**RESIDENTIAL CONSTRUCTION SCOPE
OF WORK CHECKLIST**

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| **PROJECT NAME** |   |
| **LOCATION** |   |
| **CONTRACT NO.** |   |
| **CONTRACTOR**  |   |
| **CONSTRUCTION PROJECT MANAGER** |   |
| *CONSTRUCTION POINT OF CONTACT NAME* |   |
| *EMAIL* |   |
| *PHONE* |   |
| **DESIGN FIRM** |   |
| **DESIGN PROJECT MANAGER** |   |
| *DESIGN POINT OF CONTACT NAME* |   |
| *EMAIL* |   |
| *PHONE* |   |
| **OWNER** |   |
| *OWNER POINT OF CONTACT NAME* |   |
| *EMAIL* |   |
| *PHONE* |   |
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| PROJECT SUMMARY |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **PLANNING** |
| 1 | Site walk | 1 | X |   |   |   | Photos saved to team website |
| 2 | Budgeting | 14 |   | X |   |   |   |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **FRAMING** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **MECHANICAL, ELECTRICAL, & PLUMBING (MEP)** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **HVAC** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **INSULATION & DRYWALL** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **WINDOWS & DOORS** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **EXTERIOR FINISHES** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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| **ROOFING** |
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| **CATEGORIES / DIVISIONS & TASKS** | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | **IN CONTRACT** | **ADDITIONAL INFO** |
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