

01. Define Decorative Lighting Scope & BOQ

Build a coded fixture schedule covering chandeliers, pendants, wall lights, table lamps and floor lamps. Keep decorative lighting quantities coordinated with the approved interior design.

1. Map areas and lighting categories

Separate guest rooms, suites, lobbies, restaurants, bars, lounges, villas and other project areas. Identify fixtures supplied as complete units and any separately supplied lamps, drivers, shades or accessories. Mark optional items and agreed spare components separately.

2. Build a complete fixture schedule

BOQ field	Information to confirm
Code and allocation	Unique fixture code, project area or room type and drawing reference.
Quantity	Units per room or area, total quantity and separately agreed spares.
Dimensions	Overall size, suspension or drop height, canopy or backplate dimensions and fixture weight where needed.
Materials and finish	Metal, glass, crystal, stone or fabric references, including finish color and sheen.
Electrical specification	Supply voltage and frequency, light source, wattage, color temperature, driver and dimming details as applicable.
Included components	Lamp, driver, mounting accessories, decorative parts and documentation included in the quotation.

3. Cross-check quantities and locations

Reconcile the BOQ with reflected ceiling plans, elevations and furniture layouts. Check mirrored room layouts, paired wall lights and repeated spaces. Resolve code differences before ordering; the same appearance can conceal different sizes or electrical specifications.

4. Freeze the quotation basis

Compare offers against the same dimensions, finishes, components and packing scope. Confirm applicable project requirements before production. Record drawing and sample revisions so pricing, production, QC and packing refer to the same approved fixture.

Scope approval

Approve the coded schedule, quantities, fixture references and included accessories together. Record changes and their effect on cost, production and delivery before release.

02. Coordinate Lighting Specifications & Space Requirements

Resolve dimensions, mounting interfaces and electrical compatibility before manufacturing. Coordinate fixture drawings with the project's ceiling, wall and furniture information.

1. Review the coordinated drawings

Use reflected ceiling plans for location, elevations for height and furniture layouts for visual relationships. Check the fixture scale against ceiling height and tables, beds or seating. Confirm suspension length and the intended finished drop, including any sloping-ceiling detail.

2. Close the technical interfaces

Interface	What the project team should confirm
Mounting condition	Ceiling, wall, table or floor arrangement; substrate and fixing interface to be confirmed by the responsible project team.
Canopy and backplate	Size, location, finish and coverage of the electrical or mounting opening.
Support and access	Fixture weight, proposed support detail and access to drivers, lamps and serviceable parts.
Supply and light source	Approved voltage, frequency, lamp base or integrated LED specification and wattage.
Control compatibility	Driver and dimming system compatibility, control requirements and driver location.
Lighting appearance	Color temperature, diffusion and other specified light-quality criteria.

3. Confirm project and market requirements

Agree any destination-specific electrical, labeling, testing or documentation requirements. Verify that proposed components and evidence correspond to the fixture being supplied. Required certifications or reports must be confirmed for the actual order rather than assumed from a component description.

4. Approve the manufacturing information

Close dimensions, suspension, mounting interface, finish and electrical details on the fixture drawing. Refer structural support and local electrical connection details to the responsible qualified project parties. Record approved changes before production.

Technical release

Keep one current approved drawing and specification per fixture code. Identify any separately supplied driver or lamp so procurement, manufacturing and the local project team work from the same information.

03. Manage Materials, Finishes & Lighting Consistency

Control the material palette across different fixture types. A labeled sample set provides a practical reference for repeat production and mixed-material details.

1. Set the approved material references

Material	Reference and appearance to control
Metal	Specified material, finish color, texture, sheen and brushing direction where visible.
Glass	Color, transparency, texture, shape, thickness and edge workmanship as specified.
Stone and crystal	Approved type, dimensions, pattern or clarity range and decorative arrangement.
Fabric shades	Fabric, color, lining, dimensions, frame, edge detail and light transmission reference.
Other materials	Approved acrylic, resin or other components with the required appearance and construction.

