

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES Workshops</b>	<i>CODE:</i> 07.01.007
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**WORKSHOP EQUIPMENT, TOOL SELECTION**

The workshops must be located where they are easily accessible, preferably on the ground floor of the building. It must be possible to transport heavy machines into the workshop without problems and without having to negotiate hurdles.

The chief engineer has a separate office available in the workshop or the adjacent area.

A lockable spare part storeroom is a must.

The hotel management and the regional chief engineer are responsible for equipping the workshops properly.

The workshop equipment (fittings, tools, machines etc.) is being regularly checked and additional items be selected with the collaboration of the regional engineer. An up-dated inventory is always available.