

## PACIFIC DENTAL SERVICES

### QC CHECKLIST - PHOTOS

2020v1

#### The Photo QC Process:

1. Check the photos for correct photo naming convention (PDS\_12345-001)
2. Check the photo pixel size (1280x960)
3. Check photo DPI - should be not less than 300
4. Quickly review the photos for the following:
  - a. Landscape orientation - correct
  - b. Photos were taken during daylight hours - provide feedback
  - c. Clarity (not blurry) - delete if photo is not usable
  - d. Composition (not skewed) - if skewed, keep but provide feedback
  - e. Duplicate photos - keep the best one, delete the other
  - f. Accidental photos - delete
  - g. Surveyor reference photos - remove and save elsewhere.
  - h. Laser photos - remove and save elsewhere
5. Check photo documentation for these areas:
  - a. Exterior
    - i. All sides of the building (associated with the space)
    - ii. Adjacent tenants
    - iii. Entrances / exits - both sides of the door
    - iv. All MEP equipment - contextual and close-up, to include labels
    - v. Roof - photo array
    - vi. Roof - close-up photos of equipment and labels
    - vii. Visible damage
  - b. Interior
    - i. Full photo array of entire space
    - ii. All MEP equipment - contextual and close-up, to include labels
    - iii. Visible damage
6. Check Photo Sequence:
  - a. Exterior
  - b. Exterior utilities/MEP
  - c. Interior - standard array, including MEP
  - d. Roof
  - e. Visible damage
7. Wrap it up
  - a. If needed, place the corrected photos in a file folder.
  - b. Compress (zip) the folder - if compressed folder is larger than 50,000 KB, separate photos into two folders and compress each folder.
  - c. Rename compressed folder 'PDS\_XXXX\_CityST\_Photos'  
If there are two compressed folders, use this naming convention:  
PDS\_XXXX\_CityST\_Photos\_01  
PDS\_XXXX\_CityST\_Photos\_02  
'XXXX' = Site ID#
  - d. Place the compressed folder(s) on the server within the PDS project file and within the 'Photo' folder.
8. Quickbase
  - a. Add surveyor feedback
  - b. Add time card