

DECORATIVE LIGHTING PROCUREMENT GUIDE

Decorative Lighting Procurement Guide

Five practical guides for decorative lighting procurement - from scope, specifications and finish coordination to production, quality control, packing and export delivery.

Who This Guide Is For	What You Will Learn
Hotel groups, developers, FF&E; procurement companies, project buyers and luxury residential project teams.	How to define decorative lighting scope, coordinate fixture specifications, control materials and finishes, manage production quality and prepare export delivery.

DECORATIVE LIGHTING PROCUREMENT GUIDE

01. Define Decorative Lighting Scope & BOQ

Define project areas, decorative lighting categories, item codes, quantities and specifications before quotation and production.

1. Define Project Areas

Separate guest rooms, suites, lobbies, restaurants, bars, lounges, villas and other project spaces so lighting quantities can be controlled accurately.

2. Define Lighting Categories

Organize the scope by chandeliers, pendant lights, wall lights, table lamps, floor lamps and other approved decorative lighting.

3. Build the BOQ Structure

Give every lighting item a unique code with project area, dimensions, quantity, finish and technical specification.

Field	What to Record	Why It Matters
Item Code	Unique code for every lighting fixture.	Links BOQ, production, QC and packing.
Project Area	Guest room, lobby, restaurant, villa or other space.	Controls allocation and quantity.
Dimensions	Fixture size, drop height and canopy / backplate size.	Confirms spatial coordination.
Quantity	Required project quantity.	Controls production and shipment.
Specification	Finish, materials and electrical requirements.	Controls quality and pricing.

4. Plan Quantities by Area

Cross-check lighting quantities against room schedules, reflected ceiling plans, furniture layouts and approved project information.

5. Confirm Fixture Dimensions

Record overall dimensions, drop height, canopy size and other critical dimensions for each approved fixture.

6. Define Finish Requirements

Record approved metal, glass, stone, fabric, crystal or other decorative material finishes.

7. Define Electrical Requirements

Record the approved voltage, lamp source, wattage, color temperature, driver and dimming requirements where applicable.

8. Freeze Scope Before Production

Close item codes, quantities, dimensions, finishes and technical specifications before production release.

Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, drawing, specification or finish sample.
Item Coding	Keep codes consistent across quotation, production, QC and packing.
Quantity Control	Cross-check quantities against approved project drawings and schedules.
Change Control	Record revisions before production or shipment release.

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02. Coordinate Lighting Specifications & Space Requirements

Coordinate fixture dimensions, mounting conditions, electrical requirements and surrounding project interfaces before manufacturing.

1. Review Project Drawings

Coordinate decorative lighting with reflected ceiling plans, elevations, furniture layouts and approved interior drawings.

Drawing / Information	Coordination Focus
Reflected Ceiling Plan	Fixture location and ceiling relationship.
Elevation	Height, scale and wall-mounted position.
Furniture Layout	Relationship with tables, beds and seating.
Fixture Drawing	Dimensions, construction and approved details.

2. Confirm Mounting Conditions

Identify ceiling-mounted, wall-mounted, table, floor and other installation conditions for each fixture type.

3. Coordinate Fixture Scale

Check fixture dimensions against ceiling height, furniture proportions and the intended visual relationship within the space.

4. Confirm Drop Heights

Record approved suspension lengths and finished drop heights for chandeliers and pendant lights.

5. Coordinate Canopies & Backplates

Confirm canopy, ceiling plate and wall backplate dimensions where these details affect the finished appearance.

6. Confirm Electrical Specifications

Coordinate voltage, lamp source, wattage, color temperature, driver and dimming information according to project requirements.

7. Review Interface Requirements

Identify project-specific coordination points with ceilings, wall finishes, millwork and furniture.

8. Release Final Technical Information

Manufacturing begins from confirmed drawings, dimensions, finishes and electrical specifications.

Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, drawing, specification or finish sample.
Item Coding	Keep codes consistent across quotation, production, QC and packing.
Quantity Control	Cross-check quantities against approved project drawings and schedules.
Change Control	Record revisions before production or shipment release.

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03. Manage Materials, Finishes & Lighting Consistency

Control decorative materials, metal finishes, glass, shades and approved references across the complete lighting package.

