

# RESIDENTIAL CONSTRUCTION SCOPE OF WORK CHECKLIST

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<b>PROJECT NAME</b>	
<b>LOCATION</b>	
<b>CONTRACT NO.</b>	
<b>CONTRACTOR</b>	
<b>CONSTRUCTION PROJECT MANAGER</b>	
<i>CONSTRUCTION POINT OF CONTACT NAME</i>	
<i>EMAIL</i>	
<i>PHONE</i>	
<b>DESIGN FIRM</b>	
<b>DESIGN PROJECT MANAGER</b>	
<i>DESIGN POINT OF CONTACT NAME</i>	
<i>EMAIL</i>	
<i>PHONE</i>	
<b>OWNER</b>	
<i>OWNER POINT OF CONTACT NAME</i>	
<i>EMAIL</i>	
<i>PHONE</i>	

## PROJECT SUMMARY

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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	
<b>PLANNING</b>						
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CATEGORIES / DIVISIONS & TASKS		TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
			Y	N	Y	N	
<b>SITE PREP</b>							
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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	

**FRAMING**

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CATEGORIES / DIVISIONS & TASKS		TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
			Y	N	Y	N	
<b>MECHANICAL, ELECTRICAL, &amp; PLUMBING (MEP)</b>							
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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	
<b>HVAC</b>						
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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	

**INSULATION & DRYWALL**

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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	

**WINDOWS & DOORS**

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CATEGORIES / DIVISIONS & TASKS		TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
			Y	N	Y	N	
<b>FLOORING</b>							
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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	

**INTERIOR FINISHES**

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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	

**EXTERIOR FINISHES**

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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	

**ROOFING**

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CATEGORIES / DIVISIONS & TASKS	TIMELINE (CALENDAR DAYS)	WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO
		Y	N	Y	N	
<b>OTHER</b>						
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COMMENTS

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