

Inspections Checklist

Inspect All Items Unless Otherwise Stated.

Before unpacking/inspecting an item read its procedure below.

If no damage was found photographs are still required for all sides

(Why? Example: Allows clients to confirm color/finish is what they ordered, etc.)

Upholstery Items (sofa, recliner, fabric headboard, etc.)

- ☐ With clean hands or gloves:
- ☐ Put items on a moving blanket
- ☐ Inspect and photograph all sides for tears, stains, major fabric flaws, etc.
- ☐ Flip cushions if loose for inspection
- ☐ Inspect furniture legs for damage or defects
- ☐ Check thoroughly for additional items (i.e.: slipcovers, throw pillows, etc.) before disposal of any packaging or boxes
- ☐ Fold up skirts of sofas and chairs
- ☐ Upholstered Beds: Inspect back and front of headboards, footboards, and side rails for damage or defects in upholstery or finish. Make sure all installation hardware is accounted for and kept with packaging.
- ☐ Rewrap thoroughly with any loose pillows and label well

Casegoods (wood furniture pieces that provide storage space)

- ☐ Inspect and photograph top, sides, and legs of all pieces for scratches, dents, scuffs, irregularities in finish, or other damage
- ☐ Beds: inspect headboards, footboards, and side rails and photograph
- ☐ Open all drawers and doors to insure they are in proper working order
- ☐ Inspect any hardware for scratching or damage unless it is sufficiently wrapped to insure otherwise
- ☐ Inspect legs and feet of all pieces and photograph any damage
- ☐ Unwrap and inspect any additional pieces such as table leaves, glass tabletops, etc.
- ☐ Assemble table tops and bases as needed and make sure items are fit and level
- ☐ Rewrap and label thoroughly

Lamps / Lighting Fixtures

- ☐ Open and remove outer packaging; do not use a blade on lampshades
- ☐ With gloved hands, inspect lamp base or fixture for scratches, cracks, defects or other damage
- ☐ Inspect lamp harp and finial for bending or damage
- ☐ Inspect lampshade for dents and damage and photograph any areas of concern

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Lamps / Lighting Fixtures (Cont. from page 1)

- ☐ Wrap lamp shade(s) in clear bag or plastic and rebox with lamp base; label well

Artwork / Wall Decor / Mirrors

- ☐ Open and remove packaging carefully for reuse where possible
- ☐ Inspect mirrors and frames for damage at corners, cracks, etc.
- ☐ Photograph and rewrap well; label thoroughly

Miscellaneous (Accessories, Dishware, etc.)

- ☐ Open boxes and do a brief visual inspection for obviously broken items
- ☐ Photograph any damaged or broken items
- ☐ Do not inspect each item individually unless requested
- ☐ If full inspection is requested or required due to wrapping:
 - ☐ Place all items on a moving blanket and photograph
 - ☐ Photograph any broken or damaged items or areas of concern (scratches, flaking paint, uneven finish, etc.)

