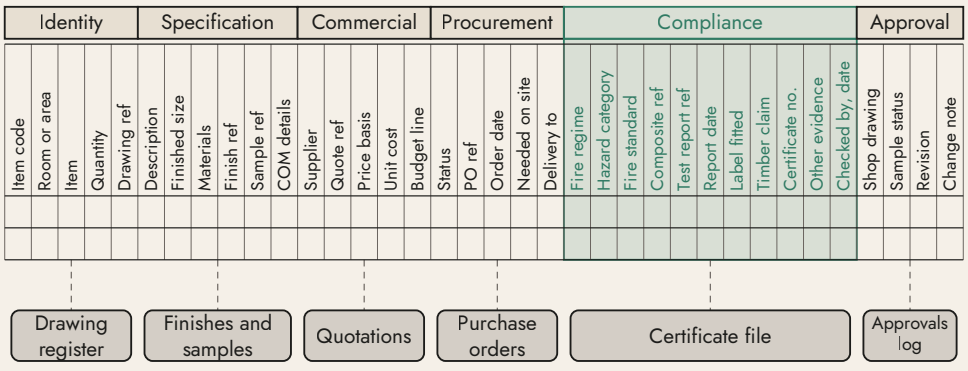
A UK FF&E schedule *template*: the columns that matter

The six groups of columns an FF&E schedule needs, including the fire, timber and test-report columns most templates omit.

AT A GLANCE

Group	Columns	It answers	Links to
Identity	Item code, room or area, item, quantity, drawing ref	What is it, and where does it go?	Drawing register
Specification	Description, finished size, materials, finish ref, sample ref, COM details	What exactly is to be supplied?	Finishes schedule and samples
Commercial	Supplier, quote ref, price basis, unit cost, budget line	Who supplies it, and on what basis?	Quotations
Procurement	Status, PO ref, order date, needed on site, delivery to	Where is it in the buying process?	Purchase orders and programme
Compliance	Fire regime, hazard category, fire standard, composite ref, test report ref, report date, label fitted, timber claim, certificate no., other evidence, checked by and date	What evidence shows it meets the brief?	Certificate file
Approval	Shop drawing, sample status, revision, change note	What was approved, and what changed?	Approvals log

Thirty-six columns in all. Use only the columns your project needs, but keep the compliance group: a blank cell cannot be told from a forgotten one.



Six groups of columns, one row per item, and the document each group indexes. Original drawing by Make Bespoke Studio.

THE COMPLIANCE COLUMNS, IN SHORT

- Fire regime: the 1988 Regulations (furniture for private use in a dwelling) or the fire risk assessment (non-domestic).
- Hazard category: low, medium, high or very high, set by the fire risk assessment (BS 7176).
- Fire standard: BS 7176 seating, BS 7177 mattresses, BS 5867-2 curtains, with the ignition source if given.
- Composite ref: cover, interliner and filling are tested together; each composite needs its own test.
- Test report ref and date: normally a UKAS-accredited certificate no more than 1 year old (FIRA, 2010).
- Label fitted: BS 7176 calls for a permanent label on each item for full compliance.
- Timber claim and certificate no.: FSC 100%, FSC Mix, FSC Recycled, PEFC or none; the number from the delivery note.

· Other evidence: EPD, chemical or board declarations, only where the brief asks for them.
· Checked by, date: who matched the evidence to the item. Never leave a cell blank: write n/a and why.

SPECIFICATION WORDING

SCHEDULE RULES

The FF&E schedule is issued as revision [letter] and held by [party]. One row per item and finish variant; item codes are unique and never reused. Every cell is completed: write n/a and the reason, not a blank. Status is one of: specified, quoted, approved, ordered, in production, delivered, installed, snagged, accepted.

SPECIFICATION COLUMNS

Finished size: width x depth x height in mm as finished. Finish ref: the code in the finishes schedule [reference]. Sample ref: the approved sample [S-nn] the item is to match. COM details: where [designer] supplies fabric or leather, its reference, width, quantity and batch, with its fire test evidence.

FIRE COLUMNS

Fire regime: [fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005 / Furniture and Furnishings (Fire) (Safety) Regulations 1988]. Hazard category: [low / medium / high / very high] as set by the fire risk assessment dated [date]. Fire standard: [BS 7176 / BS 7177 / BS 5867-2]. Composite ref: cover, interliner and filling tested together; a different composite needs its own test. Test report: [UKAS-accredited, no more than 1 year old], reference and date. Label fitted: [yes / no / n/a].

TIMBER AND OTHER EVIDENCE COLUMNS

Timber claim: [FSC 100% / FSC Mix / FSC Recycled / PEFC / none] for each timber item. Certificate no.: the supplier's chain-of-custody certificate number as shown on the delivery documents, checked against the certification body's database by [name] on [date]. Other evidence: [environmental product declaration / chemical or emissions declaration / declaration of performance], only where the brief requires. Checked by, date: [initials, date].

APPROVAL COLUMNS

Shop drawing: drawing number and status [submitted / approved / approved as noted / revise and resubmit]. Sample status: sample ref and date approved. Revision: schedule revision at which the row last changed. Change note: what changed, and the variation reference.

TERMS USED

Upholstery composite
The outer cover, any interliner and the filling of a seat, tested together. Each different composite needs its own passing test.

Hazard category (BS 7176)
The level of ignition resistance expected of upholstered seating: low, medium, high or very high. The fire risk assessment decides it; the standard gives typical examples.

STANDARDS AND SOURCES

· FIRA: Fire safety of furniture and furnishings, non-domestic sector (2010 edition): read via a hosted copy on 5 Nov 2026; check FIRA for the current edition.
· Furniture and Furnishings (Fire) (Safety) Regulations 1988, regulation 3: page read 5 Nov 2026.
· FSC UK: Choose FSC and Is it FSC? buyer guides: delivery-document checks and claim types (page dated 7 Jul 2026).
· Make Bespoke Studio journal: Hotel FF&E explained: what FF&E covers.

Full guide: https://makebespoke.com/trade/technical/ffe-schedule-template. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.