Furniture Estate Audit Starter Register

Use this before any procurement decision, move or lease renewal to establish what your furniture estate is actually worth.

Most organisations can produce a fixed asset register for their laptops. They cannot produce one for their desks. This register gives you the five things you need to know before that gap costs you a procurement decision you never got to make.

THINGS YOUR FURNITURE ESTATE REGISTER MUST ESTABLISH

1. **What you own and where it sits**
   Walk every floor and log every item: category, manufacturer, model and location. You cannot value, plan or report on a furniture estate you have not counted, and finance cannot treat it as an asset if nobody knows it exists.

2. **The condition grade for each item**
   Grade each piece against a fixed scale, A-plus through to B, applied consistently across the estate. Condition is the single variable that separates a refurbishment candidate from a disposal, and it determines whether the 30% remanufacturing cost advantage is available to you at all.

3. **What refurbishment would actually cost**
   Record the refurbishment route alongside the grade, and get a fixed cost attached to it before you open a procurement conversation. A rule of thumb means nothing applied to furniture you have not graded: the procurement decision only becomes real when you have a number to set against a replacement quote.

4. **The carbon and waste liability you hold**
   Note the disposal route for every item you will not retain or refurbish: resell, donate or recycle. With landfill tax rising to around £130 a tonne from April 2026 and approximately 22,000 tonnes of seating landfilled in the UK each year, the cost of not knowing your route is rising faster than most fit-out budgets anticipate.

5. **When the register will next be tested**
   Record the lease expiry date, any break clause and the next scheduled fit-out review alongside the asset data. The same desk carries a different value twelve months before a decision than it does two weeks before a building has to be empty, and timing is the variable most organisations fail to control.

> An organisation that audits calmly, two years before any pressure arrives, gets to choose between refurbishment and replacement on commercial terms. One that discovers its estate under pressure chooses between a skip and a skip. Coggin SOS offers a free scoping visit for estates of 200 or more items: contact us to arrange yours.

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