

AI Prompt Pack for Construction Owners

8 copy-paste prompts for estimates, bids, change orders, daily logs and sub emails, with legal and safety cautions.

Read this first: contracts and safety. AI does not replace your attorney, your insurance advisor, your engineer or OSHA rules. Have a lawyer review any contract, change order or notice before it is signed or sent. Never rely on AI for safety, code, structural or legal decisions. You supply every price and quantity; the AI only helps with the wording.

This free pack gives you 8 copy-paste prompts for office work in a construction business: scope-of-work narratives, bid follow-ups, change-order wording, daily logs, toolbox-talk outlines, subcontractor schedule emails, paperwork requests and questions to bring to your attorney.

Fill in the [BRACKETS] with your real facts, paste the prompt into the AI tool you use, and treat the answer as a first draft. AI can make mistakes, invent details and miss legal requirements, so check every number, date and clause yourself.

How to use these prompts

1. Replace every [BRACKET] with your own facts: scope, quantities, prices, dates and names of trades. The AI should never supply numbers.
2. Leave out client personal data, bank details and signed contracts. Describe the situation in general terms.
3. Ask follow-ups: "shorter", "more formal", "make it a text", "give me two more options".
4. Read, fact-check and edit the result. For contracts, change orders and notices, have your attorney review the final wording.

What's inside

- 1. Scope-of-work narrative from your line items
- 2. Bid follow-up email
- 3. Change-order description (for legal review)
- 4. Daily log from your notes
- 5. Toolbox-talk outline
- 6. Subcontractor schedule email
- 7. Request for missing paperwork
- 8. Questions to bring to your attorney about a contract
- Safety checklist

The 8 prompts

01 Scope-of-work narrative from your line items

When to use it: Turning your own estimate notes into a clear written scope.

Write a clear scope-of-work narrative for a [PROJECT TYPE] at a [RESIDENTIAL/COMMERCIAL] property. Include only the items I list: [YOUR LINE ITEMS WITH QUANTITIES]. Add a section for exclusions using: [WHAT IS NOT INCLUDED], and a section for assumptions: [ASSUMPTIONS, e.g., access, existing conditions]. Do not add any prices, quantities, materials or tasks I did not list. If something looks missing, ask me at the end.

TIP You provide every number. Compare the narrative line by line against your estimate before sending.

02 Bid follow-up email

When to use it: Checking in politely after sending a bid.

Write a short, professional follow-up email about the bid I sent on [DATE] for [PROJECT NAME OR GENERAL DESCRIPTION]. Thank them for the opportunity, offer to answer questions about [SCOPE OR SCHEDULE], and mention that my bid is valid through [DATE FROM YOUR BID]. Keep it under 100 words and do not pressure them. Include a subject line.

TIP Do not let the AI add new terms or prices. Anything that changes the bid should be handled in a revised, written bid.

03 Change-order description (for legal review)

When to use it: Writing down a change to scope so it is clear to everyone.

Draft the description section of a change order. Original scope reference: **[CONTRACT SECTION OR DESCRIPTION]**. What changed and why: **[WHAT CHANGED AND WHO REQUESTED IT]**. Work added or removed: **[ITEMS]**. Cost impact: **[YOUR NUMBER]** and schedule impact: **[YOUR NUMBER OF DAYS OR "to be determined"]**. Use plain, specific language. Do not add legal terms, warranties or promises. Add a line saying the change is not authorized until signed by both parties.

TIP Have your attorney review your change-order form and any contract language. Check that it matches your contract's change-order procedure.

04 Daily log from your notes

When to use it: Turning quick field notes into a clean record.

Turn my notes into a daily log entry. Date: **[DATE]**. Weather: **[WEATHER]**. Crew on site: **[TRADES AND HEADCOUNT, no personal details]**. Work completed: **[NOTES]**. Deliveries: **[DELIVERIES]**. Delays or issues: **[ISSUES]**. Visitors/inspections: **[DETAILS]**. Use headings and short factual sentences. Use only my notes. Do not guess or add anything.

