

WORK SCOPE					
Client Name :				Work Order Number:	
Client Address:					
	Location	Task	Units	Details (<i>Quantity, material, install specs</i>)	Cost
Carpentry					
Roofing					
Plumbing					
Electrical					
HVAC					
Masonry					
Speciality					

CHANGE ORDER					
Client Name :				Work Order Number:	
Client Address:				Change Order Number:	
				Base contract/PPA sign Date:	
	Change Type <i>(Add, Modify, Delete)</i>	Location	Task	Task Details <i>(Quantity, material, installations notes)</i>	Cost Change
Carpentry					
Roofing					
Plumbing					
Electrical					
HVAC					
Masonry					
Speciality					
I have reviwed the changes to my work scope desribed above and I authorize this work to proceed					
Homeowner name (printed):					
Homeowner signature:					
Date:					

	Task	Location	Quantity	Specs- Material/Install/Performace	Notes	Cost
Guide	Short description of the work	Where in the house and where in the room does this work take place?	How many times will the task take place/ how many items will be installed in this location?	What is the material that will be used (type, brand, color)? Placement of installed materials? (Eg. cabinetry in original foot print?) Warranty with the product?	Other notes perhaps about moveing items, what the homeowner will need to expect, etc.	Totaled by trade- not to be included in the client documentation
Examples	Replace windows	Rear bedroom	3 windows	White, Vinyl, Double hung	spray foam and caulk to seal, finish with window stop, no painting included	\$900
	Parge basement wall	Basement - north wall	~20 sq/ft	Rough troweled		\$300
	Replace roof	Main roof		Tear off existing roof down to decking, repair decking as needed, install new EPDM roof with 10 year warranty. New barge board and downspout	Demo materials will be removed via dumpster- contractor will coordinate placement with homeowner	\$12,000
	Replace light fixtures	Whole house- existing locations	10	Standard, flush mounted, nickle finish with frosted glass dome. LED bulbs- medium warm.	Inlc. bedrooms, hallway, bathroom, kitchen, dining room, living room. Does not include basement.	\$1,000
	Repair drywall in ceiling	Middle bedroom	~10 sq ft	Remove water damaged drywall and replace with new. Bring to smooth paint ready finish.	No finish painting. Homeowner will need to temporarily relocate bed.	\$200
	Remove and replace base cabinets, countertop, and sink	Kitchen	10 ln ft	Cabinets: white shaker style. 24" sink base, 24 drawer base, 36" lazy susan, and 12' base. Counter top: formica; color: medium terricotta		\$3,000
	Replace sink/faucet	Kitchen	1 ea	Sink: Stainless steel, drop in, single bowl, 8" deep. Faucet: standard, single valve, goose neck, chrome finish. Side sprayer.		