Hotel Furniture Specification Checklist

A practical pre-RFQ checklist for designers, hotel owners and procurement teams. Use it to brief a China-side FF&E partner with fewer assumptions. — YUESHAN DECO

1. Project & programme

- ■ Property type (resort / city hotel / serviced apartment / villa estate) and brand or operator standard
- ■ Room types and counts (guestrooms, suites, lobby, restaurant, bars, public areas)
- ■ Target opening date and critical-path milestones
- ■ Destination country and applicable fire / certification requirements (e.g. BS 5852, CAL 117, EN 1021)

2. Scope & responsibilities

- ■ FF&E; categories in scope: loose furniture, lighting, textiles, rugs, artwork, accessories, selected fixed elements
- ■ What is client / local-team responsibility vs. supplier responsibility
- ■ Whether OS&E; is included (usually excluded unless agreed in writing)

3. Materials & finishes

- ■ Substrate and panel grade (e.g. E1 / E2 emission grade, kiln-dried hardwood)
- ■ Veneer / laminate / paint system with control samples
- ■ Upholstery build-up: foam density, suspension, fabric or leather grade, contract fire treatment
- ■ Hardware brand or approved-equal (e.g. Spanish OSLASA, domestic DTC) with load and cycle expectations
- ■ Stone / metal finishes, edge profiles and reinforcement notes

4. Dimensions & construction

- ■ Approved drawings: front / side / top views, sections, component positions
- ■ Critical dimensions, tolerances and interface notes (MEP, flooring, wall finishes)
- ■ Special fittings, concealed fixings and assembly method

5. Quality & approvals

- ■ Sample and mock-up room strategy before volume production
- ■ Inspection gates: white-body, finish, upholstery, assembly, packing release
- ■ Approved-equal rules and acceptable natural variation range
- ■ Documentation: drawing revision, material/finish samples, inspection records

6. Packing & export

- ■ Item, room and carton labelling convention
- ■ Packing method by product risk (carton, foam, crate, timber frame)
- ■ Consolidation, loading sequence and packing-list format

■ Incoterms, customs documents and local delivery responsibilities

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