INSTRUCTIONS FOR FILLING OUT THE SCOPE SHEET

UNIT TYPE ABBREVIATIONS
Items appearing in this scope sheet will be estimated in one of the following unit types. The unit type will be specified within each item’s description.

- EA = each
- LF = linear feet
- SF = square feet
- SQ = square (100 SF)

QUANTITY SHORTCUT CODES
When applicable, you can save time by using the Quantity Shortcut Codes’ under the Quantity columns. However, you MUST provide a full diagram or satellite imagery report in order to use these codes. The codes are defined as follows:

- E = LF of all eaves
- F = SF of entire deck or floor
- H = LF of all hips
- R = LF of all ridges
- RK = LF of all rakes
- SQ = Squares of entire roof
- W = SF of all walls

NOTES/SPECIAL INSTRUCTIONS:
**Number of layers:**

**Roof Pitch:** _______/12

**Waste %:**
- 2 story or higher
- Detach & reset sat. dish
- Detach & reset TV ant.
- Detach & reset lightning protection system

### ROOF DIAGRAM AREA:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detach</td>
<td></td>
</tr>
<tr>
<td>Repair</td>
<td></td>
</tr>
<tr>
<td>Tear-off &amp; dispose</td>
<td></td>
</tr>
<tr>
<td>Replace</td>
<td></td>
</tr>
</tbody>
</table>

### ROOFING

#### Emergency Repairs
- Tarp, per SF
  - Circle type: regular hours or after hours

#### Felt, Ice & Water Shield
- Felt, per SQ
  - Circle type: 15# or 30#
- Ice & water shield, per SF
  - Specify row width:

#### Roof Shingles
- Starter row shingles
  - Circle type: peel & stick, universal, laminated
- Shingles, per SQ
  - Circle type: 20yr, 25yr, 30yr, 40yr, 50yr
- Wood shake, per SQ
  - Circle type: medium or heavy
  - Wood shake, per SQ

#### Ridge & Hip Shingles
- Composition ridge/hip shingles, per LF
  - Circle type: standard or high profile
- Wood or shake ridge/hip shingles, per LF
  - Circle type: small, average, large
  - Valley, per LF
  - Circle type: 'V' profile or 'W' profile

#### Metals/Flashings
- Drip edge/gutter apron, per LF
- Step flashing, per LF
- 'L' flashing, per LF
- 14 inch wide flashing, per LF
- Pipe jack, 3/4 to 4 inch, EA
- Pipe jack, 6 inch, EA
- Pipe jack, 8 inch, EA
- Pipe jack (lead), EA
- Pipe jack (split boot), EA
- Chimney, EA
  - Circle size: small, average, large
  - Skylight flashing kit, EA
  - Circle size: average or large
  - Valley, per LF
  - Circle type: 'V' profile or 'W' profile

#### Vents
- Turtle vent, EA
  - Circle type: metal or plastic
- Exhaust cap through-roof, EA
- Turbine vent, EA
  - Cont. ridge vent, per LF
  - Furn. rain cap & collar, EA
    - Circle size: 5" 6" A"

#### Decking
- OSB/Chipboard, per SF
  - Circle thickness: 1/2" or 5/8"
  - CORK/Plywood, per SF
  - Circle thickness: 1/2" or 5/8"

#### Other:
- Circle thickness: 1/2" or 5/8"
  - Detach & reset lightning protection system

---

**TIP:** Shingling the entire roof? Use quantity shortcut code 'SQ'. Starter row on all eaves? Use code 'E'. Shingles on all ridges? Use code 'R'. Shingles on all hips? Use code 'H'. Drip edge/gutter apron on all eaves? Use code 'E'. Drip edge/gutter apron on all rakes? Use code 'RK'.

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**Quantity Shortcut Codes:**
- SQ = Squares of entire roof
- R = LF of all ridges
- H = LF of all hips
- E = LF of all eaves
- RK = LF of all rakes

In order to use these codes, you MUST provide a full diagram or a satellite imagery report.

---

**Additional Instructions:**
- Detach & reset lightning protection system.
- exterior damage areas.
- emergency repairs.
- felt, ice & water shield.
- roof shingles.
- ridge & hip shingles.
- metals/flashings.
- vents.
- decking.
- other.

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# Scope Sheet for Exterior Damage

**Date:**

**Project Name:**

This form must be submitted in its entirety (3 pages). Add pages as necessary.

