

Scope of works

What the job includes, what it does not, and how a change gets agreed before it costs anything.

Project

Client

Site address

Contractor

Scope version / date

Contract or quote reference

A. Site and conditions

ITEM	DETAIL
Site access and hours	
Existing conditions assumed (ground, services, structures)	
Client-supplied items and when they will be on site	
Known constraints (neighbours, parking, protected trees, consent conditions)	

B. Included work, by stage

Write each stage as something a client could tick off when it is done. "Frame and truss to lock-up, including wrap and windows installed" rather than "framing".

STAGE	WHAT IS INCLUDED	FINISHED WHEN
1		
2		
3		
4		
5		
6		
7		

C. Specifically excluded

EXCLUDED ITEM	WHO IS RESPONSIBLE, IF ANYONE

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D. Standards and finish

Work is carried out to the NZ Building Code and the relevant NZ standards. Finish levels, product selections and colours are as listed in the attached specification, or as agreed in writing in a variation.

E. How changes are handled

Nothing outside sections B and D is started without a signed variation form (next page). Site instructions given verbally are confirmed on a variation form the same day. A variation states the cost and any change to the finish date before approval, not after.

Client signature

Date

Contractor signature

Date

Variation request no. _____

Complete one form per change. Approve before the work starts.

Project	_____	Requested by (client / contractor / site)	_____
Date raised	_____	Relates to scope stage	_____
Raised by	_____	Reference	_____

Description of the change

WHAT IS CHANGING FROM THE AGREED SCOPE

Reason

- ☐ Client request
- ☐ Unforeseen site condition
- ☐ Design or consent change
- ☐ Material availability or substitution
- ☐ Other:

Cost impact

	AMOUNT (EX GST)
Labour	
Materials	
Subcontractors / plant	
Margin	
Total variation (ex GST)	
Credit, if work is removed	

Time impact

Change to practical completion date: none ☐ or +_____ working days ☐

New estimated completion date: _____

Approval

By signing, the client approves the cost and time impact above. The amount is added to the next progress claim.

Client signature	_____	Contractor signature	_____
Name	_____	Name	_____
Date	_____	Date	_____

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