

	RESOURCE LIBRARY – SECURITY Hotel Properties Management	<i>CODE:</i> 03.19.026
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

POLICY STATEMENT/政策声明

Any hotel properties being taken out of hotel are to be recorded and follow-up with Official Gate Pass Documentation.

酒店任何物品被带出酒店时都应有物品准出证明并要做好相应的登记。

PURPOSE/目的

The purpose of these policies is to protect the hotel properties from being missing or taken by staff intentionally. With the proper documentation, these will also assist the security department should there is any guest complaint of theft cases in the room.

本政策的目的在于避免酒店物品丢失或被员工故意带出酒店。被带出的物品需提交物品准出证明，这样也会对保安部处理客人房间内丢失物品的投诉起一定的帮助作用。

PROCEDURE/程序

1. Any hotel properties being taken out of the hotel has to be submitted the Official Gate Pass Form issued by Department Head or the Assistant.

酒店物品被带出酒店时都要提交部门总监或经理签发的“物品准出证明”单。

2. Official Gate Pass has to be issued in duplicate (photocopy). Item being taken out should be spelt out in the column provided. All copies must be signed by the authorized department head concern.

“物品准出证明”须一式贰份，被带出的物品应在相应的空栏内详细填写。所有“物品准出证明”单都必须经过相关部门总监或经理亲笔签字方可生效。

3. Erasures, alterations and cancellation shall render them invalid and may subject the holder to investigations.

任何涂抹、更改、注销的“物品准出证明”都视为作废，并向持单者做进一步的调查。

4. Should any Authorization issued by the department not having proper documentation control or being removed shall not be recognized and be treated as invalid, e.g. Official Gate Pass Form issued by Engineering for property under control of Food & Beverage.

任何由非主管部门领导认可签发的“物品准出证”都不被采纳。例如，工程部物品的出门证明不应由餐饮部负责人的批准。

5. Anyone whether private individuals or contractors or staff removing hotel properties must submit the Official Gate Pass Form to the Security Personnel for checking. When all details or the particulars are tally, the Security Personnel on duty shall sign, time and date on both copies. The first copy will accompany the items whereby the second copy kept by security for references.

任何人（酒店承包商、员工等）将酒店物品带出酒店，都要向保安人员出示“物品准出证明”，以便其检查。安保员经过认真检查后，如无异议，应在“物品准出证明”两联单上签字放行。并将第一联单交至带出者，第二联单备存。

	RESOURCE LIBRARY – SECURITY Hotel Properties Management	<i>CODE:</i> 03.19.026
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

6. All activities of loading the hotel property to the transport only permitted at the receiving area. This is for control measures by purchasing / receiving department and checking by the Security Personnel.

所有需装运走的酒店物品务必在收货区操作。这是收货部/采购部的控制措施并由酒店保安检查。

7. Staff should cooperate with the security guard on duty to check their belongings actively when he or she enter or leave hotel. Anyone who found didn't assist in checking, disciplinary action will be taken according to hotel regulation.

当员工进入或离开饭店时，应主动配合当班保安员检查个人财物。对于不配合保安员检查的员工按酒店规定追究其责任。

8. When staff bring properties leaving hotel, which are not daily used personnel belongings, should get the permission of their division heads as well as fill out the Gate Pass Form. The security guard on duty has the right to check and confirm, if necessary, the Gate Pass Form should have DGM or GM's sign and approval.

当员工携带个人随身生活用品以外的物品出店时，必须经部门总监或经理签发的《物品准出单》。饭店当班保安有权检查确认，必要时将要求有副总经理或总经理的签字方可放行。

9. An authorization also is needed by the staffs who wish to take out of the following:-

员工带出如下物品时，仍需向保安员提供物品准出证明：

- Gifts from guest or from the hotel.
客人或酒店赠与的礼物。
- Unclaimed properties issued by Housekeeping Department
客房部发的无人认领的物品。
- Loans items.
租借的物品。
- Hotel property officially given to them.
酒店给予的物品
- Payment receipt and invoice must be offered while buying some hotel properties.
如员工购买酒店物品，须出示付款证明或发票。

10. Any food and drinks are not permitted to take out of hotel.

食品饮料类物品不允许带出酒店。

11. The policy will effective from the date of General Manager's sign and approval.

总经理签字批准生效。