

PROCUREMENT & INSTALL RECOVERY DASHBOARD

Clubhouse Finish Schedule — Executive Action Sheet

Reporting Window

- Current snapshot based on latest furnished schedule and delivery notes

1) Portfolio Status Snapshot

- Delivered / On-Site: High volume of FF&E in place (including staged inventory in 105, 115, and leasing garage)
- In-Transit / Scheduled: Multiple RL items with late-March shipment windows
- Blocked / At Risk: Damaged China items, customs delays, quote-gated life-safety items, missing ETA shipments

2) Critical Blockers (Immediate Escalation)

1. Damaged items from China (including broken armoire units and damaged table shipment)
2. Customs hold on RL armchairs (FedEx resolution pending)
3. Zebra loveseat overseas with no confirmed ETA
4. Exit signs not ordered (awaiting quote)
5. Missing condition/photo verification for staged and crate-stored items

3) 48-Hour Recovery Actions

A) Status Normalization

- Move every item into 1 of 4 buckets: Installed / On-Site / In-Transit / Blocked
- Add owner, due date, and location for each blocked item

B) Damage & Replacement Control

- Publish a consolidated damage list with quantities and replacement status
- Issue replacement purchase requests for all broken items
- Confirm expected replacement ship dates

C) Logistics & Customs Clearance

- Escalate customs/FedEx holds with case number tracking
- Require daily ETA update until released

D) Life-Safety Fast Track

- Approve exit-sign quote same day and convert to PO
- Confirm install date and inspection readiness

E) Field Verification

- Photo-tag all “delivered” inventory (item, room/location, condition)
- Verify all crate/garage inventory and attach proof-of-receipt

4) Delivery Watchlist (Time-Sensitive)

- RL chairs (scheduled week of March 30)
- RL chaise lounger (scheduled week of March 30)
- RL chesterfield sofa (shipping March 30)

5) KPI Dashboard (Weekly)

- On-time delivery rate (%): _____
- Damage incidence rate (%): _____
- Blocked-item aging (days): _____
- Install completion rate (%): _____
- Life-safety item completion (%): _____

6) Ownership Matrix

- Procurement Lead: _____
- Logistics/Customs Lead: _____
- Install Lead: _____
- QA/Photo Verification Lead: _____
- Executive Escalation Owner: _____

7) Executive Readout

- Primary risk is not demand volume; it is closeout coordination.
- Recovery success requires fast blocker removal, verified field status, and daily owner accountability.
- Target outcome: convert current inventory to install-ready flow and remove all critical blockers within 7 days.