

SCOPE OF WORKS BRIEF

Pin down exactly what you are paying for before any contractor quotes.

PROJECT NAME

SCHEME

PREPARED BY

DATE

BACKGROUND: WHAT IS WRONG AND WHY THE WORK IS NEEDED

WORK INCLUDED (LIST EACH TASK AND LOCATION)

WORK NOT INCLUDED

STANDARDS, MATERIALS, COLOURS OR FINISHES REQUIRED

WORKING HOURS ALLOWED

NOISE / ACCESS RESTRICTIONS

WHERE TO STORE MATERIALS

RUBBISH REMOVAL

PROTECTION OF COMMON PROPERTY

- ☐ Approvals or permits needed (council, heritage, general meeting resolution)
- ☐ Asbestos register checked before work that disturbs building materials
- ☐ Residents to be notified before work starts
- ☐ Photos to be taken before and after

SIGNED

NAME

DATE
