

Photo Documentation Log Template

PHOTO INFORMATION

Photo #	Date Taken	Time Taken	Photographer Name	Camera/Device	File Name	File Format	File Size	Storage Location
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LOCATION DETAILS

Photo #	Project Name	Project Number	Location (Room/Area)	Floor Level	Direction (N/S/E/W)	Subject Matter	Purpose	Work Shown	Key Details
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RELATED DOCUMENTS

Photo #	Related RFI #	Related Change Order #	Related Inspection	Related Daily Report #	Backup Location	Notes	Follow-up Required
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SUMMARY

Total Photos This Period:

Photos by Purpose:

Progress:

Issues:

Documentation:

Other: