

Scope of Work Primer

This completed document represents the possible Scope of Work for the project. This document outlines and describes the detailed nature of the work. This document is designed to help you think through the different aspects of your construction project and ‘prime’ about aspects that you may not have thought of already. Completing this document will help you formalize the scope of work for presenting to contractors.

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Project Details

Project Owner:

Project Address:

_____, ____

Contact Phone:

Preparers Name:

Date Issued:

Project Name:

Property Type:

See Home Owner's Association Agreement

Short Description of the Project:

Desired Start Date:

Desired Completion Date:

Project Budget:

Pre Bid Meeting(s):

Date:

Time:

To

Time:

Date:

Time:

To

Time:

Date:

Time:

To

Time:

Bid Deadline:

Date:

Time:

Required Trades:

- General Contractor
- Foundations
- Masonry
- Rough Carpentry
- Roof
- Doors and Windows

- Drywall
- Cabinets
- Counter Tops
- Flooring
- Finish Carpentry
- Painting

- Electrical
- Low Voltage
- Plumbing
- HVAC
- Landscaping
- Pool

Yes No

I. STRUCTURAL SYSTEMS See Home Owner's Association Agreement

A. Foundations Remove Repair Replace Add

Foundation Type: If Other, describe:

Crawl Space Access: If Other, describe:

Foundation Walls: If Other, describe:

Comments:

Scope Portion: Base Alternate Allowance

Yes No

B. Grading and Drainage See Home Owner's Association Agreement

Negative Grade: None North South East West

Grading: Remove Repair Add

Drainage: Remove Repair Add

Comments:

Scope Portion: Base Alternate Allowance

Yes No

C. Roof Covering See Home Owner's Association Agreement

Remove Repair Replace Add

Roofing Material: Max Life: Square Footage:

Provide:

Site Protection Flashing Material Valley Material Plumbing Vents

Gutters Down Spouts

Comments:

Scope Portion: Base Alternate Allowance

Yes No

D. Roof Structure and Attic Inaccessible

Remove Repair Replace Add

Roof Style: Pitch:

Roof Structure Material: Square Footage:

Roof Sheathing Material: Square Footage:

Attic: Access: Access Location:

Provide:

Flooring: Type:

Insulation: Type: Depth (Inches):

Attic Fans Vapor Barriers

Comments:

Scope Portion: Base Alternate Allowance

Yes No

E. Walls (*Interior and Exterior*)

Interior Walls: Remove Repair Replace Add

Type: Sheetrock Paneling Other

Comments:

Scope Portion: Base Alternate Allowance

Painting: Square Footage of Area:

Finish: Glossy Semi-Gloss Flat

Comments:

Scope Portion: Base Alternate Allowance

Exterior Walls: Remove Repair Replace Add

Construction:

Comments:

Scope Portion: Base Alternate Allowance

Exterior Wall Siding: Remove Repair Replace Add

Material:

Comments:

Scope Portion: Base Alternate Allowance

Trim / Soffit / Fascia: Remove Repair Replace Add

Material Type: Linear Footage:

Comments:

Scope Portion: Base Alternate Allowance

Caulking: Remove Repair Replace Add

Location(s): Windows Doors Masonry Corners

Penetrations Other: Linear Footage:

Comments:

Scope Portion: Base Alternate Allowance

Yes No

F. Ceilings and Floors

Ceilings: Remove Repair Replace Add

Material: Drywall Durock Ceiling Tiles Wood

Concrete Other: Square Footage of Area:

Type: Ceiling Height:

Comments:

Scope Portion: Base Alternate Allowance

Painting: Square Footage of Area:

Finish: Glossy Semi-Gloss Flat

Comments:

Scope Portion: Base Alternate Allowance

Flooring: Remove Repair Replace Add

Material: Wood Carpet Tile Vinyl Laminate

Other

Conditions: Subfloor Squeaks Floor Slopes Floor Stains / Damage

Other Damage

Comments:

Scope Portion: Base Alternate Allowance

Stairs: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Railing Handrail: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Steps: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Yes No

G. Doors (Interior and Exterior)

Interior Doors:

