

# *Scopes of Work*

## Table of Contents

INTRODUCTION.....	iii
CABINETS.....	1
CERAMIC TILE.....	6
CONSTRUCTION CLEANUP.....	11
CONCRETE FOUNDATIONS.....	17
DRYWALL.....	24
ELECTRICAL WIRING.....	30
FINISH CARPENTRY.....	40
FIRE SPRINKLERS.....	47
FLOORING.....	52
FRAMING.....	57
GARAGE DOORS.....	67
HEATING, VENTILATION & AIR CONDITIONING.....	72
INSULATION.....	79
LANDSCAPE, IRRIGATION & HARDSCAPE.....	84
LOT FENCING.....	89

## **SCOPES OF WORK**

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<b>METAL FIREPLACES.....</b>	<b>93</b>
<b>MIRRORS, SHOWER DOORS, OPTIONAL TUB ENCLOSURES.....</b>	<b>98</b>
<b>ORNAMENTAL IRON.....</b>	<b>103</b>
<b>PAINTING.....</b>	<b>107</b>
<b>PLUMBING.....</b>	<b>114</b>
<b>ROUGH &amp; FINE GRADE.....</b>	<b>123</b>
<b>ROOFING.....</b>	<b>130</b>
<b>WINDOW SHADES.....</b>	<b>136</b>
<b>SHEET METAL.....</b>	<b>141</b>
<b>STUCCO.....</b>	<b>146</b>
<b>ALUMINUM DOORS &amp; WINDOWS.....</b>	<b>152</b>

## SCOPES OF WORK

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### INTRODUCTION

What exactly is a Scope of work? Scope of Work is a contract between you and your sub-contractor detailing the actual work and materials to be installed. It is different than the actual contract which spells out the legal side of business, this spells out the workmanship of the business.

This Manual will be used in two ways. First, it will be a guide to learn the different types of material that will be used and how they will be installed. Second, it will be for the sub-contractors, they will be following the installation instructions the way you have outlined them. If a sub-contractor does not install the materials the way you have specifically outlined in writing, you will be in a better position to take appropriate action against them.

You will need to discipline yourself, for every contract signed by a sub-contractor you will need them to sign the Scope of Work. When I talk about discipline here, I mean a lot of paper work. The moment you don't take care of the paper work will be the moment that you wish you had. Keep in mind business is business, and you need to be structured and protected the best way possible. This will help keep your subs psychologically in line at all times. They won't be so likely to take short cuts, and will think before charging you any extras.

Scopes of Work is designed so that you have to sign and approve all charges by the sub-contractor before the work is done. I strongly recommend you keep all your paper work current and organized at all times.