SDC Projects
BUILDING CONSULTANTS

BEST PRACTICE NOTE

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BEST PRACTICE FOR SCOPES OF WORK FOR TRADE CONTRACTORS

The Problem:

There have been many disputes with sub-contractors & builders that could have been avoided, and project risk reduced, had client expectations been better documented. In most cases this boils down to the quality of the 'Scope of Work' in the contract. Producing a detailed, unambiguous scope of work for tendering and for the contract is absolutely critical. Writing a scope of work is a particular skill and also requires a lot of experience to know all the generic issues to include for each trade. The scope needs to be very clear so there can be no possible misunderstanding. It is necessary to spell out what's excluded as well as what's included. No matter how small or large the work a good scope is essential. The following notes provide an example of how to write a detailed scope of work.

The Solution:

The following example is a Scope of Work for a concreter to place & finish the concrete. The scope must not only describe the work for a particular project but also must include all the generic items of scope that would apply on all projects for this trade. The principles shown in this example apply to all trade scopes. Typically the scope of work provided at tender stage would be amended for the contract to reflect any contract negotiations or clarifications. The language in the scope of work at tender stage should be suitable language for when the scope is a contract documents which will avoid any re-writing.

Example:

Scope of Work – Concrete Place, Finish, Cure and Pumping Services and associated Works

To supply all labour, materials, equipment, plant and tools necessary for the pumping, placing, finishing and curing of the insitu concrete elements, together with all associated work, in accordance with the Contract Documents, best industry practice and the following Scope of Work:

Concrete Elements in the project:

In this section summarise all the concrete elements for your project. This might include footings, ground floor slabs, suspended slabs, columns, external footpaths, driveways, stairs, core filling, granolithic topping, plinths, hobs, surface finishes, any anticipated small pours etc etc. All of these elements should be marked up on a drawing, in colour, so there is no confusion about the extent of work on your project.

(note: the Contract Documents include the relevant drawings for the project, specifications for the project, construction programme for the project and the General Conditions of Contract)

Clarifications:

In this section note any issue that is project specific that needs calling out and is not covered by the generic scope items below. This could include issues such as restricted hours of work, extent of work, restrictions to access, staging / sequence of the work, set down method, curing product etc etc

Trade items:

Concrete Pumping:

1. Pumping of all concrete. *(Crane to be utilised at the discretion of the Builder if and when available);*
2. Provision of pump and pipe logs and completed (& passed) pre-pour checklists prior to all pours;
3. Small pours where required;

4. Provision of a concrete pump of a suitable height to suit height of element being poured;
5. Rectification of any damage incurred by the pump hitting elements of the building;
6. Note: Excess water shall not be added to the concrete to increase pump flow;

Concrete Place, Finish and Cure:

7. Supply and installation of Ableflex jointing and associated material as required to slabs on ground only. Material to be used to be as per the Specification;
8. Supply and placement of all necessary waterproof slab underlay as specified;
9. Supply and placement of all necessary under slab sand to the Works as specified;
10. Supply and placing of granolithic topping where required;
11. Supply and application of any non-slip surfaces as specified;
12. Supply and placing of carborundum powder to stairs;
13. Forming set-downs throughout the building where required;
14. Filling of all penetrations out of sequence *(including but not limited to crane and hoist penetrations);*
15. Filling & making good to penetrations from post stressing pans in floors;
16. Placing and compaction of all insitu concrete to correct R.L's from datums given by the Builder and monitoring and maintenance during concreting operations;
17. Vibration of all concrete. The use of rubber tipped vibrator shafts for all concrete compaction works to formed faces. Provision of a standby vibrator motor and shaft during concrete placement operations;
18. Curing of all exposed concrete surfaces with a proprietary brand-curing agent approved by the Builder. This is to be compatible with proposed sealer, hardener and line marking products.
19. Concrete plinths as per drawings for the service's trades (formed by others);
20. Surface finishes to all concrete elements as specified including finishing to suit finished surface levels as required by carpets, tiles etc. and provision of falls to suit varying heights;
21. Non disturbance, during concreting operations, of all reinforcing steel, plumbing cores, electrical conduits, penetration forms and the like together with any other items to be cast integrally with the concrete;
22. Avoidance of placing slurry on concrete element being poured. (slurry to be placed in bins supplied by the Builder or taken offsite);
23. Repair of concrete blowouts or holes etc. to the specification of the builder to suit the surface finishes as specified if a result of incorrect concrete placement;
24. Rectification of all concrete works where placement compaction and finishing is not to a standard satisfactory to the Builder. Such rectification to be carried out immediately after forms are removed or such other time as directed by the Builder;
25. Removal of all excess concrete on reinforcing bars, prior to placing of concrete, to the satisfaction of the engineer and Builder;
26. Clean up of any concrete spills immediately after pouring. All wastage to be placed in bins supplied by the Builder;
27. Removal of all traces of concrete `over-spill' from all adjoining and surrounding surfaces and specifically vibrator splashes;
28. Control wastage of concrete materials supplied by the Builder to keep wastage to a minimum. Excess concrete to be either poured in a location as advised by the builder with looped reinforcing bars placed in to assist in the removal by crane or similar at a later date;
29. Labour to build in items as required;

General:

30. Carrying out the work in accordance with the Builder's program;
31. Executing of the works in the sequence required by the Builder including any breaks in continuity. All works are to be carried out in accordance with the Builder's program. The program will change from time to time;
32. Working hours that are limited by concrete delivery times of 7am to 5pm Monday to Friday and 7am to 3pm Saturday;
33. Site working hours that are limited to 7am to 7pm Monday to Friday and 7am to 3:30pm Saturday. No work permitted on Sunday unless instructed by the Builder;
34. Adequate manpower including supervisor, particularly for major pours and provision of spot levels;
35. Acceptance of the as built substrate when commencing work in any area;
36. Coordination with all other trades;
37. Waiting time for formworker / reinforcing fixer to complete and for concrete trucks to arrive;
38. Costs associated with cancellations of concrete pours due to inclement weather;
39. Protection of newly poured surfaces in the case of inclement weather. Should the Subcontractor reasonably provide written advice to the Builder of probable damage to the surface of the concrete (in spite of reasonable protective measures) because of a high risk of inclement weather occurring, then the Builder shall bear the risk of such damage if the pour proceeds. Otherwise it shall be the Subcontractor's responsibility to rectify such damage.
40. Returning at the end of the project to complete areas left out for construction purposes;
41. Protection of all other subcontractors' / Builder's work;
42. Achieving slab thicknesses within tolerances of specification;
43. Achieving tolerance of concrete surface finish being no greater then +/- 6mm deviation over a 3m strait edge;
44. Grinding back joints to be neat and tidy where required;
45. Satisfying specified concrete cover to reinforcement;

SDC Projects can provide a generic Scope of Work for every trade or produce project specific Scopes of Work.

SDC Projects can also develop Scopes of Services for design consultants or even an entire Integrated Management System including a template for every document a building company would ever need. Alternatively, individual templates can be developed for a project or organisation.