BED ASSEMBLY
PREPARATION CHECKLIST

Use this one-page checklist before your bed assembly appointment. Check the package, keep instructions and fittings ready, measure the room and confirm the booking details.

1. PACKAGE & PARTS CHECK

- ■ Check packaging for visible damage before opening.
- ■ Match panels, slats, rails and hardware against the parts list.
- ■ Count screws, bolts, dowels and other fittings.
- ■ Photograph damage or missing components and contact the retailer.

2. INSTRUCTIONS & TOOLS

- ■ Find the correct instructions for the bed model.
- ■ Review the steps and identify any specialist tools required.
- ■ Keep fittings sorted and instructions within reach.
- ■ Confirm whether the assembler brings tools and additional fixings.

3. ROOM & ACCESS MEASUREMENTS

- ■ Measure available space for the bed and headboard.
- ■ Check clearance for drawers, storage lids and doors.
- ■ Measure doorways, hallways, stairs and lift access if needed.
- ■ Clear a route from the entrance to the bedroom.

Room space: Width _____ Length _____

4. ROOM PREPARATION

- ■ Clear enough floor space to assemble the bed safely.
- ■ Move fragile items and furniture away from the work area.
- ■ Protect flooring and keep children and pets away from tools.
- ■ Check sockets and lighting are accessible if needed.

5. BOOKING DETAILS

- ■ Confirm appointment date, arrival window and address.
- ■ Share the bed model, product link and package photos.
- ■ Confirm the quote, payment terms and any extra charges.
- ■ Check whether old-bed removal or packaging disposal is included.

6. BEFORE THE ASSEMBLER ARRIVES

- ■ Keep packages, fittings and instructions together.
- ■ Tell the assembler about access restrictions or missing parts.
- ■ Confirm the agreed work scope before assembly begins.
- ■ Plan a final check of the frame, slats and fixings.

APPOINTMENT TIP **Send the assembler the bed model, package photos, room measurements and access notes before the visit. Confirm what the quote includes so there are no surprises on the day.**

Suggested placement: at the end of this section, before the reader's appointment. | TheItalianTasker