

Example: Statement of Work (SOW)

Project Title: Office Renovation – Main Reception Area

Project Overview:

Renovate and modernize the reception area to improve client experience and match updated brand standards.

Scope of Work:

- Remove existing flooring, reception desk, and lighting fixtures.
- Install new LVT flooring (commercial grade, 20 mil wear layer) over prepared substrate.
- Fabricate and install custom reception desk with built-in storage.
- Supply and install LED ceiling fixtures and accent wall sconces.
- Paint all walls with two coats of premium low-VOC paint (color TBD).

Inclusions:

- Disposal of all demolition debris off-site.
- Dust control measures during work.
- Daily site cleanup.

Exclusions:

- Any electrical rewiring beyond fixture replacement.
- Structural modifications.
- HVAC adjustments or relocations.

Specifications & Standards:

- Flooring per manufacturer's installation guidelines.
- Paint per CSA A82-06 standards.
- Desk built to provided CAD specifications with commercial laminate finish.

Assumptions:

- Client will provide final paint colors and approve desk design prior to fabrication.
- Work hours: 8:00 AM – 5:00 PM, Monday to Friday.
- Clear access to the site will be provided during work hours.

Schedule & Milestones:

- Start Date: November 3, 2025
- Completion: November 28, 2025
- Milestones:
 1. Demolition complete – Nov 5

2. Flooring installed – Nov 12
3. Desk installed – Nov 20
4. Final paint & touch-ups – Nov 27

Price & Unit Rates:

- Fixed Price: \$48,500 + HST
- Unit Rates (if required): Additional painting \$3.75/sq ft; additional flooring \$12/sq ft.

Change Order Process:

All changes must be approved in writing via signed Change Order before work proceeds.

Quality Control:

- Site walkthrough at substantial completion.
- Punchlist items corrected within 5 business days.

Warranty:

- Desk: 2-year workmanship warranty.
- Flooring & Lighting: Manufacturer's warranty applies.

Safety & Compliance:

- WSIB coverage, liability insurance, and compliance with all building codes.

Payment Terms:

- 30% deposit upon acceptance.
- 50% progress payment after flooring installation.
- 20% on substantial completion (net 10 days).

Approvals:

Client: _____ Date: _____
Contractor: _____ Date: _____