Checklist for BOQ

	Excel document named correctly (not "Book 1")
	Borders around Excel cells
	BOQ has a heading and drawing reference no.
	Is everything spelled correctly (particularly the scientific names for plants)
	Every item listed has a unique number (under "Item no" column)
	All items and headings are written with the first letter as a capital (e.g. "Planting" not "planting")
	There are items listed under P&Gs (unit = prov sum; Qty = 1)
	All planting items are listed - ie. No plants left off the list (use your highlighter!)
	All planting items are listed under the appropriate headings (e.g. Syzygium paniculatum is a hedge and not a tree)
	Plants are listed alphabetically according to their scientific names and there are no abbreviations
	The size (e.g. 4kg) of each tree and plant is listed
	The correct unit is specified for each tree and plant - normally "each" but "per plant" for 6 packs
	The density/spacing (plants/m²) is listed in the description of each plant
	Earthworks includes berming, tree holes and site clearing
	Compost and fertiliser has been calculated for all areas listed A, C, D, E
	Potting soil, drainage, bidum and bark chip is allowed for all pots
	Grass mix has been included
	There are 3 types of edging (to be listed separately)
	Steps are listed
	Irrigation is listed as a total per area (e.g. If you have areas with different irrigation requirements, list these separately)
	Lining below gravel is also included
	Tree holes and tree stakes have been included for all trees planted in the ground
	There is a quantity filled in for every item listed
	There is a unit filled in for every item listed
	Go to the View tab, and Page Break Preview, and ensure that the width of the BOQ fits onto one page