

# Photo Documentation Log Template

## PHOTO INFORMATION

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

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| 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

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

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Total Photos This Period:

Photos by Purpose:

Progress:

Issues:

Documentation:

Other:

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