

Define Fixed Furniture Scope & BOQ

Define the complete fixed furniture package before quotation, technical development and manufacturing.

Who This Guide Is For

- Hotel groups / developers
- Procurement & FF&E; teams
- Interior design teams
- Project coordinators

What You Will Learn

- ✓ Define all project areas
- ✓ Separate the five fixed furniture categories
- ✓ Build a traceable BOQ
- ✓ Set the quantity basis
- ✓ Prepare a complete RFQ package

Contents: Scope · Five Categories · BOQ · Item Codes · Quantities · Specifications · Pricing · RFQ · Quotation Review

1. Define the Complete Project Scope

A reliable quotation starts with a clear definition of the fixed furniture areas, product categories and responsibilities included in the package.

Project Area	Typical Fixed Furniture
Guest Rooms	Headboards, wall panels, wardrobes, minibars, TV units, built-in desks, vanities and storage.
Public Areas	Reception / concierge counters, feature walls, screens, built-in storage and display joinery.
Restaurant & Bar	Banquettes, booths, bar counters, back bars, buffet counters and service joinery.
Banquet & Meeting	Storage, service counters, bar / buffet joinery, wall panels and screens.
Spa	Reception, treatment-room joinery, vanities, storage and wall panels.

Buyer note

Avoid one vague line such as "custom joinery package." List the actual fixed furniture categories so pricing, approvals, production and delivery responsibilities are clear.

2. Separate the Five Fixed Furniture Categories

Category	Scope Control
Guest Room Fixed	Room type, quantity, dimensions, finish code and drawing reference.
Public Area Fixed	Architectural interface, custom dimensions, feature finishes and hardware.
Restaurant & Bar Fixed	Banquette / booth layout, counters, back bars, service joinery and equipment interfaces.
Banquet & Meeting Fixed	Storage, service joinery, wall panels, screens and repeated room requirements.
Spa Fixed	Reception, vanities, treatment-room storage and moisture-sensitive interfaces.

3. Build the BOQ Structure

3. Build the BOQ Structure

Every fixed furniture item should use one traceable item code across quotation, drawings, production, QC and packing.

Field	What to Record	Why It Matters
Item Code	Unique code for every fixed item	Links BOQ, drawings, QC and packing
Area / Zone	Guest room, lobby, restaurant, spa, etc.	Supports quantity and distribution checks
Quantity	Piece, set, LM or m2 as applicable	Controls quotation and production
Drawing Ref.	Latest drawing / specification reference	Connects commercial and technical data

4. Set the Quantity Basis

Use the same measurement method from RFQ through final packing list.

Fixed Furniture Type	Typical Quantity Basis	Example
Headboards / Wardrobes	Per room type / key count	120 rooms x 1 item
Wall Panels	Linear meter / square meter	Measured from approved elevations
Counters / Built-In Storage	Piece / set	Area-specific BOQ

Field	What to Record	Why It Matters
Item Code	Unique code for every fixed item.	Links BOQ, drawings, approvals and packing.
Product Name	Clear built-in product description.	Avoids vague or duplicated names.
Area / Zone	Room, floor or project zone.	Supports quantity checks and distribution.
Quantity	Total required number or measured quantity.	Controls quotation, production and shipment.
Dimensions	W x D x H / LM / m² where applicable.	Confirms scale and technical development.
Materials / Finish	Substrate, veneer, paint, metal, stone, glass and finish code.	Controls sourcing, cost and visual approval.
Drawing Ref.	Drawing / specification reference.	Connects commercial and technical information.

