

Scope of Work
(SOW)

1. Project Overview		Scope of Work Template Page1of 2
Project Information		
	Provide a brief description of the construction project, including its purpose, size, and scope. Mention any key objectives or requirements. <i>Example: This project involves the construction of a [residential/commercial/industrial] building located at [address]. The scope includes site preparation, foundation work, structural construction, plumbing, electrical, HVAC, interior finishes, and landscaping. The project is expected to be completed within [X] months.</i>	
Date:		
Job Name:		
Job Location:		
Project Duration:		
[Start Date]		
[Completion Date]		
Additional Notes:		

2.	Scope of Work
	Provide relevant information: 2.1 Site Preparation • Clearing and grading of the site • Excavation and soil testing • Demolition of existing structures (if applicable) • Utility connections and relocations 2.2 Foundation & Structural Work • Excavation and installation of foundation • Concrete work (slabs, footings, retaining walls) • Structural framing (wood/steel/concrete) 2.3 Exterior Construction • Roofing installation • Siding, cladding, or façade treatments • Windows and doors installation 2.4 Interior Construction • Drywall and insulation • Flooring and ceiling installation • Painting and finishing • Cabinetry and millwork 2.5 Mechanical, Electrical, and Plumbing (MEP) • Electrical wiring and panel installation • HVAC system installation • Plumbing system installation (pipes, fixtures, water heaters) 2.6 Additional Features • Fire suppression and safety systems • Elevators or escalators (if applicable)

	Landscaping and site finishing
Enter Scope of Work Details:	

3. Project Deliverables	
	List key deliverables such as: - Approved architectural and engineering plans - Permits and inspections - Completed foundation, structural framework, and exterior finishing - Fully functional MEP systems - Final walkthrough and punch list resolution
Enter Project Deliverables:	

4. Timeline & Milestones	
	List key dates: ● Phase 1: Site Preparation – [Start Date] to [End Date] ● Phase 2: Foundation & Structure – [Start Date] to [End Date] ● Phase 3: Interior & MEP Installations – [Start Date] to [End Date] ● Phase 4: Final Inspections & Handover – [Start Date] to [End Date]
Enter Key Dates:	

Miscellaneous:	
	5. Responsibilities & Roles ● Client: Provide necessary approvals, payments, and feedback. ● Contractor: Execute construction as per specifications, ensure compliance with codes, manage subcontractors. ● Architect/Engineer: Provide designs and resolve construction-related queries. ● Project Manager: Oversee scheduling, budgeting, and quality control. 6. Quality Control & Compliance ● Adherence to local building codes and regulations ● Regular inspections and testing

	• Safety protocols and OSHA compliance 7. Payment Terms & Schedule • Initial deposit: [Percentage] upon contract signing • Progress payments: [Details of installment payments] • Final payment: Upon project completion and client approval 8. Change Order Process • Any changes to scope, materials, or schedule must be documented and approved. • Cost and time adjustments will be communicated in writing. 9. Closeout Process • Final inspection and punch list completion • Submission of warranties, manuals, and as-built drawings • Client acceptance and final payment
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10. Signatures

Client Name & Signature: _____

Contractor Name & Signature: _____

Date: _____