



TOOL 5.1

HOW TO WRITE A SCOPE OF WORK**Project Scope of Work**

The work shall include, but not be limited to, all labor, materials, tools, equipment, incidentals, insurance, overhead, permits, and profit to perform the work as outlined below:

General notes:

1. Contractor has inspected and accepts all surfaces and job conditions. Costs associated with these conditions are included within this proposal.
2. Contractor shall field verify locations, sizes, and quantities of work required for the project.
3. Include all required cleanup for work completed under this scope. Contractor will include daily cleanup of all areas where work is performed and prompt disposal of debris.
4. Contractors shall be responsible for all permits and licensing, as required.
5. Contractor shall provide proof of General Liability and Worker's Compensation insurance.

Owner Furnished vs. Contractor Furnished Material Designation

OFCI—Owner Furnished, Contractor Installed.

CFCI—Contractor Furnished, Contractor Installed.

A. Demolition

1. Remove stairwell/kitchen partitions on main level. Temporarily shore ceiling as necessary.
2. Remove walls around staircase to create open stairs. Temporarily shore ceiling as necessary.
3. Remove existing kitchen cabinets.
4. Remove existing gyp board bulkheads & soffits.
5. Remove existing light fixtures.
6. Disconnect/cap plumbing for kitchen sink.

B. Drywall/Carpentry/Insulation (CFCI unless noted)

1. Furnish and install new structural beam between kitchen/stairwell.
Shore existing ceiling as required to install beam and remove structural walls.
2. Construct half-wall partition (4ft tall) at stairs.
3. Infill existing exterior door with framing, drywall & batt insulation.
Siding patching in siding scope of work.



4. Infill existing door opening between dining room and master bedroom.
Patch bedroom side with salvage wood paneling.
5. Patch ceilings as required where soffit is removed.
6. Install kitchen cabinets per the layout shown.
7. Install countertops and sink. (OFCI)
8. Install crown molding, base molding, filler panels, end panels, & trim pieces.

C. Plumbing (CFCI unless noted)

1. Remove any existing piping as required to complete new plumbing work.
2. Remove existing galvanized waste lines at existing kitchen sink & replace w/ PVC.
3. Provide rough-in for new kitchen layout.
4. Provide water supply and new waste lines to sink.
5. Install new kitchen faucet. (OFCI)
6. Install new garbage disposal and connection to dishwasher discharge. (OFCI)
7. Provide & connect water supply to dishwasher.
8. Provide & connect water supply to refrigerator.
9. Remove and cap existing gas service line to kitchen.

D. Electrical (CFCI unless noted)

1. Replace existing electrical panel with new 200 AMP panel & circuit breakers.
2. Rough-in new power & lighting for kitchen as required by code.
 - a. Install new GFI protected outlets along new kitchen cabinet layout as required by code.
 - b. Install new outlets for appliances as required.
 - c. Install (04) new can lights. (OFCI)