

**every
one**

deserves a decent
place to live.

Generating Scopes of Work

Ensuring a manageable project that meets the client's needs

Blount County Habitat Our Home Repair Program



Brief history of our program

- Started as a part time effort using local church groups.
- Expanded into 2 fulltime staff over 2 years
- Have completed on avg. 100 projects per year over past 3 years.
- Improving SoW process was a big success in our growing program.
- Past struggles with poor SoW's



What is a Scope of Work? (SoW)

- Written document, detailing the work needing to be performed
- The more detailed the document is, generally the smoother the project will go
- Product specifications can/should be attached.



Our Process for Generating SoW's



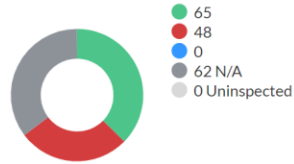
The Initial Inspection

In order to make a detailed SoW, you must first detail the problem.

- Perform 2-3 hour, 175 point full home inspection
- Procore Inspection Tool
- Identify key problems and likely projects
 - Spend additional time on these at inspection
 - Ensures necessary details are collected for SoW
- Identify secondary projects
 - Low cost, quick to complete
 - Usually volunteer oriented

Inspection Item Status

175/175
Items Inspected



- Email
- Reopen Inspection
- Delete

#4.4 Ceiling

Safe At Risk N/A

Activity Response Change 1 Attachments 0 Photo 1 Comments 0 Observations 0

Bobby Eason (Blount County Habitat for Humanity) attached 1 photo via web on Monday, Oct 18th 2021 at 1:17 pm EDT



C533A0D9-FB6E-449E-97DA-2DD0EF1F562A.jpg

Bobby Eason (Blount County Habitat for Humanity) responded with **At Risk** on Monday, Oct 18th 2021 at 1:16 pm EDT

#4.5 Floors

Safe At Risk N/A

Activity Response Change 1 Attachments 0 Photos 3 Comment 1 Observations 0

Bobby Eason left a comment on Monday, Oct 18th 2021 at 1:18 pm EDT
Kitchen needs a complete subfloor replacement. Likely needs joist replacement as well

Minimize Sidebar

Project Reconciliation

After the inspection we reconcile the needed projects with the available funding.

Different Funding sources have different eligibility requirements for their projects.

Some don't allow additions, mold remediation, asbestos/lead abatement, etc...

Eligibility Criteria

Project must fit into one of 6 categories, listed in order of priority:

1. Urgent Repairs
 1. Problems that are an imminent safety hazard or are rapidly deteriorating the home
2. Accessibility
 1. Addressing trip hazards, clearance issues, mobility related repairs etc..
3. Critical Repairs
 1. Problems that are a hazard however aren't necessarily rapidly deteriorating the home.
4. Fire Hazards
 1. Self explanatory
5. Home Safety
 1. Security related repairs. Front doors, windows, etc..
6. Non-Critical Repairs
 1. Repair that are necessary but aren't actively deteriorating

Projects are generally performed in order of priority with some exceptions, this method generates our project selection.

	A	B	C	D	E	F	G	H	I	J	K
1	Blount Count Habitat for Humanity										
2	Project Estimates and Reconciliation										
3	Applicant Name:		Address:		Applicant Ph:			Eligible Fund Sources			
4	Home Repair Project Manager Overview and Recommendations								Criteria	Priority Level	
5									Urgent Repairs	1	
6									Accessibility	2	
7									Critical Repairs	3	
8									Fire Hazards	4	
9									Home Safety	5	
10											
11	Project Priority	Criteria	Inspection Item	Approved	Scope of work title	Subcontract Cost	Sub/Vol	Vol. Cost	Volunteer Hours	Skilled	Unskilled
12	1	2	6.2		Replace kitchen flooring	\$ 1,500.00	Professional	\$ -			
13	2	2	5.3		Install grab bars			\$ 200.00	1.00	2	
14	3	3	2.6		Patch roof leak			\$ 150.00	1.00	2	
15								\$ -			
16								\$ -			
17								\$ -			
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30								\$ -			

Drafting the Scope of Work



Best Practices when writing your SoW

- Define the project
- Give details
- Provide quantity allowances
- Separate work items
- Include specified products
 - Establishes minimum standard



Summary:

Reasons a good SoW is useful

- Provides clear instruction on the limits of a project
- Can be provided to volunteer teams as well as professionals
- Often prompts discussion and ideas
- Clearly defines the expectations for the homeowner
- Can be amended to provide accurate documentation of what was performed onsite.
 - Useful for warranty

Thank you!





Contact Us

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