

Writing an effective Scope and Sequence:

A scope and Sequence should explain all of the work that will need to take place from the beginning of a project to the end of a project.

For the application you should think like a General Contractor: You should begin the S&S with a general overview:

- 1) Is this a rehab project?
- 2) Is this a new build?
- 3) Will you be expanding an existing property footprint?
- 4) How many units are currently in the building?
- 5) Will you be adding units inside an existing structure without expanding the exterior?
- 6) How many units are involved in the actual project (IE: rehabbing six units)?
- 7) Are the units occupied, and/or are there any units in the building that are occupied?
- 8) You may add any other general details pertaining to the building in this general overview (for example: has there been a fire in the building or a flood)
- 9) Is the property on Town Water and Sewer or private well and septic?

Once the general overview is completed, you can begin to explain what will need to be done to complete this project from start to finish, because we want to know the sequence begin at the beginning.

- 1) Will you need to upgrade septic and well?
- 2) Will you need to excavate to connect new water and sewer, or to build a foundation?
- 3) Do you need to make major building system repairs to get started? (IE: leaking roof, mold remediation, lead abatement and so on) You need to discuss interior and exterior major system repairs
- 4) Although each licensed Contractor will need to submit a S&S on their contract, you should mention the general extent of the electrical and plumbing. Will you be upgrading the service into the building and rewiring from basement up? Will the Plumbing be connected in the basement and replaced throughout the building with new water and sewer systems?
- 5) Will you be gutting the interior?

- 6) Will you be installing new insulation?
- 7) Replacing the interior walls, ceilings, and floors?
- 8) There are so many possibilities and combinations, but just keep in mind, the whole picture.

Once you have written a general scope and sequence overview, you should mention if you have begun the process and/or if you have made any progress. For instance, you have had the plot perk tested, or you have applied for expanded water and sewer allocation from the town. You can also mention the status of the project if you have begun and have run into any particular issues; for instance, you stripped the walls down to the studs, and found rotting exterior sheathing, and so on. You should also mention if you have spoken to a contractor, architect, engineer, or code official, etc.