4. Quantity Planning by Fixed Furniture Type

Category	Example Quantity Basis	Typical Method
Guest Room	Per room type / key count	Room type x item quantity
Wall Panels	Linear meter or square meter	Measured from approved elevations
Reception / Counters	Piece / set	Area-specific BOQ
Banquettes / Booths	Piece / linear meter	Layout-specific BOQ
Built-In Storage	Piece / set	Room or zone-specific BOQ

Quantity Cross-Checks

- ✓ Compare BOQ totals with room schedules
- ✓ Separate public-area quantities
- ✓ Check repeated joinery types
- ✓ Check alternate room layouts
- ✓ Identify left/right-hand variations
- ✓ Confirm spare-quantity policy

5. BOQ Example - Guest Room Fixed Package

Code	Product	Area	Qty	Main Specification
GR-HB-01	Headboard / Wall Panel	Guest Room	120	Veneer + upholstered panel
GR-WR-01	Wardrobe	Guest Room	120	Veneer / laminate interior + hardware
GR-MB-01	Minibar Unit	Guest Room	120	Veneer + stone top + equipment opening
GR-BD-01	Built-In Desk	Guest Room	120	Veneer + metal detail
GR-VN-01	Vanity	Guest Room	120	Veneer + stone + mirror interface

6. Specifications That Affect Price

Specification Area	Main Cost / Risk Drivers
Timber & Veneer	Species, grade, veneer cut, grain matching and stain.
Substrate	Plywood, MDF, solid timber and moisture resistance.
Metal	Material, thickness, fabrication and finish.
Stone	Natural / engineered stone, edge detail and thickness.
Glass / Mirror	Type, thickness, edge treatment and openings.
Hardware	Brand, function and concealed mechanisms.
Construction	Curved work, complex joinery, concealed fixing and access panels.

Quotation rule

Do not compare fixed furniture quotations until dimensions, materials, finish level, hardware, quantities and packing basis are aligned.

7. Define Site-Related Assumptions

The quotation should identify which dimensions are based on design drawings and which require final site verification before production.

Assumption	Record in RFQ / Quotation
Site dimensions	Who verifies critical dimensions and when.
Wall / floor conditions	Finished dimensions or design dimensions.
MEP interfaces	Power, plumbing, lighting or equipment openings.
Local installation	Handled by client / local contractor.
Packing	Export packing basis and fragile-item protection.
Delivery	Destination and agreed commercial terms.

8. Prepare the RFQ Package

- ✓ BOQ with item codes and quantities
- ✓ Available joinery details
- ✓ Hardware requirements
- ✓ Delivery destination
- ✓ Plans and elevations
- ✓ Material and finish schedule
- ✓ MEP / equipment information
- ✓ Expected project schedule

9. Information Required for Accurate Pricing

Information	Minimum Requirement
Dimensions	Overall size and relevant architectural dimensions
Materials	Substrate and visible finish requirements
Finish	Approved code / reference where available
Hardware	Function, brand or performance level
Quantity	Per item and per room / area where relevant
Packing	Export protection requirements
Delivery	Destination and expected shipment timing

10. Common Scope Mistakes

- ✓ Using only 'custom joinery' as the scope
- ✓ No distinction between piece and measured quantities
- ✓ Missing hardware requirements
- ✓ No drawing references
- ✓ Missing room-type variations
- ✓ Unclear material / finish assumptions
- ✓ Mixing loose furniture with fixed furniture
- ✓ Unclear delivery exclusions

Scope boundary

Craftell Home's scope covers manufacturing, quality control, packing, export and project delivery. On-site installation is not included and is handled by the client or local contractor.

11. Quotation Review Checklist

Check	Review Point
Scope	All fixed furniture categories are included.
BOQ	Item codes, descriptions and quantities match.
Dimensions	Pricing uses the same dimensional basis.
Materials	Substrates and visible materials are equivalent.
Finishes	Finish processes and quality levels are aligned.
Hardware	Specified function and grade are included.
Packing	Export packing is included on the same basis.
Delivery	Commercial terms and destination are clear.

12. Final Pre-Order Check

- ✓ Final BOQ issued
 - ✓ Material schedule aligned
 - ✓ Hardware scope confirmed
 - ✓ Packing basis confirmed
- ✓ Latest drawings identified
 - ✓ Finish references identified
 - ✓ Critical dimensions flagged
 - ✓ Delivery terms confirmed

Recommended Workflow

Fixed Furniture Procurement Flow

Project Brief → Fixed Furniture Scope → BOQ → Drawings & Dimensions → Materials & Finishes → Quotation Review → Order Confirmation

Project Control Note

Keep the BOQ, drawings, finish schedule and commercial quotation connected by the same item-code system. This creates traceability from the first RFQ through production and shipment.

