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## SCHEDULE OF WORKS SURVEY

### Specification & Schedule of Works (Visual) - Tender / Quotation Pack

Visual scope document for contractor pricing, quotation comparison and client decision-making.

#### SAMPLE REPORT - FOR DEMONSTRATION PURPOSES ONLY

**Important:** This is a sample visual schedule of works survey and tender/quotation pack. It is not a RICS survey, structural survey, valuation, measured bill of quantities, design specification, Building Control inspection or specialist compliance report unless separately instructed.

Property address	Example Rental Property, Leeds, West Yorkshire
Client details	Name: Example Landlord Client Contact: website demonstration only
Date of inspection	06 May 2026
Project brief	Pre-let refurbishment and repair works
Intended procurement	Three-quote tender
Desired start date	June 2026
Occupancy status	Vacant
Inspector / Report prepared by	St Clair Property Services
Report reference	SAMPLE-SOW-001
Report status	Sample / Demonstration Copy
Issued to	Website demonstration only

#### SAMPLE REPORT - FOR DEMONSTRATION PURPOSES ONLY

Survey. Manage. Build. | Property projects managed properly. | Clear advice first.

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## A. EXECUTIVE SUMMARY

Item	Sample outcome
Project overview	Prepare a vacant two-bedroom property for re-letting through essential repairs, damp-related improvements, decoration and safety documentation.
Key priorities	1. Repair water-ingress/damp contributors. 2. Complete safety/servicing checks. 3. Improve finish for rental presentation.
Procurement recommendation	Three-quote tender using this schedule as the common scope.
Further investigations	EICR, gas safety check and roofer/guttering contractor review.

## B. ABOUT THE SCHEDULE OF WORKS SURVEY

This sample schedule sets out a clear works scope for contractor pricing. Contractors should visit site, confirm measurements and identify assumptions/exclusions before submitting quotations.

## C. PROJECT OVERVIEW & KEY PRIORITIES

Priority	Meaning	Sample focus
Essential	Required before occupation or to prevent deterioration.	Safety checks, leak repairs, extractor repair, damp contributors.
Recommended	Should be completed to improve condition and reduce callbacks.	Decoration, joinery repairs, sealants, minor plaster repairs.
Optional	Client preference or upgrade.	Flooring upgrade, kitchen refresh options.

## D. SCHEDULE OF WORKS

Ref	Trade	Location	Priority	Work description	Pricing notes
SOW-001	Roofing/Guttering	Rear elevation	Essential	Clear gutters, test falls and repair defective joints/downpipe connection.	Include safe access and disposal of debris.
SOW-002	Damp/Builder	Front bedroom external wall	Essential	Investigate and remedy damp staining source; allow for local plaster repair once dry.	Confirm method before plastering.
SOW-003	Electrical	Whole property	Essential	Carry out EICR and quote any required remedial works separately.	Provide certificate/report.
SOW-004	Gas/Heating	Boiler and heating system	Essential	Gas safety check and boiler service. Check radiator operation.	Provide certificate/service record.
SOW-005	Ventilation	Bathroom	Recommended	Replace ineffective extractor fan with suitable humidistat fan, including making good.	Confirm duct route and electrical connection.
SOW-006	Decorating	Internal walls/ceilings	Recommended	Prepare and redecorate affected rooms in durable neutral finish.	Include stain block where required.
SOW-007	Joinery	Internal doors/skirtings	Recommended	Adjust doors, refix loose skirting and make good minor damage.	Include ironmongery adjustments.
SOW-008	Cleaning	Whole property	Essential	Final clean ready for viewing/letting.	Include kitchen, bathroom, windows internally and waste removal allowance.

## E. TENDER / QUOTATION INSTRUCTIONS

- Contractors should price the same scope on a like-for-like basis.
- All quantities and measurements must be checked by the contractor during site visit.
- Quotations should list exclusions, assumptions, VAT position, start date and programme.
- Any alternative proposals should be clearly identified.

## F. RISKS, ASSUMPTIONS & FURTHER INVESTIGATIONS

Risk	Reason	Action
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Risk	Reason	Action
Hidden defects	Damp damage may extend behind finishes.	Allow provisional sum or confirm after opening-up.
Access at height	Guttering/roof works require safe access.	Contractor to include scaffold/tower/access method.
Services compliance	Services were not tested by St Clair.	Competent specialists to test/certify.
Occupied property risk	If property becomes occupied, protection and sequencing may change.	Confirm before works commence.

## G. SAMPLE PHOTO REFERENCES FOR WORK ITEMS

The images below are demonstration placeholders showing how photographs, drone images, thermal images or supporting evidence can be cross-referenced in the final issued report. They do not relate to a real client or property.

 <p><b>P-001 / SOW-001 - Kitchen refurbishment scope area</b> Example photo used to support a priced work item and clarify extent for contractor quotation.</p>	 <p><b>P-002 / SOW-002 - Bathroom repair / renewal area</b> Example photo reference linked to specification notes and contractor pricing requirements.</p>
 <p><b>P-003 / SOW-003 - External rainwater goods</b> Example image used to clarify access, repair scope and possible scaffold/access allowance.</p>	 <p><b>P-004 / SOW-004 - Internal decoration and making good</b> Example image showing a typical room/area to be included in contractor pricing.</p>

**Final issue note: actual reports should use clear, dated images with matching photo references in the relevant observation, defect, work item or finding section.**

- Visual schedule only; not a measured bill of quantities or design specification.
- Contractors must confirm quantities, access, methods and statutory requirements.
- No contractor is appointed by this sample document.
- Client remains responsible for final decisions unless separate project support is instructed.

Decision item	Sample selection
Procurement route	Three-quote tender
Budget focus	Essential + Recommended items
Scope confirmation	Proceed to contractor quotation stage using this sample schedule
Client sign-off	Example Client - demonstration only

- Issue the schedule to contractors for pricing.
- Request comparable quotation returns.
- Review exclusions, assumptions and access costs before appointment.
- Agree payment stages, programme and variation process before works start.