

Room-by-room scope sheet

TRUELINE

Property _____

Claim no. _____

Date of loss _____

Prepared by _____

Date _____

One block per room. Copy this page as many times as the job has rooms.

Room _____

Dimensions — length / width / ceiling height _____

Floor area _____

Ceiling area _____

Wall face _____

Baseboard run _____

AFFECTED — WHICH SURFACES, AND HOW FAR UP EACH WALL

REMOVE — ITEM / QUANTITY / UNIT

DRY IN PLACE — ITEM / QUANTITY / UNIT

REPLACE — ITEM / QUANTITY / UNIT

CONTENTS — MOVED OUT / MOVED ON SITE / NON-SALVAGEABLE

NOT INCLUDED IN THIS SCOPE

Where did each quantity come from — a tape, a scan, or an estimate? Say so beside it. A number nobody measured looks exactly like one somebody did.

NOTES
