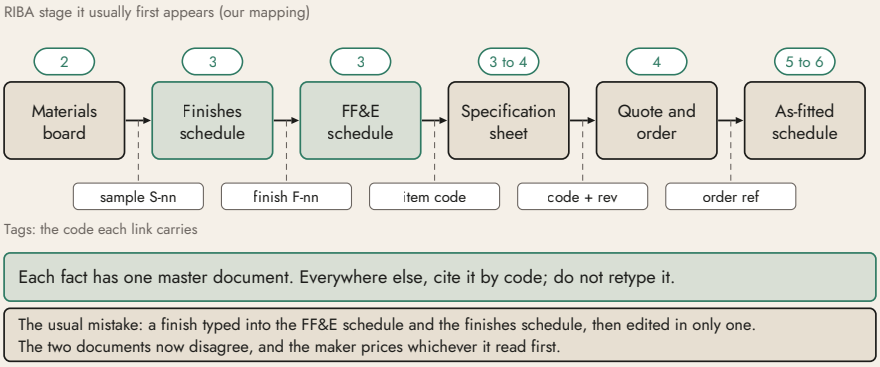
FF&E schedule, finishes schedule, specification sheet and *materials board*: what goes where

FF&E schedule, finishes schedule, specification sheet and materials board: what each answers, what it is the master for, and the one rule that keeps them consistent.

AT A GLANCE

Document	The question it answers	One row or page is	Master for	First issued (our mapping)
FF&E schedule	Which items, where, how many, and what status?	One item, and each finish variant	Item code, room, quantity, supplier, status, order	Stage 3; live through 5; as fitted at 6
Finishes schedule	Which finish is used, and what exactly is it?	One finish, with a code	Colour reference, system, sheen, the sample it must match	Stage 3; frozen at Stage 4
Specification sheet	Exactly what is to be supplied, and to what standard?	One item, or a group of identical items	Materials, construction, hardware, performance, tolerances, evidence	Stage 3 to 4, before the maker prices
Materials board	How will the choices look and feel together?	One scheme, room or package	Nothing contractual: it presents a choice. The signed control sample is the benchmark	Stage 2 to 3, at design review

The RIBA Plan of Work does not name these four documents: the stage column is our reading of practice. UK usage throughout: a schedule is a table that lists things; a specification is written wording.



Document flow from materials board to as-fitted schedule, and the code each link carries. Stage tabs are our mapping, not RIBA content. Original drawing by Make Bespoke Studio.

SPECIFICATION WORDING

DEFINITIONS: THE TWO SCHEDULES (FOR A BRIEF OR APPOINTMENT LETTER)

FF&E schedule: the list of every furnishing item on [project], one row per item and finish variant, with item code, room, quantity, supplier, status and the reference of each document that governs the item. It is an index and does not replace the documents it cites.

Finishes schedule: the list of finishes used on [project], one row per finish, giving its code, its definition (colour reference, system, sheen), the control sample it must match and, for information, where it is used.

DEFINITIONS: SPECIFICATION SHEET AND MATERIALS BOARD

Specification sheet: for each bespoke item or group of identical items, one page stating function, finished size and datum, materials, finish by reference, hardware, performance, evidence, tolerances, packing, site delivery, approvals and open items.
Materials board: the board of physical or digital samples used to select and present materials and finishes together. It is a design and approval aid and is not a contract document; the signed control sample [S-nn] is the benchmark.

SINGLE SOURCE

Each requirement is stated once, in the document named in Schedule [ref], and cited elsewhere by code. Where documents appear to differ, [party] is to be asked before work proceeds. The order of precedence between documents is as set by [contract clause or appointment reference].

CODES

Item codes [B-nn], finish codes [F-nn], sample codes [S-nn] and drawing numbers are unique and are never reused. A change to a code, or to what it stands for, is made by a new revision letter on the document that holds it and is notified to [parties] in writing.

OWNERSHIP AND ISSUE

The FF&E schedule is held by [party], the finishes schedule by [party], the specification sheets by [party] and the materials board by [party]. The maker supplies [quotation references, shop drawings, packed sizes] for entry by [party] and does not edit the designer's documents. The four are issued together as a set on the document register at [each stage]. A quotation names the register revision it priced.

TERMS USED

FF&E schedule

A line-by-line list of every furnishing item on a project with its code, room, description, finish, size, supplier, quantity and status, used to specify, price, order and track the items. The most useful versions also record compliance evidence.

Finishes schedule

A schedule listing the surface finishes, colours and materials used in each space (walls, floors, joinery faces, metals), usually cross-referenced to samples. It describes finishes rather than movable products.

Specification sheet

A single-item sheet that fixes what is to be supplied: product or build description, materials, dimensions, finishes, performance requirements and the evidence needed. For a bespoke piece it is written for that item rather than lifted from a catalogue.

Materials board

A physical or digital board gathering the actual samples of materials and finishes chosen for a scheme so that they can be judged together under proper light. It is a design and approval aid, not a contract document by itself.

STANDARDS AND SOURCES

- NBS: Construction specifications: everything you need to know: Swaddle, 5 Oct 2021; read 5 Nov 2026.
- NBS: Five essential tips for writing effective specifications: Hamil, 2 Apr 2025; read 5 Nov 2026.
- RIBA Plan of Work 2020 Overview (RIBA, 2020): read 5 Nov 2026; paraphrased. Copyright RIBA.
- No standard applies: we found none that defines these four documents.

Full guide: https://makebespoke.com/trade/technical/schedule-types-compared. 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.