2. Check finishes across the complete package

Compare chandeliers, pendants, wall lights, table lamps and floor lamps that share a finish. Review visible surfaces under a consistent agreed viewing condition. Agree acceptable natural or batch variation before production, particularly for stone, hand-finished surfaces and decorative glass.

3. Coordinate mixed-material connections

Review how metal meets glass, stone, fabric and crystal. Confirm visible gaps, alignment, retention and protection at contact points against the drawing or sample. Check that shade proportions and decorative component spacing remain consistent after assembly.

4. Control lighting appearance and changes

Where specified, review an illuminated sample for diffusion, visible hotspots, shade appearance and color consistency. Record the light source and driver used for that approval. A material, finish or LED substitution requires review of its visual and technical effects before release.

Reference set

Label finish samples and approved fixture or component samples by code and revision. Keep photographs as supporting records; photographs alone may not reliably establish sheen, texture or color.

04. Control Decorative Lighting Production & Quality

Inspect structure, finishes, decorative parts and electrical components against the approved fixture information. Agree inspection criteria and required test records before production.

1. Verify materials and in-process construction

Check incoming metals, glass, fabric, decorative materials and electrical components against the approved bill of materials. Inspect frame construction, joints, brackets and component retention before finishing or final assembly conceals them.

2. Inspect the finished fixture

Inspection area	What to verify and record
Dimensions	Overall size, suspension length, shade dimensions, canopy and backplate against approved drawings.
Structure and assembly	Alignment, secure joints, stable bases where applicable and correct decorative component positions.
Metal finish	Color, texture, sheen, coverage and visible surface defects against the approved reference.
Decorative parts	Glass shape and clarity, crystal arrangement, shade fit, stone appearance and workmanship.
Electrical assembly	Approved wiring, lamp holders, drivers and components; applicable retention, identification and protective measures.
Function and identification	Agreed functional tests, correct fixture code, labels, quantity and included accessories.

3. Use qualified electrical inspection

Have qualified personnel perform applicable electrical and functional checks using the agreed project criteria and suitable equipment. Record the actual fixture and components tested. Confirm driver and dimming compatibility where specified; do not treat a visual inspection as an electrical test.

4. Close defects before packing

Record deviations by fixture code and batch. Correct and recheck affected products before release. Confirm final assembly alignment, finish, accessories and required test documentation. Keep inspection photographs and reports linked to the production order.

QC release

Approve the inspected fixture configuration and packing readiness together. Record unresolved issues and obtain the appropriate disposition before shipment release.

05. Plan Packing, Export & Project Delivery

Protect fragile components and finished surfaces while keeping every detached part traceable to its fixture and project area.

1. Agree packing and disassembly

Choose protection for each fixture type and shipping route. Separate glass, crystal, stone and shades where needed and prevent contact with metal surfaces. Disassemble only the approved sections; identify matching arms, canopies, hardware and accessories. Include component diagrams or assembly references for complex fixtures.

2. Connect labels to the packing list

Packing element	Information or protection required
Outer package	Project, area or room type, fixture code, package number and quantity.
Detached parts	Fixture and component references; identify paired or sequential components clearly.
Fragile surfaces	Suitable cushioning and separation for glass, crystal, shades and finished metal.
Accessories	Counted hardware, lamps, drivers and approved spares linked to the correct fixture.
Package sequence	Identify multi-package fixtures and the total number of related packages.
Handling and loading	Appropriate orientation, weight and handling information; loading arrangement that protects fragile packages.

3. Reconcile export and shipment records

Match physical labels, packing lists and approved quantities. Prepare the agreed invoice, shipping and other required documents. Confirm any destination-specific documentation or test reports required by the contract. Check loading sequence and avoid unsupported stacking or pressure on fragile components.

4. Prepare receiving and project support

Send packing lists and relevant fixture references before delivery. At receipt, count packages and record damage with photographs and package numbers. Keep detached components grouped. Supply approved drawings and remote technical clarification as agreed; local mounting and electrical connections should follow the approved project requirements.

Delivery closeout

Reconcile delivered fixtures, components and spares with the order. Track shortages or damage to their package references and record agreed follow-up actions under the supply and delivery terms.