

Mock-Up Room Checklist

Hotel FF&E / Furniture with Chinese Suppliers

How to use: Use this checklist during kickoff, mock-up build/review, and before mass production. Tick items as you complete them and attach evidence.

Project information

Project / Property		Location / Market	
Brand / Standard		Target opening date	
Mock-up room date		Mock-up location	
Lead factory (casegoods)		Other factories	
QC / inspection partner		PM / owner's rep	
Checklist version		Date updated	2025-12-15

Phase 1 - Pre-mock-up planning

Item	Owner	Due	Evidence / Notes	Done (date)
<input type="checkbox"/> Define approvers (owner's rep, brand/design QA, PM) and sign-off path				
<input type="checkbox"/> Lock RACI (who approves, who provides, who records)				
<input type="checkbox"/> Set single source of truth for specs (versioning + change log)				
<input type="checkbox"/> Finalize factory-ready BOM (materials, finishes, tolerances, part numbers, certificates)				
<input type="checkbox"/> Finalize drawings with call-outs (hardware, joinery, radii, clearances)				
<input type="checkbox"/> Issue finish standards				

(colour/sheen targets; reference panels if any)				
<input type="checkbox"/> Confirm testing plan for regulated items (upholstery flammability, electrical safety, etc.)				
<input type="checkbox"/> Kickoff with bilingual spec pack and supplier sign-back				
<input type="checkbox"/> Identify and align key sub-suppliers (veneer/foam/fabric/metal) to same specs				
<input type="checkbox"/> Build risk register (high-variance finishes, complex assemblies, fire-rated/electrical items)				
<input type="checkbox"/> Plan extra controls (pre-finish panels, lab tests, pilot assemblies)				
<input type="checkbox"/> Contract controls: anti-downgrade clause + approved vendor list + ECO requirement for deviations				
<input type="checkbox"/> Contract controls: inspection/testing rights + AQL targets + pass/fail criteria				
<input type="checkbox"/> Contract controls: payment holdbacks tied to inspections + certificate package				

Phase 2 - Build & review the mock-up

Item	Owner	Due	Evidence / Notes	Done (date)
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<input type="checkbox"/> Confirm sample tiers (prototype -> pre-production sample -> golden sample)				
<input type="checkbox"/> Set custody plan (buyer copy + lead factory copy + digital record set)				
<input type="checkbox"/> Collect photo set (all elevations, details, hardware, labels)				
<input type="checkbox"/> Measure and record critical dimensions and tolerances (with instruments used)				
<input type="checkbox"/> Verify function and ergonomics (seating height, cushion feel, drawer glides, door swing, cable management)				
<input type="checkbox"/> Perform durability spot checks (joint rigidity, fastener pull-out, scratch/dent resistance where feasible)				
<input type="checkbox"/> Verify finish colour and sheen vs master standard (Delta E / gloss meter if used)				
<input type="checkbox"/> Compile mock-up review notes and action list (owner + deadlines)				
<input type="checkbox"/> Create and approve FAIR/FAI-style record for the golden sample (if used)				
<input type="checkbox"/> Document 'approved if'				

conditions and route changes through ECO				
<input type="checkbox"/> Cross-factory coherence: issue master finish kit to all vendors				
<input type="checkbox"/> Cross-factory coherence: each factory produces approval panels matched to master				
<input type="checkbox"/> Cross-factory coherence: lock finish recipes, batch controls, veneer flitch mapping				

Phase 3 - Lock and scale to mass production

Item	Owner	Due	Evidence / Notes	Done (date)
<input type="checkbox"/> ECO governance: ECR -> ECO -> ECN workflow defined (approvals + effectivity dates/batches)				
<input type="checkbox"/> Confirm factory readiness (tooling, materials availability, batch planning, training)				
<input type="checkbox"/> Schedule pre-finish checks and pilot builds for complex assemblies				
<input type="checkbox"/> Define AQL plan (inspection level, defect classes, acceptance criteria per lot)				
<input type="checkbox"/> Plan First Article Inspection on first production unit vs golden sample + drawings				
<input type="checkbox"/> Set in-process and pre-shipment inspection schedule				

(who, when, where)				
<input type="checkbox"/> Define reporting format and escalation path for non-conformances				
<input type="checkbox"/> Tie milestone payments to inspection outcomes + certificate package delivery				
<input type="checkbox"/> Holdbacks retained until acceptance criteria are met				
<input type="checkbox"/> Packaging plan defined by shipment type (cartons, pallets, protection, drop/stack performance if required)				
<input type="checkbox"/> Shipping marks + labeling rules defined (SKU, room/floor, orientation, fragility, etc.)				
<input type="checkbox"/> Room-by-room kitting plan (manifest by installation sequence; QR labels linked to drawings/specs)				

Evidence pack (attach or link)

- ☐ Signed golden sample acceptance (photos + measurements + tolerances)
- ☐ Approved drawings + BOM + finish recipe / master finish standard
- ☐ Material certificates and lab test reports (as applicable)
- ☐ FAI/FAIR package (if used) and first production approval record
- ☐ AQL inspection reports (in-process and pre-shipment) by lot
- ☐ ECO log and revision history
- ☐ Packaging plan + carton/pallet specs + shipping marks
- ☐ Kitting manifest and labeling/QR rules

Sign-off

Role	Name	Signature	Date
Owner's rep			
Brand / Design QA			
Project Manager			
Lead factory representative			
QC / inspection partner			

Note: This checklist is a practical project tool. Always confirm local code requirements and brand standards for regulated items.