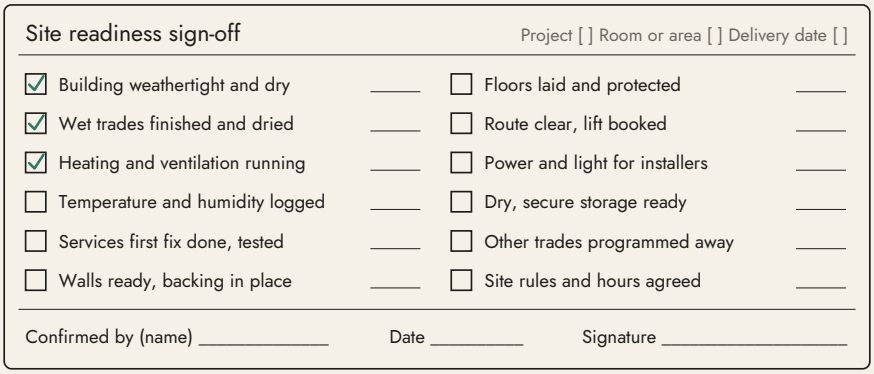
Site readiness *checklist* for joinery and FF&E

Twelve checks before joinery and furniture arrive, with the moisture sources and wording.

AT A GLANCE

Check	Ready when	How to check	Why it matters
Weathertight	Roof, windows and external doors closed; no water coming in	After rain; contractor's confirmation	Damp raises timber moisture
Wet trades	Plaster, screed, tiling and concrete finished and dried	Contractor's written confirmation	Early joinery takes up moisture
Heating and ventilation	Running steadily for the period the maker states	Log temperature and humidity	Sudden changes cause movement
Temperature and humidity	Inside the maker's window until fitting ends	Data logger, dated readings	The window is the maker's
Services first fix	In place and tested where the work needs them; positions agreed	Contractor's records; the datum	Hard to move once fitted
Walls and ceilings	Finished, with backing in place, flat enough to scribe	Site survey sheet	Heavy work needs sound fixings
Floors	Laid and protected, or the fitting order agreed	Survey readings	Joinery is scribed to the floor
Access	Route clear, lifts booked, doors protected	Access survey sheet	A blocked route stops delivery
Power and light	Temporary power and working light where it is fitted	Visit	Installers need both
Storage	A dry, secure, ventilated space away from wet work	Visit	Damp or sun moves and marks work
Other trades	Wet, dusty and painting work finished or programmed away	Programme; site meeting	Dust and splashes mark finishes
Site rules	Inductions, permits, RAMS and hours agreed; a named signatory	Document list	No induction, no access

Twelve checks. Not every item applies to every piece, but write n/a and the reason rather than leaving a check blank.



A readiness tick sheet. The three ticks are drawn as an example of use. Original drawing by Make Bespoke Studio.

SPECIFICATION WORDING

BUILDING CONDITIONS BEFORE DELIVERY

Joinery and furniture will not be delivered until [Contractor] has confirmed in writing, on the readiness sign-off sheet, that: the building is weathertight; wet trades [plaster, screed, tiling, concrete] in the areas concerned are complete and dry; heating and ventilation have run continuously for [ ] days; temperature is between [ ] and [ ] degrees C and relative humidity between [ ] and [ ] per cent (the maker's figures), recorded at [intervals] and held until fitting is complete; services first fix is complete; and floors are [laid and protected].

STORAGE AND PROTECTION

[Contractor] is to provide dry, secure, ventilated storage at [location], within the conditions above, from [date]. Items stay in their packaging until [event]. Floors, walls, door frames and the lift along the route are protected before delivery, and the fitted work is protected until handover. Wet and dust-making trades do not work in the area after fitting except by agreement with [name].

IF CONDITIONS ARE NOT MET

If the conditions are not met on the agreed delivery date, [Contractor] is to tell [name] at least [ ] working days before the date. Delivery is re-programmed, and storage and any resulting cost are dealt with as [a variation / as the contract provides].

READINESS SIGN-OFF

Readiness is signed by [named person, role] on the sheet for each room or area, with the date and the logged temperature and humidity readings attached. A completed sheet is a condition of release for delivery.

TERMS USED

Wet trades

Trades that put water into a building, such as plastering, screeding, tiling and concreting. They have to finish, and the building has to dry out, before timber joinery is fitted.

First fix and second fix

First fix is the installation of services and structure that will be hidden (cables, pipes, backing). Second fix is the visible fittings and finishing that follow, including most joinery.

Moisture content

The weight of water in timber as a percentage of its dry weight. Timber changes size as its moisture content changes.

Conditioning

Letting a material settle to the temperature and humidity of the place it will be used before it is fitted. The maker states whether it is needed and for how long.

STANDARDS AND SOURCES

- BWF Guide No. 11: Care of Timber Doors on Site (2012 edition): read 5 Nov 2026 as a hosted PDF copy; doors only; check the BWF for the current edition.
- A wood-coatings manufacturer's technical notes on site care and moisture content (2020): read 5 Nov 2026; exterior-joinery examples; supplier advice, not a standard.
- BS EN 942 (timber in joinery) and BS 1186-2 (workmanship): named only; not read. Confirm current editions.
- Make Bespoke Studio: Installation: the pre-install survey and how installation is coordinated.

Full guide: https://makebespoke.com/trade/technical/site-readiness-checklist. 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.