

Lead Carpenter C/O and AWO Checklist

Before selling an AWO or C/O to the homeowner, please check off the following to ensure the cost of each of these items is reflected in the AWO or C/O. *The Lead Carpenter is responsible to account for all costs, markup and completed paperwork.*

Job # and Name: _____ Date: _____ Lead: _____

Potential List of Items to Include In AWO or C/O

- Design or engineering needed for additional work
- Office time
- Contents moving
- Floor & dust protection
- Contract administration
- Lead carpenter supervision hours to manage additional work
- Temporary toilet rental extension
- Dumpster or additional debris removal
- Trucking, equipment & materials
- Site work labor and machine rental
- Demolition labor
- Carpentry labor
- Specialties and subcontractor costs with written backup scope of work
- Project management by office
- Final cleanup labor and supplies
- Talking to owner to assess work, discuss options, research & product selections
- Time to meet with subs, write and present AWO or C/O
- Use of tools and equipment (beyond hand tools)
- Job delay cost. Write additional time and days on to work order
- Use estimating form to calculate direct costs then apply markup
- Adjust contract amount on work order

Notes;

Lead Signature _____ Date _____

This form is to be used by the lead carpenter to prepare a change order or additional work order. All costs for time, materials, labor, subcontractors and design must be accounted for and then the company approved markup must be applied to the direct costs. Lead Carpenter must obtain full payment prior to scheduling the work and ordering materials unless management approves other terms.