractor shall provide an average of twenty (20) digital photographs (as described above) per month. The preconstruction photos shall be sufficient to adequately document pre-existing conditions of existing buildings and adjacent properties. For existing building work, they must document the area to be worked on prior to any removals.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION