



Wohlford Remodel Scope Sheet

wohlfordcontracting.com

A practical planning worksheet for Roanoke Valley homeowners

Start with the problem, not the product list. Use this worksheet to give your household and contractor one clear starting point. Label unknowns instead of guessing.

1. Property and Contacts

PROPERTY ADDRESS

CITY / ZIP

PRIMARY CONTACT

BEST PHONE OR EMAIL

2. Project Purpose

WHAT IS NOT WORKING NOW?

WHAT SHOULD BE EASIER, SAFER, MORE USEFUL, OR BETTER ORGANIZED WHEN THE WORK IS COMPLETE?

3. Rooms and Boundaries

ROOM OR AREA	INCLUDED	EXCLUDED	TRANSITION OR NEARBY FEATURE TO NOTE

4. Priorities

REQUIRED

PREFERRED

OPTIONAL

Required items protect the project purpose. Preferred items matter, but another solution may work. Optional items are worth discussing only if they support the final scope.

5. Items to Keep or Protect

ITEM OR FEATURE	LOCATION	WHY IT STAYS	CONDITION / NOTES



Define the Work by Area

6. Room-by-Room Scope

Use one row for each room or work area. Add another sheet if needed.

CATEGORY	ROOM / AREA 1	ROOM / AREA 2	ROOM / AREA 3	STATUS / QUESTIONS
Removal				
Layout				
Surfaces				
Storage				
Lighting / power				
Plumbing / ventilation				
Items to protect				
Open decisions				

7. Selection Tracker

ITEM	PREFERRED TYPE OR EXAMPLE	DECISION STATUS	WHO SUPPLIES IT?	NOTES / DIMENSIONS

8. Owner-Supplied or Reused Items

ITEM	NEW, EXISTING, OR REUSED?	MODEL / DIMENSIONS IF KNOWN	STORAGE / DELIVERY NOTES

Mark each decision: confirmed preference, open to alternatives, needs evaluation, or optional. Do not turn an assumption into a confirmed requirement.



Prepare the Project Conversation

9. Access and Household Considerations

- | | |
|--|---|
| ☐ Parking or driveway limits | ☐ Stairs or narrow access |
| ☐ Pets in the home | ☐ Children or care routines |
| ☐ Work-from-home needs | ☐ Shared building or neighbor access |
| ☐ Rooms that must stay usable | ☐ Known delivery or storage limits |

DETAILS

10. Photos and Reference Documents

PHOTO, PLAN, PRODUCT RECORD, OR OTHER DOCUMENT	DATE / SOURCE	WHAT IT SHOWS	ATTACHED?

11. Decision Makers

NAME	ROLE	DECISIONS THIS PERSON APPROVES	BEST CONTACT METHOD

12. Questions and Unknowns

PREPARED BY

REVISION DATE / VERSION

Planning-use notice: This worksheet is for early planning only. It is not a proposal, contract, design, engineering review, inspection, code review, or permit determination.

Ready to discuss the project? Contact Wohlford Contracting at wohlfordcontracting.com/contact/.