

# SCOPE OF WORK CHECKLIST

## CONTRACTORS BIDS: THINGS TO ADDRESS IN YOUR SCOPE OF WORK

- ☐ **BUILDING PERMITS/PAPERWORK**
  - Permits should be pulled by contractor
- ☐ **DEMOLITION and HAUL-AWAY** (also dump fees)
- ☐ **FRAMING/CONSTRUCTION OF NEW WALLS**
- ☐ **DOORS/WINDOWS/SKYLIGHTS**
  - Replacement versus addition/relocation
  - Sun protection requirements
  - Privacy requirements
  - Style versus existing doors/windows
- ☐ **HEATING, VENTILATION, AIR-CONDITIONING**
  - Age/condition/capacity of system
  - Location of vents and fans
- ☐ **PLUMBING**
  - Location/relocation of plumbing
  - System: Pressure-balance or thermostatic
  - Fixtures: Sizes, styles, availability, price
  - Sinks: Undermount or drop-in
- ☐ **ELECTRICAL**
  - Lighting type/location, plug locations, switches
  - Impact on existing system capacity
  - Title 24 requirements for kitchens/baths
- ☐ **COMMUNICATIONS, ENTERTAINMENT & SECURITY**
  - New or incorporation into existing systems

- ☐ **FLOORING**
  - Existing or new
  - Wood, stone, ceramic tile, porcelain tile
  - Method of application
  - Protection requirements
- ☐ **CABINETRY/COUNTERS**
  - New versus existing; reface or refinish
  - Style: inset, frameless, face-frame
  - Custom, semi-custom or off-the-shelf
  - Counters: Tile, wood, stone, solid surface
  - Hardware preferences
- ☐ **WALL FINISHES**
  - Bath/Kitchen: Tile, stone, solid surfacing
  - Patterning/design/layout
  - Paint, wallpaper, woodwork
  - Glass (showers, tubs, cabinetry, doors)
- ☐ **DESIGN DETAILS**
  - Shower seats and niches
  - Extensiveness of tile/stone work
  - Lighting fixture type: pendant/wall sconce/ceiling mount
  - Mirrors: size/style/application
  - Moldings and baseboards (new or match existing)
  - Appliances, art and furnishings to be installed
- ☐ **EXTERIOR FINISHES**
  - Roofing/rafters/window and door trim
  - Stucco/wall finish/paint
  - Hardscape/landscape/lighting

NOTE: For remodels which involve exterior work/additions and the movement of walls/columns/beams, you may also need an Architect or Structural Engineer as well as a site survey and/or geological inspection. Also temporary facilities may be needed on the jobsite.