

# Sample Scope of Work

## Scope of Work (SOW) – Kitchen Renovation

### Project Information

- **Project Name:** Kitchen Renovation – 123 Elm Street, Austin, TX
- **Start Date:** August 12, 2025
- **Expected Completion:** September 10, 2025

### Stakeholders

Role	Name / Company	Contact Information
Client	Sarah Thomas	sarahthomas@email.com / 555-123-4567
General Contractor	BuildRight Construction LLC	contact@buildright.com / 555-987-6543
Project Manager	John Martin	john@buildright.com

### Scope of Work (By Trade)

#### Demolition & Site Prep

- Protect surrounding areas (plastic barriers, floor coverings)
- Remove existing cabinets, countertops, appliances, and flooring
- Cap plumbing and electrical per code

#### Structural & Framing

- Remove non-load-bearing wall
- Frame bulkhead for lighting

## **Electrical**

- Install 6 new GFCI outlets
- Add under-cabinet lighting with dimmer
- Replace ceiling light with 2 pendants

## **Plumbing**

- Relocate sink supply and drain
- Connect dishwasher, garbage disposal, and fridge line
- Install new shut-off valves

## **HVAC**

- Install toe-kick duct
- Adjust airflow

## **Cabinetry**

- Install pre-finished shaker-style cabinets
- Include pull-out trash drawer and spice rack

## **Countertops**

- Install 2cm quartz countertops
- Undermount sink installation by fabricator

## **Flooring**

- Install 300 sq. ft. of LVP
- Match transitions to adjacent rooms

## **Painting**

- Prime and paint walls and ceiling
- Paint pantry and baseboards

## Final Cleanup

- Remove construction debris
  - Conduct final walkthrough and punch list
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## Materials Responsibility

Material	Provided By
Cabinets	Contractor
Countertops	Contractor
Appliances	Client
Paint	Client
Flooring	Contractor
Sink & Faucet	Contractor

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## Timeline

Phase	Date Range
Demo & Prep	Aug 12 – Aug 14
Rough-ins	Aug 15 – Aug 18
Inspections	Aug 19 – Aug 21
Cabinets	Aug 22 – Aug 25
Countertop Fabrication	Aug 26 – Sept 1
Flooring & Paint	Sept 2 – Sept 6
Final Install & Punch List	Sept 7 – Sept 10

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## Exclusions

- No load-bearing wall modifications
  - No HVAC or exterior work beyond listed items
  - Appliance installation assumes existing hookups are functional
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## Change Orders

All changes must be approved in writing using a formal Change Order Form detailing:

- Description of change
  - Cost and time impact
  - Signatures
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## Payment Schedule

Milestone	Payment Due
Contract signing	20%
Completion of rough-ins	30%
Cabinets installed	30%
Final walkthrough complete	20%

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## Signatures

### Contractor:

Name: John Martin

Signature: ☐ Signed

Date: 07/13/2025

### Client:

Name: Sarah Thomas

Signature: ☐ Signed

Date: 07/13/2025