Purpose:
目的

Check the safety and reliability of hotel equipment, make plan for emergent response..
检查酒店设备安全可靠性，制定应急反应计划。

Policy:
政策

Make relay recording well, equipment operation, troubleshooting; executive job responsibility subject to distribution, complete other duties assigned by superiors.
做好交接记录, 进行设备运行、故障检修；执行岗位责任制服从分配，完成上级指派的其他工作。

Procedure:
程序

1. Staff responsible for job, execute other distributed work;
    员工对自己的工作职责负责，执行主管分派的工作；

2. Seriously imply team inspection system, keep vigilant to report abnormal to the duty engineer in time;
    认真执行班组巡视制度，提高警惕, 发现异常情况及时向值班工程师报告；

3. Abide by the rules and regulations of the hotel, comply to safety rules;
    遵守酒店的规章制度，遵守工作安全守则；

4. Proactive, and help the work of other colleagues;
    积极主动, 并且为其他同事的工作提供帮助；

5. Responsible for room hygiene, supervision clean and tidy of working room and tool cabinet placed neatly;
    负责机房卫生，监督工作间整洁和工具柜摆放整齐；

6. Enhance business knowledge, accurately make equipment operation logs and put on record for

7. maintenance;
    加强业务知识学习，准确无误地记录设备运行日志及检修记录备案；

8. Sleep in not allowed during working hours, otherwise, will be punished;
    在工作时间不允许睡觉一经发现按酒店管理规定处罚；

9. To comply with hotel's dining policy, if on duty in a special area, could eating out at appointed time after approval from the engineer on duty;
    遵守酒店的用餐政策,
    若在特殊区域值班时,在经值班工程师同意后可以在指定的时间在外用餐；

10. Receive a visitor on duty is not allowed. Let others enter the hotel to visit the equipment room, and important facilities without the approval of superior is not allowed.
    当班时间内一般不得会客，未经上级批准，不得带他人进入酒店参观设备机房，和重要设施。

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