

Executive Floor Lounge FF&E Requirements

Furniture

4	Two-seat Sofa's	(Similar to current two, new upholstery required)
4	Arm chairs	(Current hospitality desk chairs/ Hemtours chairs)
4	Coffee tables	(Wood/ rectangular)
2	Round tables	(Marble top, dia. 65cm, height 70cm)
1	High Table	(Rectangular, wrought iron frame & marble top, similar to lobby table)
1	Half moon dressing table	("Antique style")
1	Liquor Cabinet	(Glass doors – constructed on top of existing antique drawers)
1	Cabinet w/drawers	(Colombo Club)
1	Newspaper Rack	
1	Hospitality Desk	Small elegant / table style
1	Desk chair	

Fixtures / fittings

4	Table Lamps	
2	Tall Desk Lamps	
1	Writing Desk Lamp	
1	Wall painting light	
	Lights inside liquor cabinet	
	Ceiling Spotlights, highlighting buffet tables, sofa seating etc.	

Artwork

3	Cluster groups of photo's taken over the years depicting dignitaries visiting the hotel. Frames of various sizes	
1	Entrance sign	
3	Elevator Brass Plates	
1	9 th floor corridor sign	

Equipment

1	Coffee machine	
1	Fridge	
1	Music System (CD Surround Sound)	
1	Telephone	
1	Cordless Phone	

**Executive Floor Lounge
O&E Requirements**

Chinaware

- 30 Dinner Plate 26 cm
- 30 Dessert Plate
- 30 Bread & Butter Plate
- 30 Soup Cup
- 30 Soup Cup Underliner
- 20 Coffee Cup
- 20 Coffee Cup Underliner
- 20 Demitasse Cup
- 20 Demitasse Cup Saucer
- 40 Cereal Bowl
- 12 Ashtray

In addition, food plated from the kitchen requires:

- Designer plates (Black, glass, marbled etc.)
- Bocuse cups
- Monkey dishes
- Renge (Chinese) Spoons w/rest
- Egg dish
- Rectangular / square dish for Japanese item

Silverware

- 30 Table Knife
- 30 Table Fork
- 30 Dessert Spoon
- 30 Dessert Fork
- 30 Dessert Knife
- 30 Soup Spoon
- 40 Coffee / Tea Spoon
- 06 Sauce Ladle
- 12 Demitasse Spoon
- 04 Cake Stand
- 04 Cake server
- 08 Sugar bowl
- 08 Creamer
- 08 Salt & Pepper shaker
- 06 Sauce Boat 12cl
- 10 Relish Dish (3 comp.)
- 02 Serving Tray 35x25 cm
- 06 Serving Spoon – Long

Silverware (cont'd)

- 10 Toothpick Holder
- 10 Butter dish
- 06 Bread tong
- 02 Chafing Dish Roll Top
- 08 Tea pot
- 02 Water Jug

Glassware

- 20 Hi-ball Glass 9oz
- 08 Tall Hi-ball 10.5oz
- 12 Old Fashion
- 24 White Wine
- 24 Red Wine
- 08 Sherry Wine
- 06 Irish Coffee
- 08 Brandy Glass 9oz
- 20 Pilsner (Stem)
- 12 Whiskey Sour
- 12 Champagne Flute
- 04 Crystal Juice Decanter
- 36 Juice glass
- 12 Mixer Decanter
- 08 Flowervase (Frosted glass)

In addition, food received from the kitchen requires:

- 36 Champagne Cocktail
- 12 Frosted Ice Cream Coupe Glasses

Linen

- 40 Placemats
- 40 Napkin
- 12 Glasstowel

Buffet Equipment

- | | | |
|----|-----------------------------|---------------------------------------|
| | Glass plates | (Various sizes for 3D display effect) |
| | Granite Stones | (To support the glass plates) |
| 05 | Cane or Bamboo Breadbaskets | |
| 03 | Tall Crystal Vases | |
| 01 | Peppermill | |