

# Kingwood Homes

## Homeowner Project Scope Definition Checklist



### 1. Project Overview

- What is the primary goal of this project?
- What problem are you solving?
- Is this cosmetic, functional, or structural?
- What result defines success for you?

### 2. Areas Affected

- Which rooms or exterior areas are included?
- Will adjacent areas be impacted?
- Will utilities need to be shut off?
- Are there access restrictions?

### 3. Materials & Finishes

- Have materials been selected (brand, model, color, finish)?
- Who is supplying materials?
- Desired quality level: standard, mid-range, or premium?

### 4. Specific Work to Be Performed

- List detailed tasks (remove, replace, install, patch, paint, etc.).
- Be specific and avoid misunderstandings.

### 5. Work NOT Included

- Are flooring, painting, permits, or debris removal included?
- Clarify exclusions in writing.

### 6. Timeline Expectations

- Is there a deadline?
- Will the home be occupied during work?
- Any HOA or work-hour restrictions?

## 7. Budget Range

- What is your comfortable investment range?
- Are you prioritizing cost, value, or durability?

## 8. Permits & Compliance

- Are permits required?
- Is HOA approval needed?
- Are inspections required?

## 9. Change Order Policy

- How will additional work be approved?
- Will changes require written authorization?

## 10. Final Walkthrough Expectations

- What defines project completion?
- Is cleanup included?
- Will a punch-list review be conducted?

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