

## Scope of Work Checklist

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- \_ Clearly describe what happens behind the ceiling(s), wall(s), and floor(s).
- \_ Describe what happens at the ceiling(s), wall(s), and floor(s).
- \_ Review the Scope of Work Primer to ensure you included all the project requirements.
- \_ Clearly describe all alternate adds and/or deducts.
- \_ Clearly identify all owner supplied items.
- \_ Complete the scope of work form using information from the Primer.
- \_ Clearly identify, make, model, color, manufacturer and supplier.
- \_ Complete the Material Selection List Form making sure to identify any and all selected furniture, fixture(s) and material(s) vendor, manufacturer, model, color and finish as provided by the vendor.
- \_ Review and update the Project Budget, Diagrams and Schedule to reflect changes made to the Scope of Work.



### CONSULT A CONDUCTOR

Have Questions? This is a good time to consult with a Construction Coach to gain additional information, insight and knowledge specific to your project and make sure that you are on the right track.

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