

Commercial building scope worksheet

ILLUSTRATIVE WORKSHEET - hypothetical inputs, not actual client work. Published October 13, 2026.

Record floor areas and coordinate shell, core, fit-out, MEP and site responsibilities before defining a building estimate.

Worked quantity example

4,000 SF on the ground floor plus 3,000 SF on the upper floor equals 7,000 SF gross floor area. This does not establish facade, structure, roof or MEP quantities.

How quantities stay separate

Work item	Unit	Example quantity	Scope note
Ground floor reference area	SF	4,000.00	Reference area; document the measurement definition
Upper floor reference area	SF	3,000.00	Verify inclusions and floor boundaries

Using the Excel version

Amber cells hold editable project inputs. Quantity formulas update from the example dimensions or counts. Material and labor unit rates are blank. A line remains unpriced until all three numeric inputs are supplied; an explicit zero rate is accepted.

The subtotal remains unavailable while listed quantities or rates are missing. Different measurement units must not be added into one quantity.

Drawing and scope review

Record the actual project name, drawing issue, addenda and reviewer before replacing the hypothetical inputs.

Document register

Document required	Sheet / revision	Issue date
Architectural floor plans, elevations and sections	_____	_____
Structural and MEP plans and specifications	_____	_____
Landlord/tenant scope, civil drawings and addenda	_____	_____

Review checks

- 1. Define shell-only versus complete fit-out scope
- 2. Assign each interface to one work package
- 3. Separate area-based allowances from detailed takeoff quantities
- 4. Record owner-furnished, excluded and alternate work

Basis and limits

Gross floor area is a planning reference. Any area-based rates entered are user assumptions and do not constitute a detailed building estimate or a current market benchmark.

Example inputs come from the existing educational trade/service examples on Commercial Estimate Pro. Prices, company project experience and client outcomes are not represented.

Related technical guidance

Commercial building estimating

Commercial bid estimating