About Craftell Home

Craftell Home is a custom furniture manufacturer and FF&E; project supplier based in Foshan, China. We support hospitality, commercial and luxury residential projects with technical development, material coordination, production, quality control, packing and export delivery.

For project review

Prepare drawings, BOQ, quantities, material requirements, finish references, delivery destination and expected schedule.

Coordinate Shop Drawings & Site Dimensions

Coordinate fixed furniture with architectural dimensions and local fit-out conditions before manufacturing.

Who This Guide Is For	What You Will Learn
• Hotel groups / developers • Procurement & FF&E; teams • Interior design teams • Project coordinators	✓ Identify critical site dimensions ✓ Develop production-ready shop drawings ✓ Coordinate architectural and MEP interfaces ✓ Control revisions ✓ Release approved drawings

Contents: Architectural Information · Site Dimensions · Shop Drawings · Interfaces · Tolerances · MEP · Hardware · Revisions · Approval

1. Review Architectural Information

Use plans, elevations, sections and relevant architectural details as the basis for fixed furniture development.

Source	What to Review
Plans	Location, wall dimensions, openings and circulation.
Elevations	Heights, panel divisions, adjacent finishes and interfaces.
Sections	Depths, build-ups, ceiling / floor relationships.
Schedules	Room types, finishes, hardware and equipment.
MEP	Power, plumbing, lighting and service access.

2. Identify Critical Site Dimensions

- ✓ Wall-to-wall dimensions
 - ✓ Niche / opening sizes
 - ✓ Column positions
 - ✓ MEP outlet locations
- ✓ Floor-to-ceiling heights
 - ✓ Finished floor levels
 - ✓ Door / frame positions
 - ✓ Equipment clearances

3. Verify Dimensions Before Production

Dimension rule
Critical dimensions should be confirmed by the project team before manufacturing release. Early design dimensions should not automatically be treated as final site dimensions.

4. Develop Production-Ready Shop Drawings

Drawing Content	Required Information
Overall geometry	W x D x H, panel divisions and clearances
Construction	Substrates, thicknesses, joints and reinforcement
Materials	Material codes and finish references
Hardware	Hinges, slides, locks, handles and access
Interfaces	Walls, floors, ceilings, MEP and equipment

5. Coordinate Architectural Interfaces

Interface	Coordination Point
Wall	Scribe / filler / shadow gap / fixing zone
Floor	Finished floor level, skirting and plinth
Ceiling	Bulkhead, ceiling line and top clearance
Door / Opening	Clearance, frame and movement
Adjacent Finish	Material transition and alignment

6. Allow for Site Tolerances

Fixed furniture should include appropriate tolerance details where required so the local fit-out team can coordinate normal site variation.

- ✓ Fillers
- ✓ Shadow gaps
- ✓ Removable panels
- ✓ Scribes
- ✓ Adjustable plinths
- ✓ Service clearances

7. Coordinate MEP Interfaces

Fixed Item	Typical Interface
Minibar	Power, ventilation and equipment opening
Vanity	Plumbing, basin, mirror and lighting
Reception Counter	Power, data and equipment access
Back Bar	Lighting, refrigeration / equipment and power
Feature Joinery	Lighting drivers, access panels and fixing zones

8. Coordinate Hardware & Access

- ✓ Door swing
- ✓ Lock position
- ✓ Service opening
- ✓ Drawer clearance
- ✓ Removable access panel
- ✓ Hardware mounting

9. Control Drawing Revisions

Revision Control	Requirement
Item code	Unique fixed furniture reference
Revision number	Clearly visible on every drawing
Date	Latest issue date
Status	For review / approved / superseded
Change note	Summary of revised information

10. Drawing Approval Checklist

- ✓ Dimensions verified
- ✓ Materials coded
- ✓ Hardware confirmed
- ✓ Site tolerances addressed
- ✓ Construction resolved
- ✓ Finishes identified
- ✓ MEP interfaces shown
- ✓ Revision status approved

11. Manufacturing Release

Release rule

Manufacturing should begin only after the relevant drawings, dimensions, materials and finishes have reached the agreed approval status.