Location	Type	Action	Hardware Type	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finish Type Color Texture Manufacturer Supplier

Comments:

Scope Portion: Base Alternate Allowance

Exterior Doors:

Location	Type	Action	Hardware Type	Action
Finish Type	Color	Texture	Manufacturer	Supplier

Comments:

Scope Portion: Base Alternate Allowance

Overhead Garage Door: Remove Repair Replace Add

Material:

Hardware: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Yes No

H. Windows Window Type:

Window Frames:

Location	Type	Material	Action	Quantity
Finish Type	Color	Texture	Manufacturer	Supplier

Single Glaze Insulated Glass

Comments:

Scope Portion: Base Alternate Allowance

Storms and Screens: Remove Repair Replace Add

Material: Units:

Comments:

Scope Portion: Base Alternate Allowance

Yes No

I. Fireplace / Chimney Wood Burning Stove (per Manufacturer Specs.)

Fireplace: Remove Repair Replace Add

Location(s): Den Living Room Bedroom Other

Type: Fuel Source: Blower:

Damper:

Firebox: Remove Repair Replace Add

Scope Portion: Base Alternate Allowance

Chimney(s) / Chase: Remove Repair Replace Add

Masonry Metal Framed / Siding Stucco Other

Chimney Chase: Add Flue Liner Spark Arrestor / Rain Cap Cricket /

Saddle Flashing

Comments:

Scope Portion: Base Alternate Allowance

Yes No

J. Porches, Decks, and Carports (Attached)

Porch / Patio: Cracked Settled Insect Damage

Wood to Earth Contact Other Damage:

Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Deck: Treated Painted Other

Cracked Settled Improper Attachment to House

Insect Damage Wood to Earth Contact

Structural Damage: Railings / Balusters:

Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Deck / Porch Covers: Reattach to house

Moisture / Insect Damage Wobbly/Soft Spots:

Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Balcony: Moisture / Insect Damage

Remove Repair Replace Add

Comment(s): Railings / Balusters:

Scope Portion: Base Alternate Allowance

Stoops / Steps: Improper Attachment to House
 Cracked Settled Wood to Earth Contact:
 Damage: Railings / Balusters:
 Remove Repair Replace Add
 Comment(s):
 Scope Portion: Base Alternate Allowance

Carport:
 Cracked Settled Structural Damage:
 Wood to Earth Contact Moisture / Insect Damage:
 Remove Repair Replace Add
 Comment(s):
 Scope Portion: Base Alternate Allowance

Yes No

K. Driveways and Walkways

Driveway:
 Remove Repair Replace Add
 Cracked Settled Trip Hazard
 Pitched Toward Home Public Sidewalk needs repair Other Damage:
 Comment(s):
 Scope Portion: Base Alternate Allowance

Walkway:
 Remove Repair Replace Add
 Cracked Settled Trip Hazard
 Pitched Toward Home Public Sidewalk needs repair Other Damage:
 Comment(s):
 Scope Portion: Base Alternate Allowance

Yes No

L. Yard Fencing and Retaining Walls

Fencing:
 Remove Repair Replace Add
 Pitched Toward Home Public Sidewalk needs repair Other Damage:
 Comment(s):
 Scope Portion: Base Alternate Allowance

Retaining Wall:
 Remove Repair Replace Add
 Cracked Settled Safety Hazard

Moisture / Insect Damage:

Structural Damage:

Other Damage:

Have Evaluated / Repaired

Comment(s):

Scope Portion:

Base

Alternate

Allowance

Yes No

II. ELECTRICAL SYSTEMS

A. Service Entrance and Panels

Exterior Electrical Service: Type:

Main Entry Wire: Overhead Wires: Low Entry Wires Less Than 3'
from Balcony/Deck/Window

Clearance at House / Yard < 12' Entry Wires / Connections appear damaged
 Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Main Panel: Location: Amps: Volts:

Remove Repair Replace Add

Accessibility: Manufacturer: Type:

Burned / Scorched / Melted Wires

Comments:

Scope Portion: Base Alternate Allowance

Sub Panel(s): Location: Amps: Volts:

Remove Repair Replace Add

Accessibility: Manufacturer: Type:

