

## Project data—Furniture details

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| **Project Details** |
| Project Title:…………........................................................... | Project No:……………………………………………………………. |
| Project Manager:……………………………….…………………………. | Phone:……………………………………………........................ |
| Contractor / Installer:………………..…………….…………………... | Contract No:……………………. | File No:…………………… |
| Location:…………………………………………………………………….… | Room No (Mandatory):…………………………………………. |
| **Furniture Details *(see note below)*** |
| **Item** | **Details** |
| Equipment description. |  |
| Furniture Maker/Manufacturer. |  |
| Any special contract terms if item has been commissioned by DPS. |  |
| Asset No. / Plant Equip No. |  |
| Warranty period. | *(Note: This date could differ from the project’s defect period)* |
| Group/Person responsible for warranty issues. |  |
| Quantity installed in each location. |  |
|  |
| Purchase Cost (current) | $ *(per item)* |
|  |
| O&M data supplied | *(Reference the O&MM Section/Part No. here)* |
| **NOTE:** Details of all materials used to construct any item of furniture must be supplied by completing the tables on the reverse side of this form. Fields can be expanded to fit in required details. |
| **Signatures** |
| I certify that the details submitted above accurately record the details of the furniture supplied or installed for this Project. |
| **Certified by Contractor**Signature:………...……………………………………...…… | Company Name:………………………………………………………………….Print Name:……………………………………………… Date: ..../..../.…… |
| **Verified by DPS Project/Contract Manager** Signature:……………...…………………………………..…… | Print Name:……………………………………………… Date: ..../…./.…... |

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| **Timber Details** |
| **Item** | **Details** |
| Timber species used |  |
| Timber sourced from |  |
| Timber finishes used | *(Description and product name, etc.)* |
| Additional notes if required |  |
| **Metal Details** |
| **Item** | **Details** |
| Metal type used | *(i.e. 316 grade stainless, brass, mild steel)* |
| Metal finishes used |  |
| Manufacturers details for custom produced parts |  |
| Additional notes if required |  |
| **Hardware Details** |
| **Item** | **Details** |
| Item Description | *(i.e. hinges, handles, drawer runners)* |
| Item Model No. |  |
| Manufacturers details |  |
| Suppliers details |  |
| Additional notes if required |  |
| **Fabric Details** |
| **Item** | **Details** |
| Fabric types used |  |
| Pattern / Texture |  |
| Colour |  |
| Weave Structure |  |
| Composition |  |
| Manufacturers details  |  |
| Additional notes if required  |  |
| **Leather Details** |
| **Item** | **Details** |
| Leather used |  |
| Pattern / Texture |  |
| Colour |  |
| Manufacturers details  |  |
| Additional notes if required  |  |