## NOTICES/SPECIAL INSTRUCTIONS:

- Gutter/downspout, per LF
- Circle size: up to 5", 6", 7", 8"
- Gutter guard/screen, per LF
- Stain deck, per SF
- Fascia, per LF… Circle width: 4", 6", 8"
- Stain deck handrail, per LF
- Soffit, per SF
- Stain & finish door/wdw opening one side (avg size), EA
- Stain & finish door/wdw opening one side (large), EA
- Scrape & prep for paint, per SF
- Prime & paint door or wdw opening one side (avg size), EA
- Prime & paint door or wdw opening one side (large), EA
- Storm door assembly, EA
- O.H. door & hdware, EA… Specify dims: ________
- Prime & paint fascia (metal), per LF
- O.H. door panel only, EA… Specify dims: ________
- Prime & paint fascia (wood), per LF
- Window screen (1-9 SF), EA
- Window screen (10-16 SF in size), EA
- Window screen (17-24 SF in size), EA
- Window screen (25-30 SF in size), EA
- Wrap wdw frame w/alum (small), EA
- Wrap wdw frame w/alum (avg size), EA
- Wrap wdw frame w/alum (large), EA
- Wrap wood door frame w/alum, per LF
- Wrap garage door frame w/alum, per LF
- Other:

## DOORS & WINDOWS

<table>
<thead>
<tr>
<th>QUALITY</th>
<th>ACTION</th>
<th>MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Average</td>
<td>High</td>
</tr>
<tr>
<td>Door (exterior) – metal, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm door assembly, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O.H. door &amp; hardware, EA… Specify dims:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O.H. door panel only, EA… Specify dims:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reglaze window, 1 - 9 sf in size, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reglaze window, 10-16 sf in size, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reglaze window, 17-24 sf in size, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reglaze window, 25-30 sf in size, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dbl pane?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window screen (1-9 SF), EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window screen (10-16 SF in size), EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window screen (17-25 SF in size), EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window screen (26-32 SF in size), EA</td>
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<td></td>
</tr>
<tr>
<td>Wrap wdw frame w/alum (small), EA</td>
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<td></td>
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<tr>
<td>Wrap wdw frame w/alum (avg size), EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrap wdw frame w/alum (large), EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrap garage door frame w/alum, per LF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SIDING

<table>
<thead>
<tr>
<th>QUALITY</th>
<th>ACTION</th>
<th>MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Average</td>
<td>High</td>
</tr>
<tr>
<td>Vinyl siding, per SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal siding, per SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle type: aluminum or steel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood siding, per SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify species:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House wrap, per SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fanfold foam insulation board, per SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## MISCELLANEOUS & OTHER

<table>
<thead>
<tr>
<th>QUALITY</th>
<th>ACTION</th>
<th>MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Average</td>
<td>High</td>
</tr>
<tr>
<td>Comb/straighten AC condenser fins, EA</td>
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<td></td>
</tr>
<tr>
<td>Trip charge?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailbox: post mount, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailbox: wall mount, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General clean-up, per HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pickup truck load to landfill, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dumpster load to landfill, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gable vent, EA… Material type: ________… Specify dims: ________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothes dryer vent cover, EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom bent aluminum, per LF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Quantity Shortcut Codes:
- W = SF of all walls
- F = SF of entire deck or floor
- E = LF of all eaves
- RK = LF of all rakes

In order to use these codes, you MUST provide a full diagram or a satellite imagery report.

### TIP:
- Re-siding an entire elevation? Use quantity shortcut code ‘W’.
- Staining an entire deck? Use code ‘F’.
- Replacing all eave gutters on an elevation? Use code ‘E’.
- Replacing all rake fascia on an elevation? Use code ‘RK’.

---

**Notes/Special Instructions:**

- Pressure wash, per SF
- Stain deck, per SF
- Stain deck handrail, per LF
- Stain & finish door/wdw opening one side (avg size), EA
- Stain & finish door/wdw opening one side (large), EA
- Scrape & prep for paint, per SF
- Prime & paint door slab one side, EA
- Prime & paint door or wdw opening one side (avg size), EA
- Second coat? Yes
- Prime & paint door or wdw opening one side (large), EA
- Second coat? Yes
- Prime & paint fascia (metal), per LF
- Second coat? Yes
- Prime & paint fascia (wood), per LF
- Second coat? Yes
- Prime & paint siding with one finish coat, per SF
- Second coat? Yes
- Vinyl siding, per SF
- Metal siding, per SF
- Circle type: aluminum or steel
- Wood siding, per SF
- Specify species:
- Specify style:
- House wrap, per SF
- Fanfold foam insulation board, per SF
- Other:

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