Boarding Accommodation Planning Checklist

A practical checklist for bursars, estates teams and boarding staff preparing accommodation for the 2026–27 school year.

1. Room Audit

- ■ Room-by-room condition audit completed
- ■ Beds and bed frames checked
- ■ Mattresses assessed
- ■ Wardrobes and hanging space reviewed
- ■ Desks and study areas checked
- ■ Chairs checked for condition and stability
- ■ Drawers, lockers and other storage reviewed
- ■ Lighting and electrical provision checked
- ■ Soft furnishings assessed
- ■ Flooring, walls and decoration reviewed
- ■ Accessibility and movement requirements considered
- ■ Pupil and house staff feedback considered

2. Furniture Assessment

- ■ Furniture requiring repair identified
- ■ Furniture requiring replacement identified
- ■ Safety issues recorded and prioritised
- ■ Durability and expected lifespan considered
- ■ Repair versus replacement decisions agreed
- ■ Furniture quantities confirmed
- ■ Standardisation opportunities considered
- ■ Bespoke or specialist furniture requirements identified
- ■ Charging points, lighting and other integrated features considered

3. Refurbishment & Works

- ■ Decorating works scoped
- ■ Flooring works scoped
- ■ Electrical works scoped
- ■ Plumbing/building works identified where required
- ■ Contractors appointed
- ■ Works sequenced in the correct order
- ■ Summer installation window confirmed
- ■ Lead times checked
- ■ Contingency time built into programme
- ■ Cleaning and handover dates allowed for

4. Storage & Flexible Space

- ■ Under-bed storage reviewed
- ■ Wardrobe capacity checked
- ■ Lockers assessed
- ■ Study storage considered
- ■ Shared storage requirements reviewed
- ■ Sixth form requirements considered

- ■ International pupil storage needs considered
- ■ Multi-functional furniture opportunities identified
- ■ Available floor space maximised

5. Delivery & Installation

- ■ Furniture order placed
- ■ Supplier lead times confirmed
- ■ Delivery dates confirmed
- ■ Site access arrangements agreed
- ■ Temporary storage area confirmed
- ■ Old furniture removal arranged
- ■ Installation dates agreed
- ■ Installation sequence agreed with estates team
- ■ Packaging and waste removal arranged

6. Final Inspection & Handover

- ■ All furniture installed and positioned correctly
- ■ Room layouts checked
- ■ Furniture stability and safety checked
- ■ Electrical/charging features tested
- ■ Storage accessible and usable
- ■ Accessibility requirements rechecked
- ■ Snagging list completed
- ■ Snagging works resolved
- ■ Rooms cleaned
- ■ Final room-by-room inspection completed
- ■ Boarding staff briefed on any new furniture or features
- ■ Accommodation ready before pupils return

Project Notes

Priority rooms / houses	
Furniture orders / lead times	
Key contractors / contacts	
Delivery & installation dates	
Contingency / outstanding actions	

Useful alongside: Boarding Accommodation Planning for the 2026–27 School Year: A Practical Guide for Bursars and Estates Teams.