Recommended Workflow

Drawing & Dimension Flow

Architectural Information → Critical Dimensions → Shop Drawings → Interface Coordination → Revision Review → Approval → Manufacturing Release

Project Control Note

Maintain one current approved drawing set. Superseded drawings should not remain available as active production references.

For project review

Provide the latest architectural drawings, confirmed dimensions, finish schedule, hardware requirements and MEP / equipment information.

Manage Materials & Finish Consistency

Control materials and approved finishes across guest rooms, public areas, restaurants, banquet spaces and spa joinery.

Who This Guide Is For

- Hotel groups / developers
- Procurement & FF&E; teams
- Interior design teams
- Project coordinators

What You Will Learn

- ✓ Create controlled finish codes
- ✓ Coordinate mixed materials
- ✓ Maintain project-wide consistency
- ✓ Control batches
- ✓ Use approved references during QC

Contents: Material Schedule · Veneer · Paint · Metal · Stone · Glass · Hardware · Finish Codes · Batch Control · Consistency

1. Create a Controlled Material & Finish Schedule

Code	Material / Finish	Typical Application
WD-01	Walnut veneer / approved stain	Headboards, wardrobes, counters
PT-01	Custom lacquer	Feature panels and joinery
MT-01	Decorative metal finish	Trims, frames and details
ST-01	Stone	Counters, vanities and tops
GL-01	Glass / mirror	Display, mirrors and doors
HW-01	Hardware set	Doors, drawers and access panels

2. Control Wood & Veneer

- ✓ Species
- ✓ Grain direction
- ✓ Stain color
- ✓ Edge treatment
- ✓ Veneer cut
- ✓ Grain matching
- ✓ Sheen level
- ✓ Approved range

3. Control Paint & Lacquer

Control	Requirement
Color	Approved reference / sample
Sheen	Matt, satin, semi-gloss or gloss
Surface	Flatness and preparation
Edges	Consistent coverage and detail
Visibility	Higher control for feature surfaces

4. Coordinate Decorative Metal

Specify base metal, thickness, fabrication method and final finish. Brushed, plated and powder-coated finishes should not be treated as equivalent.

5. Coordinate Stone

- ✓ Stone type
- ✓ Edge detail
- ✓ Support structure
- ✓ Thickness
- ✓ Vein / pattern direction
- ✓ Acceptable natural variation

6. Coordinate Glass & Mirrors

- ✓ Glass / mirror type
- ✓ Edge treatment
- ✓ Backing
- ✓ Protection requirement
- ✓ Thickness
- ✓ Openings
- ✓ Hardware interface
- ✓ Approved appearance

7. Manage Hardware

Hardware	Control Point
Hinges	Opening angle, load and finish
Slides	Load, extension and soft-close function
Locks	Type, keying and position
Handles	Size, finish and fixing
Access hardware	Removable / concealed access requirements

8. Control Mixed-Material Transitions

Resolve junctions between veneer, lacquer, metal, stone, glass and upholstery in shop drawings before production.

Transition	Check
Veneer + Metal	Joint line, level and finish protection
Stone + Joinery	Support, edge and tolerance
Glass + Metal	Hardware, clearance and protection
Mirror + Panel	Backing, edge and alignment

9. Maintain Finish Consistency

The same approved finish can appear across multiple project areas. Production should remain within the approved visual range.

