WORKSHEET 01 / PROJECT BRIEF

Start with a clear brief

Print or annotate these worksheets. Leave unknowns marked "to confirm" and send only the information relevant to your project.

Brief item	Your notes
Project & contact	Project postcode: Name / organisation: Preferred contact:
Rooms & outcome	Which rooms or areas? What should change?
Keep / remove / replace	Identify retained finishes, furniture, fittings and equipment.
Current information	Drawings and revisions, dimensions, specification, photographs if available.
Supply arrangements	What will you supply? What should the contractor price?
Occupancy & access	Occupied or vacant; working hours; loading; keys; facilities needed.
Timing & budget	Preferred dates; fixed deadlines; indicative budget if known.
Open questions	Design, condition, permissions, specialist input or selections to confirm.

Enquiries: contact@vayton.co.uk | +44 7346 816064. This pack is a planning aid. The agreed quotation and contract define the actual work and terms.

EXAMPLE ONLY / NOT A QUOTATION

What a defined scope looks like

Illustrative reception refresh in vacant premises. This is not a completed Vayton project, a priced offer or a specification for your property.

Work item	Example scope boundary	Confirm before pricing
Protection	Protect agreed retained floor and reception furniture within the work zone.	Items to move; protection type; who moves furniture.
Surface preparation	Local filling and sanding to identified sound wall surfaces.	Marked defects and areas; any wider repair or investigation.
Decoration	Prepare and decorate the agreed walls using a selected finish.	Measured area; product; colour; preparation and coat specification.
Local making good	Make good only the small repairs shown on the agreed work schedule.	Locations, sizes, background condition and required finish.
Waste & cleaning	Remove waste from this package and provide the agreed completion clean.	Waste route; storage; collection; extent of cleaning.
Completion	Review work against the scope and record outstanding items.	Who attends; review date; information to hand over.

Items outside this example

No change to layout, flooring, ceilings, building services, structural elements or specialist systems is assumed. Furniture, signage and equipment supply are separate. Hidden defects and any additional repairs require review and written agreement.

Turn an example into a real brief

Replace general descriptions with your room names, measured quantities, drawing revisions and product references. Agree exclusions, allowances, access and the completion standard before comparing prices.

WORKSHEET 02 / SUPPLY MATRIX

Who supplies what?

Write a named party in each responsibility column: client, Vayton or an appointed specialist. Do not assume a blank cell means an item is included.

Item	Purchasing	Installation	Also agree
Paint / wall finishes			Product, colour, preparation
Floor finishes / tiles			Subfloor, setting out, quantity
Kitchen / bathroom fittings			Dimensions, parts, delivery
Doors / fitted elements			Specification, ironmongery
Salon / business equipment			Manufacturer requirements
Electrical / plumbing / ventilation			Design, installation, testing
Plant / access equipment			Working height, availability
Protection / waste / cleaning			Extent, access, removal

Delivery and coordination notes

Who checks dimensions and compatibility? Who unloads and stores deliveries? Who deals with missing or damaged parts? Record delivery dates, substitutions and the point when each work area must be ready.

Supply-and-fit, labour-only and mixed arrangements must be described in the written quotation. Specialist design or certification is not automatically included in a building-work package.

WORKSHEET 03 / QUOTATION COMPARISON

Compare quotations

Send the same brief and drawing revision to each contractor. Compare scope before totals: use "included", "excluded", "allowance" or "needs clarification".

Check	Quote A	Quote B	Quote C
Contractor / quotation reference			
Brief and drawing revision			
Preparation and repairs			
Protection and waste removal			
Materials and finish specification			
Client-supplied items and interfaces			
Specialist work and certificates			
Provisional items and exclusions			
Start, duration and dependencies			
Change approval and pricing basis			
Snagging, handover and aftercare			
Payment stages and validity			
Net price / tax / total stated clearly			

Clarifications to request

1. Which important item is missing or described differently?
2. What could change the price or completion date?
3. Are the product selections, quantities and tax treatment comparable?

This worksheet does not set Vayton's prices, tax status, payment schedule or warranty terms. Check the actual quotation and seek project-specific advice where needed.

WORKSHEET 04 / PROGRAMME

Plan the decisions and the work

An example sequence, not a promised duration. Put dates against the dependencies once the scope, procurement and access have been reviewed.

Stage	Decision or dependency	Owner / date
Brief and review	Current drawings, condition review, open design questions.	
Agree scope	Inclusions, exclusions, supply matrix, programme and terms.	
Prepare site	Access, protection, working hours, storage and deliveries.	
Coordinate trades	Preceding work complete; agreed specialist interfaces ready.	
Install and finish	Sequence of rooms; selections available; changes recorded.	
Inspect and hand over	Review, snagging, agreed documents and release for use.	

If people will remain in the building

Discuss work zones, access, essential facilities, noise, dust, deliveries and service interruptions. Whether occupation or trading can continue depends on the actual work. Some stages may need closure.

Decisions that could affect the programme

Open decision / dependency	Owner	Needed by

Agree site-specific controls and approvals with the appropriate competent people. This planning worksheet is not a risk assessment, safety plan or regulatory approval.

WORKSHEET 05 / COMPLETION

Snagging & handover

Review the agreed work together. Record open items, responsibility and the next step. This checklist is not a completion certificate or a waiver of rights.

Completion check	Notes / who provides it
Scope review	Compare rooms and work items with the agreed quotation and changes.
Finish review	List visible defects or incomplete items by room and location.
Operation, products and care	Record any agreed demonstration, product references and care information.
Documents and certificates	List records included in the contract and their relevant provider.
Aftercare contact and terms	Confirm how to report an issue and the applicable written terms.
Keys, access and cleaning	Record returned items, agreed cleaning and any remaining access needs.

Outstanding items log

Room / item	Action and responsible party	Target / closed

Project / review date: _____

People attending: _____

Keep this log with the agreed scope, quotations and change records. Questions about a Vayton enquiry: contact@vayton.co.uk | +44 7346 816064.