

FF&E INSTALLATION CHECKLIST

Project Planning

- ☐ Identify site requirements
- ☐ Define FF&E scope
- ☐ Confirm FF&E quantities
- ☐ Review approved drawings
- ☐ Confirm installation schedule
- ☐ Assign project contacts

Site Survey

- ☐ Verify installation areas
- ☐ Confirm dimensions
- ☐ Inspect site conditions
- ☐ Identify site obstructions
- ☐ Confirm delivery access
- ☐ Document existing conditions

Materials & Delivery

- ☐ Verify FF&E inventory
- ☐ Confirm hardware and components
- ☐ Inspect delivered materials
- ☐ Verify specifications
- ☐ Stage materials by location
- ☐ Document damaged or missing items

Installation Prep

- ☐ Confirm areas are ready
- ☐ Verify installation paths
- ☐ Confirm tools and equipment
- ☐ Protect finished surfaces
- ☐ Coordinate with other trades
- ☐ Review safety requirements

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Installation

- ☐ Verify installation locations
- ☐ Follow installation specifications
- ☐ Assemble components
- ☐ Verify alignment and level
- ☐ Use approved hardware
- ☐ Protect surrounding finishes

Quality Control

- ☐ Verify approved specifications
- ☐ Check placement
- ☐ Inspect finishes
- ☐ Test components
- ☐ Identify incomplete installations
- ☐ Complete punch list items

Final Walkthrough

- ☐ Review completed areas
- ☐ Confirm FF&E installation
- ☐ Photograph completed work
- ☐ Document outstanding items
- ☐ Review with project representative
- ☐ Confirm site readiness

Project Closeout

- ☐ Remove installation debris
- ☐ Account for project materials
- ☐ Submit final photos
- ☐ Document outstanding items
- ☐ Complete closeout documentation
- ☐ Confirm project completion