

PROJECT INPUT CHECKLIST

Laboratory Furniture Project RFQ Checklist

For distributors, contractors, and project procurement teams preparing a multi-family laboratory furniture inquiry.

Company		Project	
Contact		Date	

1. Project identity

■	Buyer / company and project role	
■	Project name or internal reference	
■	Destination country, region, and city	
■	Quotation-response date requested	

2. Room information

■	Dimensioned plans, elevations, or usable room dimensions	
■	Room purpose, user count, and workflow	
■	Doors, windows, columns, access routes, and fixed equipment	
■	Wet, dry, clean, controlled, or hazardous-use zones	

3. Furniture schedule

■	Product families and approximate quantities	
■	Known dimensions or module preferences	
■	Equipment footprints and operator positions	
■	Storage, shelving, sink, and accessory requirements	

4. Utilities and interfaces

■	Water, drainage, electrical, data, gases, and extraction points	
■	Responsibility for exhaust, controls, and room air balance	
■	Installation, maintenance, and cleaning access	
■	Known building-services constraints	

5. Materials and documents

■	Worktop, cabinet, frame, finish, and hardware requirements	
■	Applicable standards, tender clauses, certificates, or test reports requested	
■	Drawing, submittal, inspection, and handover document list	
■	Language and file-format requirements	

6. Packing and commercial inputs

■	Packing, labeling, consolidation, and delivery-stage requirements	
■	Site access and unloading constraints	
■	Commercial schedule and required quotation validity	
■	Scope exclusions and responsibilities that must be stated	

Planning reference only. This checklist does not establish a fixed product specification, certification, chemical-compatibility conclusion, performance guarantee, delivery commitment, or contractual scope. Final supply is governed by the approved quotation, drawings, technical confirmation, and contract.

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项目输入清单

实验室家具项目询价清单

供经销商、工程商和项目采购团队整理多产品系列实验室家具询价。

公司		项目	
联系人		日期	

1. 项目标识

☐	采购方 / 公司及项目角色	
☐	项目名称或内部编号	
☐	目的国家、地区和城市	
☐	希望获得报价回复的日期	

2. 房间信息

☐	带尺寸的平面图、立面图或可用房间尺寸	
☐	房间用途、使用人数和工作流程	
☐	门窗、柱体、通行路线和固定设备	
☐	干区、湿区、洁净区、受控区或特殊使用区域	

3. 家具清单

☐	产品系列及大致数量	
☐	已知尺寸或模块偏好	
☐	设备尺寸与操作位置	
☐	储物、层架、水槽和配件要求	

4. 公用工程与接口

☐	给水、排水、电气、数据、气体和排风点位	
☐	排风、控制和房间风量平衡责任	
☐	安装、检修和清洁空间	
☐	已知建筑机电限制条件	

5. 材料与文件

☐	台面、柜体、框架、表面处理和五金要求	
☐	适用标准、投标条款以及所需证书或检测报告	
☐	图纸、报审、检查和交接文件清单	
☐	语言与文件格式要求	

6. 包装与商务输入

☐	包装、标签、拼装和交付阶段要求	
☐	现场通行与卸货限制	
☐	商务时间计划及报价有效期要求	
☐	必须写明的排除项与责任边界	

本清单仅用于询价规划，不构成固定产品规格、认证、化学相容性结论、性能保证、交期承诺或合同范围。最终供货以批准的报价、图纸、技术确认和合同为准。

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