Material	Main Consistency Check
Veneer	Color, grain and stain
Lacquer	Color, sheen and surface
Metal	Tone, texture and direction
Stone	Approved natural variation
Glass / Mirror	Type, tint and edge
Hardware	Model and finish

10. Control Production Batches

- ✓ Coordinate related veneer batches
- ✓ Track decorative metal batches
- ✓ Keep finish codes on production documents
- ✓ Group repeated painted finishes
- ✓ Record stone slab / lot references
- ✓ Check repeated items against approved range

11. Use Approved References During QC

QC rule

Final inspection should compare production with approved material and finish references, not with informal descriptions such as 'dark walnut' or 'champagne metal'.

Material Control Workflow

Finish Control Flow

Material Schedule → Approved References → Production Batch Control → In-Process Check → Final Finish Inspection

For project review

Provide material specifications, finish references, hardware schedules and any approved samples or control images.

Control Fixed Furniture Production & Quality

Manage construction, dimensional accuracy, workmanship, finish quality, hardware and final inspection before packing.

Who This Guide Is For

- Hotel groups / developers
- Procurement & FF&E; teams
- Interior design teams
- Project coordinators

What You Will Learn

- ✓ Plan production by item code
- ✓ Inspect materials and construction
- ✓ Control dimensions and finishes
- ✓ Manage non-conformance
- ✓ Release approved items for packing

Contents: Production Plan · Incoming Materials · Construction · Dimensions · Finish · Hardware · QC · Non-Conformance · Pre-Packing

1. Plan Production by Item Code & Area

Production Reference	Control
Item Code	Links product to BOQ and drawing
Project Area	Guest room / lobby / restaurant / etc.
Drawing Revision	Latest approved revision only
Finish Code	Approved material / finish reference
Quantity	Planned and completed quantity

2. Inspect Incoming Materials

- ✓ Correct material code
- ✓ Color / finish
- ✓ Hardware model
- ✓ Thickness / grade
- ✓ Visible damage
- ✓ Quantity

3. Control Internal Construction

Check substrates, reinforcement, joints, fixing provisions and internal structures before finishing conceals them.

4. Control Dimensional Accuracy

Dimension Check	Why It Matters
Overall W x D x H	Coordinates with architectural opening
Panel divisions	Maintains alignment across repeated items
Door / drawer clearances	Controls function
Service openings	Coordinates MEP / equipment
Interface dimensions	Supports local fit-out installation

5. Inspect Woodwork & Joinery

- ✓ Squareness
- ✓ Edge treatment
- ✓ Gap consistency
- ✓ Joint quality
- ✓ Panel alignment
- ✓ Reinforcement

6. Inspect Veneer & Painted Finishes

- ✓ Color
- ✓ Sheen
- ✓ Edge finish
- ✓ Grain direction
- ✓ Surface quality
- ✓ Approved visual range

7. Inspect Metal, Stone & Glass

Material	Main Check
Metal	Alignment, weld / fabrication quality and finish
Stone	Edge, surface, support and damage
Glass / Mirror	Edge, opening, hardware and damage

8. Check Hardware & Function

- ✓ Door alignment
- ✓ Hinge function
- ✓ Handle fixing
- ✓ Drawer movement
- ✓ Lock function
- ✓ Access-panel operation

9. Control Repeated Products

First completed item

For repeated guest-room or public-area items, inspect the first completed product against the approved drawing and finish reference before the remaining quantity continues.

10. Record Non-Conforming Items

NCR Step	Action
Identify	Record item code and issue
Hold	Prevent release for packing
Correct	Repair / remake as required
Re-inspect	Confirm corrected result
Close	Release only after acceptance

11. Complete Final QC

Inspection Area	Main Check
Dimensions	Approved measurements and interfaces
Construction	Stability, joints and reinforcement
Finish	Color, sheen, grain and surface
Hardware	Model, alignment and function
Appearance	Damage, gaps and cleanliness
Quantity	BOQ / production quantity

12. Release Approved Items for Packing

Pre-packing rule

Only products that have passed the required final inspection should move to packing.

