

# Statement of Work (SOW)

Between: [Your Name] and [Client's Name]

Date: [Insert Date]

Property Address: [Insert Property Address]

## Scope of Work

### Day 1: Preparation and Plaster Repairs

- Move furniture, cover floors, and protect work areas.
- Scrape and remove blown plaster on both sides of the bedroom door and the second bedroom wall.
- Fill and repair plaster in damaged areas.
- Fill nail holes in the upstairs ceiling.
- Allow plaster to dry.

### Day 2: Sanding, Priming, and Preparation

- Sand plastered areas to ensure a smooth finish.
- Apply primer to all plastered areas and allow to dry.
- Prepare for painting by masking trims and cleaning surfaces.

### Day 3: Painting First Coat

- Apply the first coat of paint to walls and ceilings in designated areas.
- Allow paint to dry thoroughly.
- Inspect and address any uneven areas.

### Day 4: Finishing Touches

- Apply a second coat of paint to all areas.
- Perform touch-ups and ensure even coverage.
- Remove masking tape and coverings.
- Clean up all work areas and return furniture to its original location.

# Daily Rate and Payment

- The agreed daily rate is £100/day.
- Payment is to be made daily at the end of each workday, upon review of completed tasks.

# Completion Criteria

The project will be considered complete when:

- All plastered areas are smooth and seamlessly blended.
- Paint is applied evenly with no streaks, drips, or missed spots.
- Work areas are clean, and furniture is returned to its place.

# Signatures

[Your Signature] \_\_\_\_\_ Date: \_\_\_\_\_

[Client's Signature] \_\_\_\_\_ Date: \_\_\_\_\_

# Daily Checklist

## Day 1: Preparation and Plaster Repairs

- [ ] Furniture moved, and floors covered.
- [ ] Damaged plaster removed and areas filled.
- [ ] Nail holes in the ceiling filled.
- [ ] All plaster repairs inspected before end of the day.

## Day 2: Sanding, Priming, and Preparation

- [ ] Sanded plastered areas are smooth and level.
- [ ] Primer applied to all plastered areas.

☐ Trims and edges masked.

☐ Surfaces ready for painting.

### **Day 3: Painting First Coat**

☐ First coat applied evenly.

☐ Drying time observed before inspection.

☐ Any missed areas or imperfections marked for correction.

### **Day 4: Finishing Touches**

☐ Second coat applied to all areas.

☐ All edges and trims touched up.

☐ Masking tape removed without peeling paint.

☐ Work areas cleaned and furniture returned.

## **Tips for Quality Inspection**

### Plaster Repairs:

- Check for smoothness: Run your hand over repaired areas to feel for ridges or bumps.
- Use angled lighting: Shine a light at an angle to detect imperfections.

### Paint Application:

- Inspect for even coverage: Look for streaks, drips, or patchy areas.
- Check corners and edges: Ensure clean lines with no paint bleeding onto trims.
- Confirm drying: Paint should appear uniform and fully dry before the second coat.

### Clean-Up:

- Look for any paint splatters or mess on floors or furniture.
- Ensure all furniture and fixtures are returned to their original locations.