# 

**Statement of Work (SoW) for Office Upgrade and Transfer**

## Project Lead: Shereen Eltayeb

## Project Sponsor: Development Director

## Revision History: 2024-12-17

|  |  |  |  |
| --- | --- | --- | --- |
| Revision date | Revised by | Approved by | Description of change |
| 2024-12-12 | Ahmed Nagy | Development Director | Initial version created. |
| 2024-12-15 | Ahmed Nagy | Development Director | Updated payment terms and milestones |

## Purpose:

## The objective of this Statement of Work (SoW) is to upgrade and relocate 15 offices from the basement floor, enhancing the working environment by improving ventilation, lighting, and providing ergonomic furniture.

## Scope / Major Project Activities:

**Site Assessment:**

• Conduct a thorough assessment of the current office layout, ventilation, lighting conditions, and furniture in the basement.

2. **Office Upgrades:**

• Upgrade 15 offices with proper ventilation systems, adequate lighting, and modern ergonomic furniture.

3. **Relocation of Offices:**

• Relocate the upgraded offices from the basement to higher floors, ensuring improved environmental conditions.

4. **Testing and Inspection:**

• Perform testing to ensure the installed ventilation and lighting systems meet the required standards.

• Inspect the relocated offices to confirm they are fully operational and meet the employee comfort criteria.

5. **Documentation:**

• Provide documentation detailing the upgrade and relocation process, including guidelines for the new office setup.

## Out-of-scope activities:

## • Any upgrades or relocations outside the defined 15 offices.

## • Long-term maintenance of the newly upgraded offices.

## Deliverables:

## Upgraded and Relocated Offices: Complete upgrade and relocation of 15 offices to enhance ventilation, lighting, and furniture.

## Inspection Report: A report detailing the results of the inspections and testing conducted on the new systems.

## Documentation: Guidelines for the setup and maintenance of the newly renovated offices.

## Schedule Overview / Major Milestones:

## Milestone 1: Site assessment completed.

## Milestone 2: Upgrade and relocation of 15 offices completed.

## Milestone 3: Final inspection and adjustments completed.

## Estimated hours for completion:

* 10 weeks

## Estimated date for completion:

* JAN 29, 2025

## Payment Terms

* Payment will be made in installments, with a portion due upon completion of each milestone