Comments:

Scope Portion: Base Alternate Allowance

Yes No

B. Branch Circuits

Branch Wiring: Knob & Tube Wiring

Remove Repair Replace Add

Wiring: Comment(s):

Scope Portion: Base Alternate Allowance

Interior Fixtures:

Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Attic / Crawlspace Electrical: Knob & Tube Wiring Safety Hazard

Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Exterior Fixtures:

Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Garage Fixtures:

Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

III. HEATING, VENTILATION, AIR CONDITIONING

Yes No

A. Heating System: Remove Repair Replace Add

Type: Energy Source:

Operation: Distribution:

Filter: Number of Units: Approximate Age:

Location:

Controls: Missing Disconnect Normal Operating and Safety Controls

Auxiliary Heat Source:

Heating Exhaust Flue: Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Yes No

B. Cooling Equipment Remove Repair Replace Add

A/C Unit/Heat Pump: Type: Energy Source:

No of Units: Approximate Age: years Filter:

Max Breaker: Size: Location:

System Components: Operation:

Condenser / Outdoor Unit: Remove Repair Replace Add

Evaporator / Indoor Unit: Remove Repair Replace Add

Refrigerant Lines: Remove Repair Replace Add

Damaged Insulation Damaged / Missing

Wall Units: Remove Repair Replace Add

Quality Comment(s):

Baseboard Heaters: Remove Repair Replace Add

Quality Comment(s):

Scope Portion: Base Alternate Allowance

Yes No

C. Ducts and Vents Remove Repair Replace Add

Supply Air Ductwork: Type:

Damaged Ductwork Missing Insulation Rusted Ductwork

Balancing Needed Missing/Damaged Registers

Dirty/Mildew Registers Duct Cleaning Recommended Other:

Return Air Ductwork: Type:

Damaged Ductwork Missing Insulation Rusted Ductwork

Balancing Needed Missing/Damaged Registers

Dirty/Mildew Registers Duct Cleaning Recommended Other:

Comments:

Scope Portion: Base Alternate Allowance

IV. PLUMBING SYSTEM

Yes No

A. Water Supply System and Fixtures

Water Service: Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Pipes: Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Kitchen Plumbing: Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Laundry / Utility Room:

Laundry Sink: Remove Repair Replace Add

Quality

Comment(s):

Scope Portion: Base Alternate Allowance

Electrical: Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Gas Present: N/A Gas Valve Shutoff Cap Needed Safety Hazard

Remove Repair Replace Add

Comment(s):

Scope Portion: Base Alternate Allowance

Bathroom(s): Number of Bathrooms Location(s):

Sink(s): Remove Repair Replace Add

Quality

Comment(s):

Scope Portion: Base Alternate Allowance

Tub(s): Remove Repair Replace Add

Quality

Comment(s):

Scope Portion: Base Alternate Allowance

Shower(s): Remove Repair Replace Add

Quality Comment(s):
 Scope Portion: Base Alternate Allowance

Toilet(s): Remove Repair Replace Add
 Quality Comment(s):
 Scope Portion: Base Alternate Allowance

Shower/Tub Area: Remove Repair Replace Add
 Quality Comment(s):
 Scope Portion: Base Alternate Allowance

Exterior Hose Bib(s): Remove Repair Replace Add
 Quality Comment(s):
 Scope Portion: Base Alternate Allowance

Accessories: Remove Repair Replace Add
 Item: Quality Comment(s):
 Scope Portion: Base Alternate Allowance

Yes No

B. Drains, Waste, Vents

Pipe Type: Cast Iron PVC Other:
 Remove Repair Replace Add
 Comment(s):
 Scope Portion: Base Alternate Allowance

Yes No

C. Water Heating Equipment

Water Heater: Remove Repair Replace Add
 Size: gal. Location: Energy Source:
 Comment(s):
 Scope Portion: Base Alternate Allowance

Gas Lines: Remove Repair Replace Add
 Comment(s):
 Scope Portion: Base Alternate Allowance

Vent Pipe: Remove Repair Replace Add
 Comment(s):
 Scope Portion: Base Alternate Allowance

