How to Use This Book

FF&E Schedule, fillable, to type into

01

What is in it

Furniture, fixtures and equipment for one project: the floor plan and electrical plan, two mood boards, a material board, twelve schedules, attic stock and a budget summary. 21 pages follow this one.

02

How to fill it in

Open it in Adobe Acrobat Reader, Apple Preview or your browser and type into the fields. Type your studio name and the client once; they fill every page. Save a copy of the file for each project first.

03

Item numbers

Give each item one number, the number on its pin on the floor plan, and use it on every page. The plan, the schedules and the home record then match. A letter marks a second finish on the same item, such as 25A for the walls and 25B for the ceiling.

04

Studio and client copies

This is the studio copy, with supplier, cost and status. For the client, choose Client copy in the book viewer at hubstone.com/designers and print it: care and reorder details take the place of your suppliers and pricing.

05

Every format

At hubstone.com/designers: the example, blank and fillable PDFs, legal fold-outs, and a Google Sheets kit that adds up every schedule for you.

06

Keep it current

Paper goes stale. Hubstone holds the same record and keeps it current, and you choose who sees each page.

Furniture, Fixtures and Equipment

CLIENT

PROJECT ADDRESS

DATE

PROJECT PHOTOGRAPH

STUDIO COPY

MADE WITH HUBSTONE

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Floor Plan

FLOOR PLAN, WITH EACH ITEM'S NUMBER WHERE IT GOES

LEGEND

Electrical and Lighting Plan

PLAN WITH FIXTURES, SWITCHES AND OUTLETS

LEGEND

Mood Board

ROOM

PHOTOGRAPH

Mood Board, Second Room

ROOM

PHOTOGRAPH

PHOTOGRAPH

Material Board

Attach physical samples where you can. Note the item number, finish and where each one is used.

Paint Schedule

NO.	CHIP	ROOM AND SURFACE	COLOR	PRODUCT AND SHEEN	MAKER	BATCH	SUPPLIER	COST	STATUS

Estimated total

NOTES

Wall Finishes Schedule

NO.	IMAGE	ITEM	PROFILE	FINISH	SIZE	SUPPLIER	COST	STATUS
						Estimated total		

NOTES

Floor Finishes Schedule

NO.	IMAGE	ITEM	MAKER AND PRODUCT	CONSTRUCTION	FINISH	SIZE	INSTALLATION	SUPPLIER	COST	STATUS

Estimated total

NOTES

Window Treatment Schedule

NO.	IMAGE	ITEM	MAKER AND PRODUCT	FABRIC AND LINING	MOUNT	SIZE	SUPPLIER	COST	STATUS

Estimated total

NOTES

Client

Furniture Schedule

NO.	IMAGE	ITEM	MAKER AND MODEL	FINISH	DIMENSIONS	SUPPLIER	QTY	UNIT COST	TOTAL	STATUS
								Estimated total		

NOTES

Lighting Schedule

NO.	IMAGE	FIXTURE	MAKER AND MODEL	SIZE AND FINISH	LAMP	CONTROL AND MOUNTING	QTY	UNIT COST	TOTAL	STATUS
								Estimated total		

NOTES

Appliance Schedule

NO.	IMAGE	APPLIANCE	MAKER AND MODEL	TYPE	FINISH	DIMENSIONS	SUPPLIER	COST	STATUS

Estimated total

NOTES

Plumbing Fixture Schedule

NO.	IMAGE	ITEM	MAKER AND MODEL	TYPE	DIMENSIONS	MEASURE BEFORE ORDERING	SUPPLIER	COST	STATUS

Estimated total

NOTES

Cabinet Schedule

NO.	IMAGE	ITEM	MAKER AND MODEL	FINISH	NOTES	SUPPLIER	COST	STATUS

Estimated total

NOTES

Countertop Schedule

NO.	IMAGE	ITEM	MATERIAL	THICKNESS AND EDGE	FABRICATOR	COST	STATUS
					Estimated total		

NOTES

Client

Hardware Schedule

NO.	IMAGE	ITEM	FUNCTION	FINISH	MEASURE BEFORE ORDERING	STATUS

NOTES

Electrical Schedule

NO.	IMAGE	ITEM	LOCATION	SERVES	RECORD BEFORE SERVICE	STATUS

NOTES

Attic Stock and Spares

NO.	ITEM	WHAT WAS KEPT, AND WHERE

Why it matters

Leftover paint, flooring from the same lot and fabric from the same dye lot are the only sure way to make an invisible repair. Label each spare with its item number from this book.

Budget Summary

SCHEDULE	ITEMS	NEW	KEPT	PROJECT TOTAL
Paint				
Wall finishes				
Floor finishes				
Window treatments				
Furniture				
Lighting				
Appliances				
Plumbing				
Cabinets				
Countertops				
Hardware				
Electrical				
Total				

Project spend by schedule

Approved by the client

Date

Studio