



FF&E Project Logistics Checklist

Six phases. Every project. No gaps.

- Use this checklist on every commercial FF&E project — from the first PO to the final punch list walk. Share it with your GC, design team, and purchasing group.

1 Pre-Order Setup

BEFORE POS SHIP

- Logistics partner engaged **before** first purchase order is cut
- Shared naming convention agreed between designer, dealer, and warehouse
- Warehouse inventory system configured for this project before receiving begins
- Full vendor list and estimated ship dates shared with logistics partner
- Lead times documented — flag anything **8+ weeks** for proactive tracking
- Room numbering schema shared with warehouse before receiving begins (hospitality / multifamily)
- Storage duration estimated and climate-controlled warehousing confirmed

2 Receiving & Inspection

AT THE DOCK

- Every inbound shipment inspected against the PO — not just accepted — before going to storage
- Exceptions noted on driver's bill of lading **before signing**
- Damage documented with photos at receiving — not discovered at installation
- Items checked against purchase orders line by line
- All items logged into inventory system at the receipt level
- High-risk items (glass, marble, mirrors, artwork) opened and inspected with extra care
- Customer notified same day of any damage or discrepancy, with full documentation

3 Warehousing & Inventory

IN STORAGE

- Items held in a **dedicated project zone** — not general or shared storage
- Real-time inventory accessible to design team and project coordinator online
- Climate control confirmed for sensitive items (fabric, wood, electronics)
- Cross-dock items tracked separately from long-term project holds
- Missing items flagged **early enough to reorder** without schedule impact
- Replacement orders initiated immediately on confirmed damage — don't wait
- Full inventory report shared with project team before staged delivery begins

4 Staged Delivery

GC COORDINATION

- Tentative delivery window confirmed with GC **3-4 weeks out**
- Delivery confirmed firm **7-10 days before** the scheduled window
- Final confirmation with GC **72 hours prior** — no surprises on delivery day
- Elevator time reserved, confirmed, and protected for delivery
- Staging area on each floor confirmed clear and ready to receive
- Items staged in delivery sequence — floor by floor, room by room
- Active trade schedule confirmed — delivery windows do not overlap

5 Installation

INSTALL DAY

- Crew sized appropriately — understaffing creates conflicts and extends every contractor's schedule
- Installation sequence matches the designer's specifications room by room
- Case goods assembled, shelving anchored to code, marble tops adhered to spec
- Systems furniture panels connected, configured, and tested before sign-off
- Code-compliant anchoring confirmed for all applicable items
- Debris and packing materials removed **during** install — not left for cleanup after
- Any active contractors still in the building documented for liability purposes

6 Punch List & Close-Out

HANDOVER

- Final walk scheduled with **all stakeholders** — GC, design firm, purchasing group
- Every item verified against original spec during the walk — not reconstructed from memory
- Exceptions documented in writing during the walk, with resolution owner and timeline
- Outstanding items noted with expected delivery and install date
- Any contractors still on site noted — clarifies damage liability before handover
- Minutes of the final walk sent by email to all parties the same day
- Close-out package delivered — full asset documentation for depreciation schedules