Scope of work template

A scope of work as a table: one row per scope item, each marked included, excluded, by others, allowance or alternate, with quantities, location, drawing reference and how it will be accepted.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Item	CSI section	Scope item	Inclusion ▾	Quantity	Unit	Location / area	Drawing / spec ref	Responsible party	Acceptance criteria	Allowance amount ($)	Notes

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/scope-of-work-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Item	CSI section	Scope item	Inclusion ▾	Quantity	Unit	Location / area	Drawing / spec ref	Responsible party	Acceptance criteria	Allowance amount ($)	Notes
1	*09 21 16*	*Gypsum board partitions to 10'-0" incl. framing*	*Included*	*14,200*	*SF*	*Floors 1–2*	*A-501 / 09 21 16*	*Metro Interiors*	*Level 4 finish; inspected before taping*		
2	*09 21 16*	*Level 5 finish at lobby feature wall*	*Included*	*820*	*SF*	*Lobby*	*A-601*	*Metro Interiors*	*Level 5 under raking light*		
3	*07 84 00*	*Firestopping at rated wall penetrations*	*By others*			*All rated walls*	*A-502*	*Each MEP trade*	*UL system per penetration*		*Each trade firestops its own penetrations*
4	*09 51 00*	*Acoustical ceilings*	*Excluded*					*Ceiling contractor*			*Separate subcontract*
5	*05 40 00*	*Framing above 10'-0" at floor 2 corridor*	*Alternate*	*2,600*	*SF*	*Floor 2 corridor*	*A-501*	*Metro Interiors*			*Add alternate 1*
6	*06 10 00*	*Blocking for casework and grab bars*	*Allowance*	*1*	*LS*	*Exam rooms*	*A-701*	*Metro Interiors*	*Blocking in place before board*	*$6,500*	*Reconcile against actual*

How to fill it in

1. List every scope item from the drawings and specs, one per row — including what you are NOT doing.
2. Mark each row's Inclusion; anything 'By others' names the trade that carries it.
3. Add quantities where the item is measurable, and the sheet or spec section that defines it.
4. Write acceptance criteria for anything that will be inspected (finish levels, tests, tolerances).
5. Attach the sheet to the subcontract or proposal as the scope exhibit, and filter by Inclusion to read it back.

Options for the ▾ columns

- **Inclusion:** Included / Excluded / By others / Allowance / Alternate

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