

SLEEP SYSTEM PROCUREMENT GUIDE

Sleep System Procurement Guide

Five practical guides for hotel mattress, duvet, pillow and bedding package procurement - from project scope and specifications 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 hospitality operators.	How to define sleep-system scope, coordinate mattress specifications, control materials and comfort, manage production quality and prepare export delivery.

SLEEP SYSTEM PROCUREMENT GUIDE

01. Define Sleep System Scope & BOQ

Define room types, sleep product categories, quantities, sizes and specifications before quotation and production.

1. Define Room Types

Separate guest rooms, suites, villas and other accommodation types so quantities can be controlled accurately.

2. Define Sleep System Categories

The project scope includes hotel mattresses, duvets, pillows and bedding packages according to the approved room schedule.

3. Build the BOQ Structure

Give every product a unique item code with room type, dimensions, quantity and approved specification.

Field	What to Record	Why It Matters
Item Code	Unique code for every sleep product.	Links BOQ, production, QC and packing.
Room Type	Guest room, suite, villa or other type.	Controls allocation and quantity.
Dimensions	Mattress / duvet / pillow size.	Confirms technical requirement.
Quantity	Required quantity and agreed spares.	Controls production and shipment.
Specification	Construction, fabric, fill and reference.	Controls quality and pricing.

4. Plan Quantities by Room Type

Cross-check quantities against room schedules, bed configurations and agreed spare requirements.

5. Confirm Mattress Sizes

Record final width, length and finished height for king, queen, twin and project-specific mattress sizes.

6. Define Duvet & Pillow Quantities

Confirm approved quantities and sizes for duvets and pillows by room type.

7. Define Bedding Packages

Record the exact bedding package assigned to each room type and bed configuration.

8. Freeze Scope Before Production

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

Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, specification or sample.
Item Coding	Keep codes consistent across quotation, production, QC and packing.
Quantity Control	Cross-check against the approved room schedule and agreed spares.
Change Control	Record revisions before production or shipment release.

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02. Coordinate Mattress Specifications & Room Requirements

Coordinate mattress sizes, bed configurations, comfort requirements and room schedules before manufacturing.

1. Build a Room-Type Matrix

Link each room type with bed configuration, mattress size and required sleep products.

Room Type	Bed Configuration	Sleep System Control
Deluxe King	1 King	King mattress + approved king bedding package
Deluxe Twin	2 Twin	Twin mattresses + approved twin bedding packages
Suite	Project Schedule	Follow approved suite bed configuration
Villa	Project Schedule	Follow approved villa room schedule

2. Verify Mattress Dimensions

Confirm every mattress dimension against the approved room and bed schedule.

3. Coordinate Bed Support Conditions

Check the intended support condition and approved project information before finalizing mattress construction.

4. Define Mattress Construction

Record the approved spring, foam, comfort-layer, quilting and edge-support construction.

5. Define Comfort Requirements

Establish the approved comfort direction and construction rather than relying only on general terms such as soft or firm.

6. Coordinate Finished Mattress Height

Confirm mattress height where bed proportions or room design depend on the final level.

7. Record Project Standards

Document applicable project specifications, testing requirements and destination-market requirements.

8. Release Final Technical Information

Manufacturing begins from confirmed sizes, construction details and approved references.

Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, specification or sample.
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03. Manage Materials, Comfort & Bedding Consistency

Control mattress materials, fabrics, comfort construction, pillows, duvets and bedding package references across the project.

1. Control Mattress Ticking

Confirm approved mattress fabric, quilting pattern, color and surface appearance.

2. Control Foam & Comfort Layers

Use the approved foam and comfort-layer construction consistently across repeated mattresses.

3. Control Spring Systems

Confirm the approved spring type, configuration and related construction for each mattress model.

4. Coordinate Edge Support

Review edge construction where required for sitting comfort, shape retention and repeated hospitality use.

5. Define Pillow Specifications

Record dimensions, fill type, fill weight and cover requirements for each approved pillow type.

Control	What to Confirm
Dimensions	Approved finished pillow size.
Fill	Approved fill type and fill weight.
Cover	Approved cover construction.
Room Allocation	Correct room type and quantity.

6. Define Duvet Specifications

Record duvet size, fill, weight and cover construction according to the approved project package.

7. Coordinate Bedding Packages

Keep mattresses, duvets, pillows and approved bedding items aligned with room-type schedules.

8. Maintain Approved References

Use approved samples, material records and item codes as the control standard throughout production.

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04. Control Sleep System Production & Quality

Manage mattress construction, dimensions, workmanship, comfort consistency and bedding quality throughout production.

1. Control Incoming Materials

Verify key mattress, fabric, foam, spring and bedding materials against approved project references.

2. Inspect Mattress Construction

Check internal construction, layer sequence and assembly against the approved specification.

3. Control Dimensions

Monitor mattress width, length and finished height during production.

4. Check Quilting & Sewing

Inspect quilting alignment, seams, borders, handles and visible workmanship.

5. Check Shape & Edge Finish

Review corners, edges, surface flatness and overall mattress appearance.

6. Control Comfort Consistency

Compare repeated production against the approved sample and construction reference.

7. Inspect Pillows & Duvets

Check dimensions, fill, stitching, covers, labeling and general workmanship.

8. Complete Final QC

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

Final QC	Check
Identification	Item code, room type and quantity.
Dimensions	Width, length and finished height.
Appearance	Quilting, seams, borders and cleanliness.
Packing Readiness	Correct label and protection method.
Guide Control	Project Requirement
Approved Reference	Use the current approved BOQ, specification or sample.
Item Coding	Keep codes consistent across quotation, production, QC and packing.
Quantity Control	Cross-check against the approved room schedule and agreed spares.
Change Control	Record revisions before production or shipment release.

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05. Plan Packing, Export & Project Delivery

Plan product protection, package labeling, packing lists, container loading and export delivery for international sleep system projects.

1. Define Packing by Product Type

Use suitable protection for mattresses, pillows, duvets and bedding packages.

2. Protect Mattresses for Export

Keep finished mattresses clean, dry and protected during warehouse handling and transportation.

3. Use Project-Based Labels

Identify packages by project, room type, item code, size, quantity and package number.

Label Field	Required Information
Project	Hotel / resort project name
Room Type	Approved room type
Item Code	BOQ item code
Size / Quantity	Approved size and package quantity
Package Number	Sequential package reference

4. Build the Packing List

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

5. Plan Container Loading

Coordinate package dimensions, loading sequence and product protection before shipment.

6. Separate Room-Type Packages

Organize products so receiving teams can identify different room types efficiently.

7. Complete Export Documentation

Prepare the agreed commercial and shipment documentation for international delivery.

8. Confirm Delivery Scope

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

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