Guidelines for providing photographic documentation for restoration activities

Progress reports need to include photographs documenting the appearance and condition of the building or structure as it appears before, during and after the completion of the restoration work. The photo should include:

1. The site and environment
2. All areas where work will be taking place:

a. All exterior sides if outside renovation is taking place.

b. Affected interior spaces and contributing elements within that space.

1. Close-ups of character-defining interior and exterior features such as: storefronts, windows, doors, decorative ceilings, stairs, millwork and casework
2. Deteriorated conditions, such as crumbling brickwork, rotten wood or water stained plaster

Use your judgment as to how many photographs adequately describe their building of structure. Large or complex projects often require more photographs to illustrate the project.

Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work:

1. In color;
2. Taken at a high resolution;
3. Printed at least 3”X5” in size: (we prefer that 4”X6” photos on photographic paper)
4. No more than two photographs to a page

Photocopied photographs (black and white or color) are not accepted.

**REQUIRED:** Submit high resolution copies of the digital photographs on a disk or flash drive.

Photographs should be labeled with the following information, either underneath the photos on the printed page or on the back of the photos:

1. Sequential number referenced to a Photo Key Plan
2. Photograph date (you can use the approximate date, such as month and year)
3. Indicate if the photo is pre-or post-rehabilitation
4. A brief description of what is shown in the photograph

Provide a photo key plan that shows where the numbered photographs were taken and arrows showing the view.



Photo Key Plan