Yes No

D. Hydro Therapy Equipment

Remove Repair Replace Add

Location: Inoperative Leaking

Comment(s):

Scope Portion: Base Alternate Allowance

V. APPLIANCES

Yes No

A. Dishwasher: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

B. Food Waste Disposer: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

C. Range Hood: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

D. Ranges/Ovens/Cooktops: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

E. Microwave Cooking Equipment: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

F. Trash Compactor: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

G. Bathroom Exhaust Fans and/or Heaters:

Exhaust Fan: Remove Repair Replace Add

Manufacturer: Model Number:

Bathroom Heater: Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

H. Whole House Vacuum System:

Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

I. Garage Door Operator(s):

Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

J. Door Bell and Chimes:

Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

K. Dryer Vents:

Remove Repair Replace Add

Manufacturer: Model Number:

Quality Comments:

Scope Portion: Base Alternate Allowance

VI. OPTIONAL SYSTEMS

Yes No

A. Lawn Sprinklers:

Remove Repair Replace Add

Manufacturer: Model Number:

Comments:

Scope Portion: Base Alternate Allowance

Yes No

B. Swimming Pools and Equipment:

Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Pool Light: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Electrical Wiring: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Pool Equipment: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Pool Heater: Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Yes No

C. Outbuildings:

Roofing: Material:

Remove Repair Replace Add

Quality Comments:

Scope Portion: Base Alternate Allowance

Ventilation System:

Remove Repair Replace Add

Quality Comments:

Scope Portion: Base Alternate Allowance

Siding:
 Remove Repair Replace Add
 Quality Comments:
 Scope Portion: Base Alternate Allowance

Trim:
 Remove Repair Replace Add
 Quality Comments:
 Scope Portion: Base Alternate Allowance

Floor:
 Remove Repair Replace Add
 Quality Comments:
 Scope Portion: Base Alternate Allowance

Electrical Wiring:
 Remove Repair Replace Add
 Quality Comments:
 Scope Portion: Base Alternate Allowance

Yes No

D. Outdoor Cooking Equipment:
 Remove Repair Replace Add
 Quality Comments:
 Scope Portion: Base Alternate Allowance

Yes No

E. Gas Lines: Material:
 Shutoff Location:
 Remove Repair Replace Add
 Quality Comments:
 Scope Portion: Base Alternate Allowance

Yes No

F. Water Wells:
 Well Pump: N/A Location:
 Remove Repair Replace Add
 Comments:
 Scope Portion: Base Alternate Allowance
 Sanitary Pump: Remove Repair Replace Add
 Comments:

Scope Portion: Base Alternate Allowance

Yes No

G. Septic System:

Remove Repair Replace Add

Comments:

Scope Portion: Base Alternate Allowance

Yes No

H. Security System:

Remove Repair Replace Add

Quality Comments:

Scope Portion: Base Alternate Allowance

Yes No

I. Fire Protection Equipment:

Smoke / CO Detectors:

Remove Repair Replace Add

Quality Comments:

Scope Portion: Base Alternate Allowance

A P P E N D I X A

Important Phone Numbers, Web Sites and E-mail Addresses

There are products on recall and some with class action lawsuits . Since this is beyond the scope of the inspection, we have included important phone numbers and e-mail addresses.

Consumer Protection Website: www.cpsc.gov

EXTERIOR FINISHES

Exterior Insulated Finish System – EIFS:

Discussion Litigation: www.kinsella.com

EIFS industry site: www.eima.com

PLUMBING

There have been lawsuits resulting from contractors use of Polybutelene Pipe, as such we cannot recommend the use of Polybutelene Pipe in your project. For additional Information, please contact:

Polybutelene Pipe – Consumer Plumbing Recovery Center

www.pbpipe.com

Phone: 800-392-7591

www.polybytele.com

ELECTRICAL

Federal Pacific Electrical Panel

www.ismypanelsafe.com

Zinco Electrical Panels

www.ismypanelsafe.com

CALL CONSTRUCTION CONDUCTOR FOR ALL OF YOUR INSPECTION NEEDS



**Project
Scope of Work
Primer**

Project Location:

Prepared Using:

Construction Conductor
“Orchestrating People, Time and Expenses”

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