**Excerpt from: *Turnkey Furniture, Fixtures & Equipment (FF&E) Contracting Guide for Construction Projects* (Guide is for NAVFAC internal use only)**

**II. Collateral Equipment (CEQ) - Furniture, Fixtures & Equipment (FF&E)**

1. **Definitions**

Per OPNAVINST 11010.20H, Facilities Projects Instruction, Personal Property, also known as Collateral Equipment (CEQ), is defined as accessory equipment and furnishings that are movable in nature and not affixed as an integral part of a real property facility.

1. **CEQ**: CEQ includes operational equipment that is detachable without damage to the real property facility or real property equipment. It is not required for the operation of the real property facility, but is required for the functional operation and activities utilizing the real property facility. CEQ is broken down into sub-categories: Furniture, Fixtures and Equipment (FF&E), Audio Visual (A/V) Equipment, Specialty Equipment, Shop Equipment, Movable Dining Facility Equipment, and Other Miscellaneous Equipment.
2. **FF&E**: FF&E includes, but is not limited to items such as: systems and modular furniture, workstations, seating, storage, filing, visual display items, accessories, artwork, command graphics, training and conference furniture, soft window treatments, shop equipment, fitness equipment, Child Development Center furniture/furnishings, appliances, portable weapons cabinets and dorm and quarters furnishings. FF&E is installed by a FF&E certified and/or approved manufacturer’s dealer/installer, typically through a turnkey approach.
3. **Specialty CEQ**: Specialty CEQ sub-categories such as Audio Visual (A/V) equipment, commercial kitchen equipment, medical equipment, fitness equipment, and wharf equipment, are purchased and installed by the Construction Contractor and coordinated through a certified and/or approved manufacturer’s dealer/installer. This equipment may be designed and procured as separate packages in the same manner as FF&E or as a fixed-price option that complies with performance criteria and specifications.
4. **CEQ not covered by this guide:** Refer to *OPNAVINST 11010.20H, Chapter 1.2.c.4 and Appendix A, Property Classification Table.* Also see the *Collateral Equipment (CEQ) Classification and Funding Matrix* located at [*http://www.wbdg.org/ffc/navy-navfac/collateral-equipment*](http://www.wbdg.org/ffc/navy-navfac/collateral-equipment).