

Sofa Kitchens — Finishing Samples SOP

Standard Operating Procedure | Owner: Andrea (Samples Lead) | Support/Oversight: Shayne (Finishing Coordinator + QC Lead)

Goal: Every sample is accurate, approved, repeatable, documented, and ready to run in production.

1) Start the Sample (Request Intake)

A sample is required when: new colour/finish is requested; a match to an existing item is needed; a previous recipe isn't available; or designer/client approval is required.

Collect before starting:

- Job name / client / designer
- Target colour reference (photo, sample, cabinet, site piece, etc.)
- Finish type (paint / stain / toner / clear) + sheen requirement
- Material/species/veneer used on the job
- Deadline + where sample is going (pickup/shipping)

2) Create the Microsoft To Do Task (Required)

For every sample request, Andrea must create a task in Microsoft To Do and include the following:

Task must include	Details
# of Samples	Write total number required (example: 3 samples).
Per-sample record	Material; Style; Sanding grit/prep schedule; Sample size; Stain/paint formula (products + ratios/weights, reducer/catalyst if used); Topcoat brand + sheen; Attach photos (progress + final).
Checklist items (as applicable)	ORDER COLOUR (STAIN) if not in stock; SEND FOR COLOUR MATCH; SHIPPING ADDRESS; CONTACT RE SAMPLE; ETA; ADD. INFO (PIC etc.); APPROVED by Designer/Client.

3) Prepare the Sample Board (Material + Sanding Must Match Production)

- Use the same material as the job whenever possible (species/veneer/MDF).
- Use the same sanding grit and method planned for production parts.
- Recommended minimum sample size: 6" x 10" (unless otherwise requested).
- Label the back of each sample board: job / date / sample # / material / sanding grit.

4) Build the Sample (Andrea does the work; Shayne supports as needed)

- 1 Confirm the finish system: stain/toner/paint + sealer + topcoat + sheen.
- 2 Mix small batches first.
- 3 Apply in controlled steps (change one variable at a time): colour coat → sealer (if used) → topcoat.
- 4 Match the production method: wipe time, spray passes, dry time, sanding between coats.

5) Dry/Cure and Evaluate Correctly

- Do not judge colour when wet.
- Evaluate under shop lights + natural light (and client/jobsite lighting if known).
- Check: colour (shade/undertone), evenness (no blotch/lap marks), clarity/grain look, sheen after topcoat, cleanliness (no dust/nibs/contamination).

6) Adjust and Re-Sample (If Needed)

- Adjust one variable at a time (tint %, toner strength, reducer %, coat count, sealer choice).
- Rebuild until it matches the target and looks correct after topcoat.

7) Document the Recipe (Non-Negotiable)

Every approved sample must have a complete recipe recorded in Microsoft To Do and/or on the sample card.

- Product names/brands
- Mix ratios/weights (preferred) + any tint/colour codes
- Reducer % / catalyst % / pot life notes (if applicable)
- Coat count + dry times
- Sealer/topcoat details + sheen
- Technique notes (wipe time, spray distance, sanding between coats)

8) Approval + Master Sample

- 1 Present the final sample for approval (designer/client/owner as required).
- 2 Once approved: mark sample APPROVED with date + initials.
- 3 Update Microsoft To Do: check "APPROVED by Designer/Client".
- 4 Store as the Master Sample and keep it accessible at the booth during production.

9) Production Release (First-Piece Check)

- Before running the full job, finish the first real part (or a production test piece) and compare to the Master Sample.
- Shayne confirms match (colour + sheen + consistency) before continuing the run.

10) In-Process Control (During the Run)

- Keep the master sample at the booth for continuous comparison.
- Re-check after a new mix batch, material/wood lot changes, long breaks, or equipment changes.

11) Close the Sample Task

- Confirm all Microsoft To Do fields are filled in.
- Photos attached (progress + final).
- Recipe complete and readable.
- Approval recorded.
- ETA + shipping/pickup details completed.

Definition of Success (Quick Checklist)

- Matches target colour + sheen after topcoat
- Correct material + correct sanding grit used
- Approved, labeled master sample exists
- Recipe is clear and repeatable
- First production piece matches with minimal/no rework
- Microsoft To Do task complete (details + checklist + photos)