TIP A daily log is a record. Keep it factual, and read it before it is filed. Do not let AI add things that did not happen.

05 Toolbox-talk outline

When to use it: Preparing a short safety meeting for the crew.

Create a 10-minute toolbox talk outline on **[TOPIC, e.g., ladder safety]**. Format: why it matters on our jobs (**[TYPE OF WORK]**), 5 discussion points, 3 questions to ask the crew, and a sign-in line. Keep the language simple. Tell me which points I must confirm against the current OSHA standard and my company's safety plan, and do not invent regulations or statistics.

TIP Verify every safety point against OSHA and your company safety program. AI may be outdated or wrong.

06 Subcontractor schedule email

When to use it: Coordinating dates and access with a sub.

Write a clear email to a subcontractor ([TRADE]) about scheduling at [PROJECT/SITE NAME]. Include: start date [DATE], expected duration [DAYS], site access details [ACCESS/PARKING/CONTACT], what must be done before they arrive [PRE-WORK], and a request to confirm by [DATE]. Polite, direct, under 150 words, with the key dates listed as bullets.

TIP Check that the email matches your subcontract. It should clarify the schedule, not change contract terms.

07 Request for missing paperwork

When to use it: Asking subs or suppliers for documents before work or payment.

Write a polite but firm email to a subcontractor asking for these documents before [START OR PAYMENT MILESTONE]: [LIST: certificate of insurance, W-9, license copy, signed subcontract, lien waiver as your contract requires]. Give a deadline of [DATE] and say who they should send it to: [CONTACT]. Do not cite specific laws or make threats.

TIP Which documents and lien-waiver forms you need depends on your state and contract. Confirm with your attorney.

08 Questions to bring to your attorney about a contract

When to use it: Preparing to review a contract, subcontract or notice with a lawyer.

I am a contractor reviewing a [TYPE OF CONTRACT, e.g., residential remodeling agreement] with my attorney. Write a list of 10 general questions I should ask, covering payment terms, change orders, delays, warranties, insurance, termination and disputes. Do not interpret any clause, say what the law requires or tell me whether the contract is fair. I only want good questions.

TIP Do not paste a contract into an AI tool unless you are sure that is permitted and safe. Your attorney reviews the real document.

Safety checklist

Read this first: contracts and safety. AI does not replace your attorney, your insurance advisor, your engineer or OSHA rules. Have a lawyer review any contract, change order or notice before it is signed or sent. Never rely on AI for safety, code, structural or legal decisions. You supply every price and quantity; the AI only helps with the wording.

Run through this before every prompt and before you send or publish anything.

- ☐ Never rely on AI for legal, safety, structural, code or permit decisions. Check with your attorney, engineer, insurance advisor, inspector and OSHA.
- ☐ You supply every price, quantity, date and clause. Do not let the AI invent or adjust numbers.
- ☐ Have an attorney review contracts, subcontracts, change orders, lien documents and notices before they are signed or sent.
- ☐ Do not paste client personal data, bank information or signed contracts into a general AI tool.
- ☐ Check toolbox talks and safety content against current OSHA standards and your company safety plan.
- ☐ Keep records factual. Read every log, email and document before it is filed or sent.

For more on safety and legal limits, see the guide on safety and legal limits for AI in construction in the AI for Construction Company Owners hub. This pack is general information, not legal advice or safety guidance. <https://plainaiguide.pages.dev/ai-for-construction-safety-and-legal-limits/>

More from the AI for Construction Company Owners hub

These prompts complement our step-by-step guides.

Find them all at <https://plainaiguide.pages.dev/ai-for-construction-company-owners/>

New prompts may be added over time.

Plain AI Guide is independent. This pack is not affiliated with or endorsed by any AI company, trade association or government agency. AI tools change often, so check each tool's official site and your own policies and local rules. Free to print and share for professional use.