[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11358&utm_source=integrated+content&utm_campaign=/content/construction-scope-of-work-templates&utm_medium=Residential+Construction+Scope+of+Work+Checklist+doc+11358&lpa=Residential+Construction+Scope+of+Work+Checklist+doc+11358&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**RESIDENTIAL CONSTRUCTION SCOPE   
OF WORK CHECKLIST**

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| **PROJECT NAME** | | | | | | |  | | | | |
| **LOCATION** | | | | | | |  | | | | |
| **CONTRACT NO.** | | | | | | |  | | | | |
| **CONTRACTOR** | | | | | | |  | | | | |
| **CONSTRUCTION PROJECT MANAGER** | | | | | | |  | | | | |
| *CONSTRUCTION POINT OF CONTACT NAME* | | | | | | |  | | | | |
| *EMAIL* | | | | | | |  | | | | |
| *PHONE* | | | | | | |  | | | | |
| **DESIGN FIRM** | | | | | | |  | | | | |
| **DESIGN PROJECT MANAGER** | | | | | | |  | | | | |
| *DESIGN POINT OF CONTACT NAME* | | | | | | |  | | | | |
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| **OWNER** | | | | | | |  | | | | |
| *OWNER POINT OF CONTACT NAME* | | | | | | |  | | | | |
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| *PHONE* | | | | | | |  | | | | |
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| PROJECT SUMMARY | | | | | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | | **IN CONTRACT** | | | **ADDITIONAL INFO** |
| **Y** | **N** | | **Y** | **N** | |
| **PLANNING** | | | | | | | | | | |
| 1 | Site walk | | 1 | X |  | |  |  | | Photos saved to team website |
| 2 | Budgeting | | 14 |  | X | |  |  | |  |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
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| **SITE PREP** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
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| **FRAMING** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **MECHANICAL, ELECTRICAL, & PLUMBING (MEP)** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
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| **HVAC** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **INSULATION & DRYWALL** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **WINDOWS & DOORS** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **FLOORING** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
| **Y** | **N** | **Y** | **N** |
| **INTERIOR FINISHES** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
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| **EXTERIOR FINISHES** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
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| **ROOFING** | | | | | | | |
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| **CATEGORIES / DIVISIONS & TASKS** | | **TIMELINE (CALENDAR DAYS)** | **WORK COMPLETE** | | **IN CONTRACT** | | **ADDITIONAL INFO** |
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| COMMENTS |
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