

Drafting a Scope of Works

Planning the Works

Extensive work on a building requires a scope of works. This ensures that the details of the proposed works and their estimated costs are understood by the builders, contractors and the strata committee. The scope of works is necessary for larger projects, especially for projects that might require council approval, and will help identify if a fire upgrade is required. If a fire upgrade is necessary, this might affect the viability of the chosen defect rectification or sustainable retrofit plans. The scope of works also provides an opportunity to investigate environmentally sustainable options for the building or retrofitting process with the builders and contractors, such as low waste construction materials.

Consider items in the scope of works that would be addressed in a building contract, such as:

- site access, materials and waste storage requirements
- working hours, dust, noise and access to facilities
- site separation and safety issues
- definite timeframes for construction
- when/if the home needs to be vacated
- damage to existing property (who pays)
- insurance and warranty
- all environmental performance outcomes

from the Australian Government initiative, Your Home

Working with Your Builder

If you have a project manager or industry expert consultant, they can help you draft a scope of works, or draft it for you. If your project is smaller and you are self-drafting, then there are a few things to think about. You should estimate the budget for the works, timeframe for the completion of the works, the tradespeople or experts necessary to conduct the work, building plans, the roles of the stakeholders involved and any certifications or approvals that you need. Once the scope of works is drafted, you can seek quotes from the relevant building professionals and then draft contracts.

Additional Resources:

- [Your Home, Australian Government](#)