

HVAC Retrofit Project Scope Document

Project Overview

Project Name

Location

Date

Prepared By

1. Project Description

Summary of Project

2. Objectives

Project Objectives

3. Scope of Work

General Scope

Detailed Work Description

4. Existing System Overview

Description of Existing HVAC System

5. Retrofit Design

New Equipment/System Description

Design Criteria

6. Deliverables

List of Deliverables

7. Schedule

Project Timeline/Milestones

8. Budget and Cost Estimate

Estimated Budget

Cost Breakdown

Item	Description	Estimated Cost

9. Stakeholders

Project Stakeholders

Name	Role	Contact

10. Assumptions and Constraints

Assumptions

Constraints

11. Approval

Name/Title

Signature

Date