



PROJECT CHECKLIST

Project Number

Franchise ID

Customer Number

Brand

STANDARDS

Y/N	TASK	COMPLETION DATE
	Download Project estimate from HF Builder	
	Downloaded client submitted floorplans/ construction documents	
	Downloaded client submitted PIP/ Renovation Plan	
	Initial client consultation phone call. Complete Client Questionnaire	
	Space Planning/ Floorplan/ Elevation	
	HF Design Package Proposal	
	HF FF&E Specifications	
	Copy of Brand Approval	
	Review Purchase Orders before handing over to Procurement Department	
	<i>Save a copy of all project files in the client folder on G Suite. Upload HF Design Package Proposal, HF FF&E Specifications, & any Installation Guides to Client Profile in the HF Builder. Installation Guides should be added to the Design Package as the last section.</i>	

CASEGOODS

Y/N	TASK	COMPLETION DATE
	Verify franchise item #	
	Verify stain/ laminate. Ensure availability. Check lead times.	
	Verify hardware with metal finish	
	Check quantities and codes for inset power supply, lighting, grommets (left/ right)	
	Line Drawings cross checked with design package and vendor quote	



PROJECT CHECKLIST

	Take Off Against Floor Plan (include L/R orientation) Upload copy to client folder on Z Drive Pending	
	Vendor Quote Upload copy to client folder on Z Drive Pending	
	Updated Final Client Estimate based on vendor quote	

WALL TILE

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Type, Name, Code, Color Code, Size	
	*Backsplash, height, location & edges to be finished. *Sideplash, height, location, edges to be finished.	
	Line Drawings cross checked with design package and vendor quote	
	Take Off Against Floor Plan (include L/R orientation) Verify quantities with GC/ Installer Upload copy to client folder on Z Drive Pending	
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CARPET

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Collection, Color *Include carpet pad	
	Carpet Weight (32oz. Guestroom, 40oz. public)	
	Width	
	Carpet Cove base or Rubber Vinyl Base (Verify height: 4" guest, 6")	



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WALL VINYL

Y/N	TASK	COMPLETION DATE
	Franchise Item #	
	Collection, Color, Type, Weight, Width	
	Verify quantities with GC/ Installer Upload copy to client folder on Z Drive Pending	
	Vendor Quote Upload copy to client folder on Z Drive Pending	
	Updated Final Client Estimate based on vendor quote	
	Wall finish plans for installation uploaded to HF builder client project.	

LIGHTING

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Product code, Single or Double	
	Style, Finish, Height	
	Electrical outlets and data ports, quantity, location (i.e. on base)	
	Switch (ex. dimmable)	
	Bulb, included or not included, bulb item #	
	Take Off Against Floor Plan Verify quantities. Upload copy to client folder on Z Drive Pending	



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	Vendor Quote Upload copy to client folder on Z Drive Pending	
	Updated Final Client Estimate based on vendor quote	

UPHOLSTERY

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Chair style, item #, dimensions	
	Fabric: supplier, item #, pattern, color, fabric protection	
	Fabric: Calculate yards per unit/ area and quantity	
	Fabric: Orientation (Railroad or Up the Bolt)	
	Fabric: Pattern matching requirement (if any)	
	Leg Style, Height, Stain Finish	
	Take Off Against Floor Plan Verify quantities. Upload copy to client folder on Z Drive Pending	
	Vendor Quote Upload copy to client folder on Z Drive Pending	
	Updated Final Client Estimate based on vendor quote	

BEDDING

Y/N	TASK	COMPLETION DATE
	Franchise Item #	
	Bedsread, Scarf, Skirt/ Wrap style	
	Sizes, Clearance off floor	
	Fabric choice/ scheme, color	



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DRAPERY

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Completed window dimensions forms from vendor site field measure	
	PTAC location, Wall or Ceiling Mount (Note ceiling height over 9')	
	Valances/ Cornice/ Soffit dimension with Return depths, Style	
	Mechanics: Fixed, Traversing, Direction of Draw (Center, Right, Left)	
	Style: Ripple, Rod Pocket, Flat Roller, Relaxed Roman Roller Shade, Tailored Roman Roller Shade, 2-Fold French Pleat, 3-Fold French Pleat, Grommet, Natural Roller, Solar Shades, Blackout Shades	
	Fullness % of Black Lining (2-Pass or 3-Pass)	
	Fabric vendor, collection color, fabric orientation (each fabric)	
	Hardware type, finish, rod finish, length	
	ADA quantities	
	Take Off Against Floor Plan (include L/R orientation) Verify quantities Upload copy to client folder on Z Drive Pending	
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	Updated Final Client Estimate based on vendor quote	
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MATTRESS, BASES, & FRAMES

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Size, Dimensions, Height	
	Single or Double Mattress/ Boxspring	
	Base/ Frame: Base - Standard room. Frame - ADA	
	Take Off Against Floor Plan (include L/R orientation) Verify quantities Upload copy to client folder on Z Drive Pending	
	Vendor Quote Upload copy to client folder on Z Drive Pending	
	Updated Final Client Estimate based on vendor quote	

ERGONOMIC (TASK) CHAIRS

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Product # and Name	
	Fabric Color, Fabric #, Frame Finish	
	Confirm Desk Clearance for Arms	
	Take Off Against Floor Plan Verify quantities Upload copy to client folder on Z Drive Pending	
	Vendor Quote Upload copy to client folder on Z Drive Pending	
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PROJECT CHECKLIST

DECOR

Y/N	TASK	COMPLETION DATE
	Franchise Item #	
	Product # and Nam	
	Minimum Quantity/ Case pack requirements confirmed	
	Take Off Against Floor Plan Verify quantities Upload copy to client folder on Z Drive Pending	
	Vendor Quote Upload copy to client folder on Z Drive Pending	
	Updated Final Client Estimate based on vendor quote	

ART/ MIRRORS

Y/N	TASK	COMPLETION DATE
	Franchise item #	
	Art name, Product #	
	Frame Name, Item #, Finish, Size	
	Matting Item #, Color, Width Sub/ Top mat	
	Finished size (including frame)	
	Minimum Quantity/ Case pack requirements confirmed	
	Take Off Against Floor Plan Verify quantities Upload copy to client folder on Z Drive Pending	
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