

Schedule of Works

Room by room list of the work needed on a property: each item with its location, description, quantity, trade, priority, estimated cost and photos, with totals.

1. Property and purpose

What the schedule is for.

Project

Filled in from the project in SiteSurvey.

Client

Property *

Address

Date *

Prepared by

Purpose (choose one)

- ☐ Refurbishment
- ☐ Repairs to an empty property
- ☐ End of lease repairs
- ☐ Planned maintenance
- ☐ Insurance repair
- ☐ Extension or alteration

What is it based on?

For example the survey of a given date, or drawings with their revision.

Will the property be occupied during the work?

☐ Yes ☐ No

Was the building built before 2000? (choose one)

☐ Yes ☐ No ☐ Not known

Asbestos information (if applicable; choose one)

☐ Survey or register seen ☐ Asked for, not received ☐ Not asked for

If applicable: Buildings built before 2000 can contain asbestos. Get the asbestos information before pricing or starting any work that disturbs the fabric of the building, and say in the schedule who is providing it.

2. Items of work

One entry for each item. Describe it so someone who was not there could price it.

Items (copy this block for each one)

Room or location ***Element** (choose one)

- ☐ Roof
- ☐ External walls
- ☐ Windows and external doors
- ☐ Internal walls and ceilings
- ☐ Floors
- ☐ Internal doors and joinery
- ☐ Kitchen
- ☐ Bathroom
- ☐ Electrical
- ☐ Plumbing and heating
- ☐ Decoration
- ☐ Drainage
- ☐ External works
- ☐ Clearance and cleaning
- ☐ Other: _____

Work required *

Quantity

Unit (choose one)

- ☐ Item
- ☐ Number
- ☐ Metres
- ☐ Square metres
- ☐ Hours
- ☐ Sum

Trade (choose one)

- ☐ General builder
- ☐ Roofer
- ☐ Joiner
- ☐ Plasterer
- ☐ Electrician
- ☐ Plumber or heating engineer
- ☐ Decorator
- ☐ Flooring
- ☐ Glazier
- ☐ Groundworker
- ☐ Cleaner
- ☐ Other: _____

Priority (choose one)

- ☐ Essential: safety or weathertight
- ☐ Needed to let or occupy
- ☐ Desirable

Estimated cost (£)

Photos (photos: attach, or note the file names)

Items (worked out automatically in the app)

Essential items (worked out automatically in the app)

Estimated cost of the items (£) (worked out automatically in the app)

3. Allowances and programme

What sits around the items.

Contingency (%)

Contingency (£) (if applicable; worked out automatically in the app)

Total with contingency (£) (if applicable; worked out automatically in the app)

The figures are estimates entered by the person preparing the schedule. Say here whether they include VAT, fees and preliminaries such as scaffolding and skips.

What the figures include and leave out

Target start

Expected duration

Access, keys, parking and working hours

4. Sign-off

Who prepared it and who approved it.

Prepared by

Signature

Approved for the client by

Client signature