

APPENDIX F

Renovation scope of work template.

A scope of work protects both you and the contractor. Use this template for every project.

Project information.

PROJECT ADDRESS

OWNER

CONTRACTOR

START DATE

COMPLETION DATE

TOTAL CONTRACT AMOUNT \$

General provisions.

- All work shall comply with the Michigan Residential Code and local ordinances.
- Permits pulled by owner or contractor, inspections scheduled by the same.
- Contractor warrants work for one year from substantial completion.
- Contractor provides certificate of insurance prior to mobilization.
- Lien waivers required at each draw.
- Change orders must be in writing, signed before work proceeds.

Payment schedule.

MILESTONE	% OF CONTRACT	LIEN WAIVER
MOBILIZATION	10%	N/A
ROUGH FRAMING/MEP COMPLETE + INSPECTED	25%	Yes
INSULATION, DRYWALL, EXTERIOR DRY-IN COMPLETE	25%	Yes
CABINETS, FLOORING, PAINT COMPLETE	25%	Yes
FINAL PUNCH LIST + FINAL INSPECTION PASSED	15%	Yes

SCOPE BY TRADE

For each trade, specify materials (brand, grade, color, model), labor scope, and exclusions. Trades: demolition · site · foundation · roofing · windows & doors · siding · plumbing · electrical · HVAC · insulation · drywall · flooring · kitchen · bath · trim.