

Scope of works template for a residential development

A scope of works structure for a residential development head contract: inclusions, exclusions, provisional sums, PC items, interfaces, standards and deliverables. One row is one section of the scope - one trade or work package - repeated for every section of the contract.

Scope of works section structure — the example column is Bayside Townhouses (demo), not a real project

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Project	The project the contract belongs to.	Bayside Townhouses (demo)	
Section no.	The section's number in the scope. Number the sections and keep the numbering stable, because the tender, the schedule of rates and every claim will refer to it.	3.2	
Section	The trade or work package this section covers, named the way the market names it.	Bulk earthworks and basement excavation	
Inclusions	What is in the price. Write it as work to be performed, not as an object supplied, so the labour to install it is not later argued to be extra.	Bulk excavation to design levels, shoring design and installation, dewatering, cart-away and disposal of spoil to a licensed facility, and set-out survey.	
Exclusions	What is deliberately not in the price. An exclusion that is not written down is a variation waiting to happen, and this is the field that most often decides one.	Removal or treatment of contaminated material; rock excavation below RL 11.8; remediation of pre-existing site contamination.	
Provisional sums	Work that is in scope but cannot yet be priced, carried at an allowance and adjusted on the measured or actual cost. State the allowance and what triggers the adjustment.	\$40,000.00 - rock excavation below RL 11.8 if encountered, adjusted on measured quantity at the scheduled rate.	
Prime cost items	Items that are in scope but not yet selected, carried at a supply allowance with the installation already priced. Say what the allowance covers and what it does not.	Nil for this section.	
Interfaces	Where this section hands over to another, in both directions, and what condition the work has to be in at the handover. Most defects arguments live in this field.	Hands over to the structure package at completion of the blinding layer, surveyed and signed off. Shoring design to be coordinated with the structural engineer before excavation starts.	

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Standards and codes	The standards and codes the work has to meet, including the National Construction Code and any standard the specification names. Reference them; do not restate them.	National Construction Code, and the earthworks, geotechnical and shoring standards named in the contract specification.	
Deliverables	The documents that have to be handed over for the section to be complete: certificates, test results, warranties, as-built drawings, dockets.	Shoring design certification, dilapidation survey of adjoining properties, spoil disposal dockets, and a set-out survey report.	
Responsible party	Who performs the work, and who supplies anything the performer does not. Split responsibility here rather than in a meeting later.	Head contractor	
Notes	Assumptions, access constraints, staging, and anything a tenderer would have to ask about if it were not written down.	The exclusion and the provisional sum here cover the same physical event the variation register carries as VO-12, written the other way round. Excluded from the scope and carried at a provisional sum, rock is priced before it is hit; left out of the scope entirely, it arrives afterwards as a latent condition to be argued.	

How to use this template

- Write one section per trade or work package and keep the numbering stable. The tender, the schedule of rates, every progress claim and the final account will all point back to these numbers.
- Exclusions do more work than inclusions. A scope that lists only what is included leaves every boundary to be argued at the first claim; the demonstration row excludes rock below a stated level and then carries a provisional sum for it, which is the pair that makes the risk priced rather than disputed.
- A provisional sum is work in scope that cannot yet be priced. A prime cost item is an item in scope that has not yet been selected. They adjust differently, so keep them in separate fields.
- Interfaces are where the defects come from. State what condition the work must be in at handover and who inspects it, in both directions.
- Reference standards; do not reproduce them. Standards Australia publishes the Australian Standards a specification calls up, and the National Construction Code is published by the Australian Building Codes Board.
- General information, not legal advice. Read your own contract and confirm your position with your solicitor.

General information, not legal advice. These templates are a starting structure, not a contract document: read your own contract, and confirm your position with your solicitor before you rely on any of it. Full explainer, sources and a machine-readable copy: <https://upscale.build/templates/scope-of-works-template>