

General U.S. project-documentation template

PROJECT NAME

PROJECT ADDRESS

SCOPE DATE

REVISION

OWNER / HOMEOWNER

CONTRACTOR / BUILDER

UNDERLYING CONTRACT DATE

PROJECT SUMMARY / OBJECTIVE

DETAILED SCOPE OF WORK — ITEMS 1-8

#	PHASE / TRADE	LOCATION	WORK INCLUDED	MATERIALS / REFS.	RESPONSIBILITY	STANDARD
1						
2						
3						
4						
5						
6						
7						
8						

Define included work, materials/references, responsibility and completion standard for each scope item.

DETAILED SCOPE OF WORK — ITEMS 9-18

#	PHASE / TRADE	LOCATION	WORK INCLUDED	MATERIALS / REFS.	RESPONSIBILITY	STANDARD
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

EXCLUSIONS

OWNER-SUPPLIED ITEMS

ALLOWANCES / SELECTIONS NOT YET FINALIZED

PERMITS / INSPECTIONS RESPONSIBILITY

ACCESS / TEMPORARY UTILITIES / PROTECTION / COORDINATION

CLEANUP, DEBRIS REMOVAL & CLOSEOUT EXPECTATIONS

MILESTONES

#	MILESTONE / DELIVERABLE	TARGET DATE	NOTES / PREREQUISITES
1			
2			
3			
4			
5			

ATTACHMENTS / INCORPORATED REFERENCES

REVIEW AND ACKNOWLEDGEMENT

OWNER / HOMEOWNER PRINTED NAME

SIGNATURE

DATE

CONTRACTOR / BUILDER PRINTED NAME

SIGNATURE

DATE

Acknowledges this scope document and revision only. Legal effect depends on the underlying agreement and applicable law.