**Note: the following is a *sample of scope of work* (i.e., what the contractor agrees to do for you, the client). Not all scopes will look the same. However, all scopes at a minimum should include the following information in order to provide clarity. Name of business address and contact information for the contractor.**

* **Client, your business name, and address with contact information.**
* **Address of the location of the project. (If different than your mailing address or headquarters)**
* **Details of the proposed work, including materials to be purchased, cost of labor, estimated timetable for start to finish, and payment milestones (i.e., upfront deposit, mid-project payment or final payment)**
* **Contractor and Client signatures**
* **Total project cost**

**Childcare Business Information**

**Name of childcare business:** Happy Children

**Childcare location:** 123 Maple Street, Saginaw, MI

**Childcare contact:** Jane Doe, Owner

[janedoe@gmail.com](mailto:janedoe@gmail.com)

989-555-1212

**Type of business:**  Early childcare and education center (“day care”)

**Contractor Business Information**

**Name of contractor business:** Best Construction Company

**Contractor address:** 123 Maple Street, Saginaw, MI

**Contractor contact:** John Roe, Owner

[johnroe@gmail.com](mailto:janedoe@gmail.com)

989-555-1212

**Registered contractor for CFMF FIF**  Yes \_\_\_\_ No \_\_\_\_

**Proposed Work Details**

**Area(s) of work within facility/site:** Two new classrooms

**Hours of operation to perform work:** To be discussed at walkthrough

**Staging area within facility/site:** As needed, to be discussed at walkthrough

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| --- | --- |
| **Request One: Paint walls including base boards and trim around windows and doors in two new classrooms.** | |
| **Describe process or approach** | * Clean all walls first * Apply primer * Apply three coats * Paint walls, base boards, and interior side of door frames * Back wall with windows in one color, remaining 3 walls in a second color * Use drop-cloths on floors and furniture |
| **Materials (type and/or brand)** | * Prefer X type of primer, Y brand * Prefer X type of paint, Y brand * Colors to be provided after once selected bidder chosen |
| **Size and location** | * Room 104 approximately 750 sq ft * Room 106 approximately 820 sq ft * 8-foot ceilings |
| **Photo(s) attached, Y or N?** | * No |
| **Schedule** | * Estimated Start and Finish Dates |

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| --- | --- |
| **Request Two: Replace ceiling tiles** | |
| **Describe process or approach** | * Remove and replace with new “2 x 4” acoustic ceiling tile, grid, and edge molding. * All old materials to be disposed of by contractor. * Any existing light fitting and the boards housing them must be carefully removed and replaced without any sign of disturbance. * Reinstall all existing exit signs, emergency lighting, smoke, and heat detection devices at original locations. * Warranty period shall be for a period of one year. |
| **Materials (type and/or brand)** | * Ex. Armstrong Ceiling Tiles or equivalent |
| **Size and location** | * “2 x 4” |
| **Photo(s) attached, Y or N?** | * N |
| **Schedule:** | * Estimated Start and Finish Dates |

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| --- | --- |
| **Request Three: Update restrooms** | |
| **Describe process or approach** | * Remove and dispose of old partitions, water closet, lavatories, and accessories. * Update restrooms with partitions, water closet, lavatories, and accessories. * Warranty period shall be for a period of one year. |
| **Materials (type and/or brand)** | * Quality materials suitable for commercial or residential restroom as applicable. |
| **Size and location** | * All measurements to fit within existing walls. |
| **Photo(s) attached, Y or N?** | * No |
| **Schedule:** | * Estimated Start and Finish Dates |

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| --- | --- |
| **Request Four: Install natural linoleum flooring (wood grain look) in two new classrooms** | |
| **Describe process or approach** | * Remove existing flooring, baseboards, and molding. * Check that the subfloor is solid, flat and clean. Fix concrete subfloors with a patching compound. For wood subfloors, remove protruding nails and replace any damaged boards. * Install padded underlayment * For flooring below grade or in a room with high humidity or moisture, such as a basement, lay down a vapor barrier before installing the flooring or install an underlayment with a vapor barrier * Install flooring * Once the laminate has been installed, remove the spacers and install a matching threshold, baseboard and quarter-round molding to the walls using finishing nails. |
| **Materials (type and/or brand)** | * Lifespan of 20-30 years desired |
| **Size and location** | * Room 104 approximately 750 sq ft * Room 106 approximately 820 sq ft |
| **Photo(s) attached, Y or N?** | * No |
| **Schedule** | * Estimated Start and Finish Dates |

|  |  |
| --- | --- |
| **Proposed Total Cost:** | $ |
| **Anticipated start date** |  |
| **Anticipated completion date** |  |
| **Payment schedule (amount, when, and for what work completed)** |  |

**Signed by Contractor**: ­­­­­­­­­­­­­­­­­­­­­­ **Signed by Childcare Business Owner:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Printed Name:** ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_