

SCOPE OF WORK CHECK LIST

Responsibility matrix

From the initial design/bid phase where clear delineation of responsibility is needed, through to the execution phase as a final work check list, this detailed Scope of Work document can be used to ensure all elements of the modular/off-site construction project are captured and assigned to the project team, including Owner, Design Professionals, Modular Company, General Contractor and Others as required. Modify as needed to suit project requirements and developments.

The 'Scope of Work' document defines general work responsibilities.

The 'Specification' document defines commercial conditions, codes, standards, assemblies, types and quantities.

Credit: NRB Inc., Offsite Construction



**The American
Institute
of Architects**

DESCRIPTION	DESIGNER	OWNER	NRB	G C	OTHERS (SPECIFY)	COMMENTS
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X = responsible N/A = applicable NOTE: COMMENTS COLUMN MUST BE USED TO EXPAND ON OR PROVIDE ADDITIONAL DETAILS
X may appear in more than one column. Use the comments column to explain.

Division 0 – General Summary of Modular

Building (see also all other Divisions for details)						
Modular building manufacturing						
Modular Building Transportation						
Transportation to the site						
Inspect building modules on arrival						
Modular Building Installation						
Modular offload to staging area						
Provide clear access to building location						
Remove temp weather protection/bracing						
Set modular units on foundation						
Connect modular units to foundation						
Structurally connect modular units						
Roof seams – modular splits/penetrations						
Finish exterior mate line seams						
Finish interior mate line seams						
Site install roof top equipment						
Verify, inspect, ship loose items						

Division 1 – General Requirements

Design, Engineering & Shop Drawings						
General design concept and layout						
Design assist /Coordination of modular						
Architectural design and certification						
Structural design and certification						
MEP design and certification						
Sprinkler design drawings						
Civil design and engineering						

DESCRIPTION	DESIGNER	OWNER	NRB	G C	OTHERS (SPECIFY)	COMMENTS
Shop drawings and submittals for approval						
Site plan approval						
Site plan						
Foundation design						
Testing, Inspections & Support Documentation						
HVAC testing and balancing at site						
Plumbing testing/inspection at plant						
Plumbing testing /inspection at site						
Electrical testing/inspection at plant						
Electrical testing/inspection at site						
Third party testing at plant (identify)						
QA/QC at plant						
Third party inspections at plant (identify)						
Final building commissioning at site						
Close out manuals & warranties						
Permits & Fees						
Building permits						
Site permits						
Module transport permits						
Development fees						
Crane permit for modules						
Foundation permit						
State approval/Labels for building						
Third party labels for building						
Temporary Labor & Facilities - Mobilization						
Garbage removal - building						
Dumpsters & recycle bins						
Construction site office trailers						
Bathrooms						

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Storage containers						
Temporary power to building						
Equipment						
Generator						
Safety & PPE						
PPE for modular crew at site						
On-site safety training/orientation						
Fire extinguishing equipment						
Site traffic control						
Field Project Management – Modular Scope						
Project manager						
Site supervisor						
Field review by architect						
Field review by engineers						
Divisions 2; 31; 33						
Existing Site, Earthworks & Utilities						
Construction fencing and hoarding						
Site security						
Provide staging area for modules						
Geotechnical survey						
Erosion control and storm drainage						
Site survey						
Excavation, backfill, grading						
Utility services (gas, power, water)						
Landscaping, paving & restoration						
Final connection of utilities to building						
Division 3 – Concrete						
Foundations						
Concrete floors in modular building						

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Leveling compound at modular split lines						
Stairs, landings and ramps						
Bollards, barriers						
Division 4 – Masonry						
Division 5 – Metals						
Base plates embedded in foundation						
Exterior stairs, landings and ramps						
Metal flashings at modular split lines						
Fascia and soffit trim						
Exterior railings and guardrails						
Roof scuppers/downspouts						
Metal cladding at modular split lines						
Bolt modules together						
Structural steel building framing						
Light gauge metal building framing						
Metal cladding system if applicable						
Metal roof deck - building						
Metal floor deck - building						
Interior stairs, landings, railings						
Skirt framing if applicable						
Division 6 – Woods & Plastics						
Blocking in walls						
Millwork – kitchen						
Millwork - lavatories						
Millwork – other (specify)						

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Division 7 – Thermal & Moisture Protection						
Foundation insulation and damp proofing						
Vapor barrier on grade under foundation						
Roofing membrane permanent						
Roofing membrane temporary if applicable						
Completion of roofing at modular splits						
Thermal insulation						
Thermal insulation at modular split on site						
Air barrier, vapor barrier						
Air/vapor barrier at modular split on site						
Fire rated assemblies						
Fire rated assemblies at modular splits on site						
Acoustical insulation						
Division 8 – Doors & Windows						
Aluminum entrance/storefront						
Hollow metal doors and frames						
Solid core wood doors and metal frames						
Door hardware						
Door operators (accessibility)						
Windows						
Louvres						
Interior glazed sidelights/partition systems						
Keying system						
Overhead doors						
Rolling shutters						

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Division 9 - Finishes						
Gypsum board at walls						
Gypsum board at ceilings						
Prime paint walls, ceilings, doors, frames						
First coat walls, ceilings, doors, frames						
All painting at modular splits on site						
Finish coat walls, ceilings, doors, frames						
Finish painting - miscellaneous						
Touch up painting						
Floor coverings						
Floor coverings at modular split on site						
Exterior cladding system						
Exterior cladding systems at modular split on site						
Transition strips/thresholds						
Acoustical ceilings						
Acoustical ceilings at modular split on site						
Division 10 - Specialties						
Division II - Equipment						

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Division 12 – Furnishings						
Division 13 – Special Construction						
Division 21 – Fire Suppression						
Sprinkler system for modular building – plant						
Sprinkler piping seismic restraints						
Connections of sprinkler system at modular splits on site						
Division 22 – Plumbing						
Building sanitary drainage/venting piping and fittings supply and installation at plant						
Building storm drainage piping and fittings supply and installation at plant						
Building domestic water piping and fittings supply and installation at plant						
Plumbing fixtures supply and installation						
Domestic hot water tanks supply and installation						
Crossover connections of piping between modules on site						
Crawlspace building sanitary drainage/venting piping and fittings supply						
Crawlspace/underfloor of building storm, domestic and sanitary piping – supply only						
On-site sanitary drainage system piping, fittings and connections install						
On-site storm drainage system piping, fittings and connections install						

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On-site domestic water system piping, fittings and connections install						
Crawlspace heat trace & insulating of pipes						
Division 23 – HVAC						
Building HVAC ductwork, diffuser and system component supply and installation						
Building exhaust ductwork, grille and system component supply and installation						
Rooftop units, unit curbs, exhaust fan, condensing unit supply						
Rooftop equipment connections including gas lines						
Crossover connections of ductwork and all other connections for HVAC at modular splits on site						
System start-up and commissioning						
Services and service connections at site						
Division 25 – Integrated Automation						
Division 26 – Electrical						
Supply and installation of electrical fixtures, wiring and devices as shown on building drawings unless otherwise noted in specifications						
Supply and installation of module junction boxes for connection between splits at site						
Supply and installation of low-voltage emergency lighting wiring						
Supply and installation of rough in only for owners systems (specify)						
Connection of grounding on site						
Crossover connections of all electrical at modular split lines on site						

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Services and service connections to building at site						
Division 27 - Communications						

Notes: