

Distribution	SUBJECT	Date
	JOB PICTURES	09/01/2014

PURPOSE: To maintain a photographic record of weekly progress on job

PROCEDURE:

1. Every Friday afternoon PM or Super will take a photograph of the following:
 - a. Each building (regardless of the stage). Note: Show building number on photo
 - b. General site work, including grading, roadways, utility work, etc.
2. All photos must be date and time stamped
3. Email photos to CM or download to disk or XD card and mail to main office