

Room-by-room scope

Define the same starting scope for every conversation. Mark unknowns; do not invent dimensions or prices.

Project label: _____ City: _____

Prepared by: _____ Revision / date: _____

Room / area	Keep / protect	Change / proposed work	Open selection or question
Kitchen			
Bathroom 1			
Bathroom 2			
Flooring			
Walls / ceilings			
Lighting / electrical			
Other area			

Before comparing proposals: have each contractor identify any difference from this scope. Proposed changes still require appropriate review.

Building questions and documents

Ask which items apply to your building. This worksheet is not the association application or an approval.

Project label: _____ City: _____
Prepared by: _____ Revision / date: _____

Question / document	Written answer / document reference	Responsible person / date	Status
Current renovation packet and review contact			
Required drawings / scope information			
Contractor / insurance documents requested			
Work and delivery hours			
Floor-finish / assembly requirements			
Common-area protection and cleanup			
Utility shutdown coordination			
Permit authority / process to confirm			

Status: Open / Awaiting answer / Confirmed / Not applicable. Record the source and date before marking Confirmed or Not applicable. Building and permit requirements are separate questions.

Delivery and access plan

Confirm the route and arrangements for the actual unit before ordering or booking work. No route measurement is supplied by this kit.

Project label: _____ City: _____
Prepared by: _____ Revision / date: _____

Activity / route	Requirement / restriction to confirm	Person / evidence / date	Requested vs confirmed time
Truck unloading / parking			
Entry and route to unit			
Elevator / lift reservation, if applicable			
Route dimensions and item fit			
Material staging / storage			
Protection before delivery			
Debris route and pickup			
Trade / inspection access			

Treat a proposed time as unconfirmed until the responsible party documents the booking. Keep keys, access codes and security details in a separate private record.

Open decisions and next steps

Give each unresolved item a responsible person and a written evidence requirement. Recheck after scope changes.

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Question / decision	Responsible person / due date	Evidence needed / source	Status / what must wait

Fictional example: Proposed floor finish | Owner obtains building packet; contractor reviews proposal | Written requirements plus proposed assembly information | OPEN: confirm before purchase. This is not a floor specification.

Official starting points, checked October 8, 2026: St. Petersburg permits / Clearwater permitting / Tampa permit routing. Confirm jurisdiction and the current process for the proposed work. Tampa distinguishes condo work from the single-family residential route.