

# Furniture Assembly Process Verification Checklist

Project Name

Location

Assembly Date

Assembled By

No.	Assembly Step	Verified	Remarks
1	Inventory check of all parts and hardware	<input type="checkbox"/>	<div></div>
2	Inspection for damages/defects	<input type="checkbox"/>	<div></div>
3	Assembly according to manual	<input type="checkbox"/>	<div></div>
4	Tightening and securing of screws/bolts	<input type="checkbox"/>	<div></div>
5	Furniture leveling & stability check	<input type="checkbox"/>	<div></div>
6	Final inspection and cleaning	<input type="checkbox"/>	<div></div>

Additional Comments

Verified By

Date

