

FF&E Specification Template [Make a Copy]

Project & Product Overview

Item Name:

Category:

Project Name:

Area / Location:

Product Image: (Insert here)

Specifications

Manufacturer:

Vendor / Supplier Contact:

Product Code / SKU:

Dimensions (W x D x H):

Material & Finish:

Color / Fabric:

Certifications:

Sustainability:

Warranty Info:

Maintenance Notes:

Approvals Required

- ☐ Seaming Diagram
- ☐ Finish Sample
- ☐ Shop Drawings
- ☐ Flame Certificate
- ☐ Prototype

Installation Notes

Furnished/Installed Designation: ☐ OFCI ☐ OFOI ☐ CFCO ☐ CFOI ☐ N/A

Additional Instructions: (e.g., Mounting method, electrical requirements, floor anchoring, etc.)