

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Repair &amp; Maintenance Requests</b>	<i>CODE:</i> 07.01.020
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 4

**Description描述:**

**PURPOSE:** To provide a system of controlling Engineering expenses not directly related to repairs and maintenance.

目的 提供非直接相关于维修维护的工程费用控制系统

**POLICY:** An R&M Project Request form is to be completed for any work in excess of \$500.00 not defined

政策 as repair or maintenance.

对于所有非定义于维修维护的超过500美元的花费，必须填写维修&维护项目申请表

**STANDARD标准:**

1. Any project that is expensed to R&M must be initiated through the R&M Project Request.  
所有用于维修维护的项目花费必须事先填写维修&维护项目申请表并获得批准
2. The Controllers Department will designate R&M project account funding.  
财务部将指定维修&维护项目账户基金
3. The General Manager must approve any R&M project request.  
总经理必须批准维护&维修项目申请

**PROCEDURE程序:**

1. An R&M Request Form, as in Figure 1, is to be completed when any department requests maintenance services for work in excess of \$500.00 that is not repair and maintenance of the existing facility.  
任何部门申请维修维护服务，如果非针对现有设施且费用超过500美元，必须填写维修&维护项目申请表（如表1所示）
2. The department head is responsible for completing the top portion of the R&M Project Request Form providing as much detail as possible. Purpose and justification for the project request must be stated clearly and the estimated cost determined.  
部门负责人负责完成此表的上半部分，并尽可能多的提供细节。详细阐述申请此项目的目的及理由并写明预估费用
3. The department head must obtain appropriate Executive Committee member approval for the concept.  
关于此项目理念，部门负责人必须获得适当的行政委员会成员的批准
4. The Executive Committee member must then obtain the General Manager's signature for concept approval.  
关于此项目理念的批准，行政委员会成员还必须获得总经理的签字
5. Upon approval of the concept, the Chief Engineer to determine material, labor and (if necessary) contractor costs. The Chief Engineer then reviews the project with the department head for accuracy and additional information, if required.

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Repair &amp; Maintenance Requests</b>	<i>CODE:</i> 07.01.020
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 4

一旦项目理念获得最终批准，总工程师负责确定材料，劳动力及承包商费用（如果需要）。如果需要，总工程师还需与部门负责人共同审核项目工程，以确保准确度并获得其它相关信息

6. When the final cost has been determined, the Accounting Department is to designate the appropriate account funding and the R&M Project request is to be signed by the Hotel Controller.  
一旦确定最终成本，财务部指定合适的账户基金，且酒店财务总监应签署确认维修&维护项目申请表
7. Upon completion of the above steps, final approval of the request is to be obtained from the General Manager.  
完成以上步骤后，此申请需获得总经理的最终批准
8. The approved project is then scheduled for completion by the Chief Engineer.  
之后，总工程师负责计划此批准项目的工程实施工作

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Repair &amp; Maintenance Requests</b>	<i>CODE:</i> 07.01.020
		<i>EDITION:</i> 1
		<i>PAGE</i> 3 OF 4

**FIGURE 1. : R&M PROJECT REQUEST FORM EXAMPLE**

表1: 维修&维护项目申请表样板

**TO BE COMPLETED BY REQUESTING DEPARTMENT**

由申请部门完成

FROM申请人:

DATE日期:

Department部门:

PURPOSE OR FUNCTION OF PROJECT项目目的或功能:

\_\_\_\_\_

PROJECT DESCRIPTION: (SIZE, SHAPE, LENGTH, WIDTH, HEIGHT, TYPE OF FINISH, COLOR, QUANTITY, ETC. . .  
 PROVIDE SKETCH OR ADDITIONAL INFORMATION ON BACK OF THIS FORM).

项目描述: (尺寸、形状、长、宽、高、精加工等级、颜色、数量等...在此表背面提供草图  
 或附件说明信息)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SPECIFIC AREA \_\_\_\_\_

特定区域:

ESTIMATE COST \_\_\_\_\_

预估费用:

PERMANENT OR TEMPORARY PROJECT \_\_\_\_\_

永久性还是临时性项目:

EXECUTIVE COMMITTEE MEMBER APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

行政委员会成员批准

日期

GENERAL MANAGER CONCEPT APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

总经理对项目理念的批准

日期

**TO BE COMPLETED BY ENGINEERING DEPARTMENT**

工程部完成

PARTS & MATERIALS COST \_\_\_\_\_

部件&材料费用

LABOR COST \_\_\_\_\_

劳动力费用

ESTIMATED HOURS \_\_\_\_\_

预估工时

OUTSIDE CONTRACT COST \_\_\_\_\_

外部承包商费用

TOTAL COST \_\_\_\_\_

总费用



**RESOURCE LIBRARY - TECHNICAL SERVICES**  
**Repair & Maintenance Requests**

CODE: 07.01.020

EDITION: 1

PAGE 4 OF 4

**TO BE COMPLETED BY HOTEL CONTROLLER**

酒店财务完成

TO BE FUNDED FROM \_\_\_\_\_

由\_\_\_\_\_提供资金

\_\_\_\_\_  
Controller Approval

财务总监

\_\_\_\_\_  
Date

日期

**TO BE COMPLETED BY EXECUTIVE OFFICE**

行政办公室完成

APPROVED BY \_\_\_\_\_

批准

General Manager \_\_\_\_\_

总经理

Date \_\_\_\_\_

日期

**RETURN TO CHIEF ENGINEER**

返还总工程师