

Attachment A

**SCOPE OF WORK**

**[PROJECT NAME]**  
**[PROJECT LOCATION]**



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SPRING HILL  
COLLEGE

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## **Purpose**

This is a document that describes the scope of work required to complete a specific project. It is an informal document and should be reviewed by all parties involved. In order to be effective, the Scope of Work must contain an appropriate level of detail so all parties clearly understand what work is required, and the desired completion date.

### **1. SCOPE OF WORK**

- Provide a general description of the project.
- Provide a brief statement of the desired result of this scope of work. This section should highlight **what is and is not included** in the scope of the project in broader terms.

### **2. SCHEDULE**

- Define the time period over which the project needs to occur. The timeframe for the project can be pre-determined or based on a completion date to coincide with some external requirement. Identify any external requirement(s).

### **3. AFFECTS OF SCOPE OF WORK**

- List the areas that will be affected by this Scope of Work:
  - Building Exterior
  - Building Interior
  - Doors/Hardware
  - Electrical
  - Finishes (e.g. walls, ceilings, floors)
  - Fire Alarm System
  - Fire Sprinkler System
  - Heating, Ventilation & Air Conditioning (HVAC)
  - IT (Information Technology)
  - Plumbing
  - Roofing
  - Windows
  - What other departments (parties) are affected by this Scope of Work:  
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  - Other: \_\_\_\_\_