1. Control Metal Finishes

Confirm approved color, texture, gloss level and finish reference for brass, stainless steel, aluminum and other metal components.

Finish Control	What to Confirm
Color	Approved finish sample or code.
Texture	Brushed, polished, textured or other approved surface.
Gloss	Approved sheen level.
Consistency	Same finish standard across repeated fixtures.

2. Control Glass Components

Review glass color, transparency, texture, thickness and shape according to the approved fixture design.

3. Control Stone & Decorative Materials

Confirm approved stone, crystal, acrylic, resin or other decorative components where specified.

4. Coordinate Fabric Shades

Record approved shade fabric, color, lining, dimensions, edge details and frame construction.

5. Maintain Finish Consistency

Use approved finish references across chandeliers, pendants, wall lights, table lamps and floor lamps using the same material palette.

6. Control Mixed-Material Details

Review transitions and connections between metal, glass, stone, fabric and other materials.

7. Maintain Approved Samples

Use approved material and finish samples as the production reference throughout manufacturing.

8. Record Finish Revisions

Document any approved material or finish changes before they are released to production.

Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, drawing, specification or finish sample.
Item Coding	Keep codes consistent across quotation, production, QC and packing.
Quantity Control	Cross-check quantities against approved project drawings and schedules.
Change Control	Record revisions before production or shipment release.

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04. Control Decorative Lighting Production & Quality

Manage dimensions, construction, finishes, assembly, electrical components and visible workmanship throughout production.

1. Control Incoming Materials

Verify key metals, glass, decorative materials, fabrics and electrical components against approved project references.

2. Inspect Fixture Construction

Check frame construction, joints, brackets, decorative components and assembly against approved drawings.

3. Control Dimensions

Monitor overall dimensions, suspension lengths, shade sizes, canopies and other critical measurements.

4. Check Metal Finish Quality

Inspect color, texture, gloss, surface coverage and visible finish consistency.

5. Check Glass & Decorative Components

Review shape, color, clarity, alignment and visible workmanship of decorative components.

6. Inspect Wiring & Components

Check approved lamp holders, wiring, drivers and related electrical components according to the project specification.

7. Complete Assembly Review

Inspect alignment, stability, shade position, decorative details and overall appearance after assembly.

8. Complete Final QC

Verify item code, quantity, dimensions, finish, appearance, electrical specification and packing readiness before release.

Final QC	Check
Identification	Item code, project area and quantity.
Dimensions	Overall size, drop height and critical dimensions.
Appearance	Finish, glass, shades and decorative details.
Electrical	Approved electrical specification and components.
Packing Readiness	Correct labels, accessories and protection.

Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, drawing, specification or finish sample.
Item Coding	Keep codes consistent across quotation, production, QC and packing.
Quantity Control	Cross-check quantities against approved project drawings and schedules.
Change Control	Record revisions before production or shipment release.

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05. Plan Packing, Export & Project Delivery

Plan fixture protection, component separation, package labeling, packing lists, container loading and export delivery for international lighting projects.

1. Define Packing by Fixture Type

Use suitable protection for chandeliers, pendants, wall lights, table lamps, floor lamps and fragile decorative components.

2. Protect Fragile Components

Provide appropriate protection for glass, crystal, stone, shades and finished metal surfaces during handling and transportation.

3. Separate Components Clearly

Identify detachable arms, shades, glass pieces, canopies, hardware and accessories so they can be matched with the correct fixture.

4. Use Project-Based Labels

Identify packages by project, area, item code, quantity and package number.

Label Field	Required Information
Project	Hotel / residential / commercial project name
Project Area	Approved area or room type
Item Code	BOQ lighting item code
Quantity	Package quantity
Package Number	Sequential package reference

5. Build the Packing List

Ensure the packing list corresponds with the BOQ, production quantity and physical package labels.

6. Plan Container Loading

Coordinate package dimensions, loading sequence and fragile-item protection before shipment.

7. Complete Export Documentation

Prepare the agreed commercial and shipment documentation for international delivery.

8. Confirm Delivery Scope

Craftell Home focuses on decorative lighting manufacturing, quality control, project-based packing and export delivery.