

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Outside Construction Procedure</b>	<i>CODE:</i> 07.01.029
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**Purpose:**

**目的**

Management system of the outside unit construction

Establishment of norms and responsibilities for construction crews clearly to ensure that the construction does not affect the normal business of hotel or reduce the influence to the lowest on the basis of the smooth construction.

外单位施工管理制度

为施工队伍明确并建立工作规范及责任，以确保在不影响酒店正常营业或将施工影响降到最低的基础上，工程施工能顺利进行

**Policy:**

**政策:**

All construction team should strictly abide by the policies and procedures, Engineering Department, Security Department will coordinate, supervise and check the smooth implementation of the policies and procedures, the landlord delegates shall specify the hotel requirements to the contractor and ensure its implementation.

所有施工队伍应严格遵守该政策与程序，工程部、保安部将协调、监督、检查该政策程序的顺利实施，业主公司代表应向指定承包商讲明酒店要求并保证其执行。

**Procedure:**

**程序**

**1.Basic system of shift**

**交接班的基本制度**

1.1 Succession staff must be 15 minutes in advance to prepare the succession preparation, and put on work clothes, wear name board shift on time;

接班人员必须提前15分钟作好接班的准备工作，并穿好工作服，佩戴好名牌定点交接班；

1.2 Engine room should be on duty, arbitrarily change is not allowed without approval of superior, in case of special circumstances, shift or relay subject to approval superiors;

各机房应按既定值班方式进行值班，未经上级领导同意不得任意改变，遇有特殊情况，须经上级领导批准方可倒班或替班；

1.3 Engine room should be shift at required the time, drink is not allowed, keep the spirits, for some reason the late comers should perform shift procedures. If the succession is not yet reached the time or succession, should be reported to the superior to make decision;

各机房应按规定时间进行交接班，接班前不准喝酒，保持饱满的精神状态，因故晚来者亦应履行交接班手续。若接班人员未到或未按时进行接班时，应报主管以上人员决定；

1.4 Shift staff must transfer work clearly. Filling the log and detailed description the equipment operation and special events, the succession should seriously listen;

交接班人工作必须做到交接两清，值班人必须填写日志，并做到详细介绍说明本班次设备运行情况和特殊事项，接班人员应认真听取；

1.5 Shift staff shall read the transfer of records and notice, to learn about devices operation, on the unclear issues must ask shift, the shift should tell clearly, and shift records should be filled

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completely;

接班人员要仔细阅读交接记录和有关通知单，详细了解上一班设备运行的情况，对不清楚的问题一定要向交班者问清楚，交班者要主动和接班者交底，交班记录要详细完整；

- 1.6 Shift staff should be responsible for the transfer of records, tools, the keys, workplace health, the equipment operation dynamic, signed by both parties to complete the transfer of work;

交班人员要对接班人员负责，交接记录、交接工具、交接钥匙、交接场所卫生、交接设备运行动态，双方签字完成交接工作；

- 1.7 Shift staff should exclude malfunction or accident during shift and succession staff should coordinate actively. Shift staff could leave by approval of engineer after dealt or come to an end, shift staff extend working hours take as the accident report to make a decision.

如果在交班时突然发生故障，或正在处理事故时应以交班人员为主排除，接班人员积极配合，待处理完毕或告一段落，报告工程师，征得同意后交班人员方可离去,其交班者延长的工作时间视事故报告分析再做决定；

- 1.8 Off-the-job is taken as absenteeism, shift staff is responsible for problems when shift. The successor is failure succession to be traced the cause by engineer, depending on the specific circumstances with reference to the employee handbook to deal with. The shift staff extended working hours will be announced praise, depending on the actual situation and give some compensation;

离岗者按旷工处理，发生的一切问题由交班者负责。接班者不按时接班，工程师要追查原因，视具体情节参照员工手册做出处理，交班者延长的工作时间除公布表扬外，视实际情况并给予一定的补偿；

- 1.9 Succession staff confirms engine room equipment without any problems, the two sides signed the record before the end of the shift.

接班人员对机房各项设备检查后确认无任何问题，双方在记录本上签字，交接班方可结束。

## 2 The transfer content

### 交接内容

- 2.1 The in charged engine room equipment operation, equipment changes and abnormal situations handled;

所辖机房设备运行情况，设备的变更和异常情况的处理；

- 2.2 Equipment repair situation;

设备的修复情况；

- 2.3 Progress of expansion and improvement of the work;

扩建和改进工作的进展情况；

- 2.4 Defect treatment discovered when patrol and the duty-completed maintenance work;

巡视发现的缺陷处理情况以及本值班自行完成的维护工作；

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2.5 Work orders' issue and complete situation;

工作单的签发、完成情况;

2.6 Review each room records, technical data;

审查各机房记录, 技术资料;

2.7 Protocol system, the completion of the work assigned by superiors, the implementation of the security system;

规程制度, 上级交办的工作完成情况, 安全制度执行情况;

2.8 Tools and key usage;

工具及钥匙的使用情况;

2.9 Equipment Cleaning, sanitation.

设备清扫, 环境卫生。