

Typical Lead Times for Certain Furniture, Fixtures, and Equipment (FF&E) and Finishes

IMPORTANT NOTE: The timely ordering and installation of all furniture, fixtures, and equipment (“FF&E”) items are your sole responsibility. Choice Hotels International, Inc. (“Choice”) is providing the following information to assist you in identifying the general lead times for FF&E and finishes. Choice makes no warranties or guarantees on which you may rely. Lead times can vary greatly, including the scope of the work, the size of the project, whether or not a procurement company is used, room count, contractor, local codes, etc. Lead times may be severely impacted by pandemics (such as COVID-19), labor shortages, supply chain issues, major Holidays, etc. You are solely responsible for the day-to-day operations of your Hotel in compliance with the Franchise Agreement and the Brand’s Rules and Regulations. Choice assumes no responsibility for any actions you take based on the information below. You should check with your procurement company or vendor for exact lead times on specific items.

Furniture, Fixtures, and Equipment (FF&E) or Finish	DESIGN APPROVAL REQUIRED	ORDER / DELIVERY	INSTALL	TOTAL
Item:	Choice Design Approval Required Prior to Ordering	Lead time in weeks for manufacture/deliver:	Number of weeks required to install:	Total weeks required for Order Delivery and Installation
Light fixtures	X	15	6	21
Countertops	X	14	6	20
Window Treatments	X	14	6	20
Bath - tub surrounds/shower surrounds	X	14	6	20
Bath - tubs	X	14	6	20
Vanity - tops	X	14	6	20
Closet - millwork bases	X	18	2	20
Toilets	X	14	6	20
Cabinetry	X	18	2	20
Vanity - millwork bases	X	16	2	18
Carpet	X	12	6	18
Flooring	X	12	6	18
Lamps & Floor Lamps	X	12	6	18
Case goods: headboards, nightstands, desk, tables, luggage bench, micro fridge unit, TV stand, etc.	X	16	1	17
Seating - chairs/stools - hard surface	X	16	1	17
Seating - tables (breakfast room)	X	16	1	17
Seating - upholstered - lounge chairs, sofas, ottomans	X	16	1	17
Exterior Signage		16	1	17
Ergonomic Chairs	X	14	2	16
Shower doors - glass	X	10	6	16
Electronic locks		12	3	15
Wall Vinyl	X	8	6	14
Artwork	X	12	2	14
Ice machine - dispenser type		12	1	13
Bedding (Top of Bed packages, skirting, scarfs, etc.)	X	12	1	13
Pool Furniture	X	10	2	12
Floor tile	X	4	6	10
Bath - fixtures/faucets	X	4	6	10
Doors	X	8	2	10
Choice Advantage computer hardware/software - Front Desk		8	2	10
Mattresses	X	8	1	9
Fitness Equipment	X	8	1	9
Paint	X	2	6	8
Mirrors	X	6	2	8
Packaged Terminal Air Conditioner (PTAC)		4	2	6
Graphics	X	4	2	6
Appliances - fridge, microwave etc.		5	1	6
Ceiling Tiles	X	4	2	6
Shower curtains		4	1	5
Shower rods		4	1	5
Terry		4	1	5
Telephone Face Plate		4	1	5
Towel Bar		4	1	5
Uniforms		3	1	4
Printed collateral		3	1	4
Computer hardware/software - Business Center		3	1	4
Operating Supplies & Equipment (irons, ironing boards, coffeemakers, carts, clocks, etc.)		3	1	4
Phones		3	1	4
TV's		2	2	4
Breakfast buffet equipment/dispensers etc.	X	2	1	3
Breakfast Area Countertop Refrigerator	X	2	1	3
Amenities (shampoo, soap, etc.)		2	1	3