Production & QC Workflow

Quality Control Flow

Approved Drawings → Incoming Materials → Construction Check → Finish Check → Functional Check → Final QC → Packing Release

For project review

Provide approved drawings, BOQ, finish references, hardware schedules and required inspection criteria.

Plan Packing, Export & Project Delivery

Protect fixed furniture, organize package identification and coordinate international export delivery.

Who This Guide Is For

- Hotel groups / developers
- Procurement & FF&E; teams
- Interior design teams
- Project coordinators

What You Will Learn

- ✓ Plan packing by product type
- ✓ Protect delicate finishes
- ✓ Create traceable package labels
- ✓ Plan container loading
- ✓ Coordinate export and local fit-out information

Contents: Packing · Protection · Labels · Packing List · Container Planning · Export Documents · Delivery · Local Fit-Out

1. Plan Packing by Product Type

Product / Finish	Protection Focus
Veneer / Lacquer	Surface, edges and corners
Decorative Metal	Surface isolation and scratch protection
Stone	Rigid support and edge protection
Glass / Mirror	Fragile protection and clear marking
Long Panels	Straight support and bending protection
Hardware / Loose Parts	Separated, labeled and secured

2. Protect Finished Surfaces

Packing should reflect product dimensions, weight, finish sensitivity, fragility and the sequence required for receiving.

3. Protect Corners & Projecting Details

- ✓ Corner guards
- ✓ Surface film / soft layer
- ✓ Handle protection
- ✓ Edge protection
- ✓ Rigid outer protection
- ✓ Separated loose components

4. Separate Fragile Components

Fragile items

Glass, mirrors, stone and delicate metal components should be secured, clearly identified and packed according to their specific risk.

5. Use Project-Based Package Labels

Label Field	Example
Project	Hotel / Commercial Project Name
Building / Floor	Tower A / Level 08
Area	Guest Room / Lobby / Restaurant
Item Code	GR-WR-01
Package No.	PKG-086
Handling Mark	Fragile / This Side Up where required

6. Prepare a Traceable Packing List

Packing List Field	Purpose
Item Code	Links package to BOQ
Description	Identifies product
Quantity	Confirms shipped quantity
Package Number	Matches physical label
Dimensions	Supports handling / logistics
Weight / CBM	Supports container planning

7. Organize by Project Area

- ✓ Guest-room packages
- ✓ Restaurant / bar packages
- ✓ Spa packages
- ✓ Public-area packages
- ✓ Banquet / meeting packages
- ✓ Special fragile packages

8. Plan Container Loading

Review package dimensions, weight, long panels, stone, glass and loading sequence before shipment. Heavy and fragile items require appropriate positioning and restraint.

9. Prepare Export Documentation

- ✓ Commercial invoice
- ✓ Shipment information
- ✓ Required certificates where applicable
- ✓ Packing list
- ✓ Container details
- ✓ Delivery terms

10. Maintain Delivery Traceability

Item codes should remain identifiable from factory packing through shipment and project receiving.

11. Coordinate Local Fit-Out Information

Provide product identification and relevant approved drawings needed by the client or local contractor for local joinery / fit-out installation.

12. Keep Installation Responsibility Clear

Scope statement

Craftell Home's scope covers manufacturing in China, quality control, packing, export and project delivery. Local joinery / fit-out installation is handled by the client or local contractor.

Export Delivery Workflow

Delivery Flow

Final QC → Product Protection → Package Labels → Packing List → Container Planning → Export Documents → Project Delivery → Local Fit-Out

Final Delivery Checklist

- ✓ All items passed QC
- ✓ Packing list matches packages
- ✓ Container plan confirmed
- ✓ Destination confirmed
- ✓ Labels match BOQ
- ✓ Fragile items identified
- ✓ Documents prepared
- ✓ Local contractor has required drawings

About Craftell Home

Craftell Home is a custom furniture manufacturer and FF&E; project supplier based in Foshan, China. We support hospitality, commercial and luxury residential projects with technical development, material coordination, production, quality control, packing and export delivery.