

Cost Engineering - Profit Protection Plan

Area of Action 行动区域		Action Level 行动等级	Action By 负责人	Assist.By 协助人	Target Date 目标日期	Status 进展
<b>PPP- Cost Control Committee:</b> Assign Cost Control Committee to insure implementations of all possible PPP aspects	<b>PPP-成本控制委员会</b> 成立成本控制委员会确保实施所有可能的收益保护计划。	MUST必要	ExCo & HOD	GM		
<b>HR-Manning:</b> <ul style="list-style-type: none"> <li>Freeze hiring except specialist positions</li> <li>Minimize casuals (except for conferences)</li> <li>Eliminate casuals</li> <li>Terminate probationary &amp; end of contract staff</li> <li>Delay Promotions &amp; Salary increase</li> </ul>	<b>人力资源-编制</b> 除特殊需求冻结招聘 减少小时工需求到最低（除宴会需求） 解除临时工 终止试用期&结束员工合同 延缓升职&加薪	MUST必要 MUST必要 Recommended 建议	DHs GM approval	HR		
<b>HR-Vacation Balance</b> <ul style="list-style-type: none"> <li>Eliminate any vacation Balances</li> <li>Encourage unpaid leave</li> </ul>	<b>人力资源-平衡假期</b> 清除所有剩余假期 鼓励无薪假	MUST必要 Recommended建议	DHs	HR		
<b>Training-Skills, &amp; Professional abilities:</b> Enhance multiple skills positions	<b>培训-技能、&amp;专业能力</b> 增加一职多能职位	Recommended建议	DHs	HR & Training		
<b>Training:</b> <ul style="list-style-type: none"> <li>Postpone outsourced trainings, with exception of those we already paid for.</li> <li>In house training programs, specially service &amp; hospitality related topics is highly recommended.</li> </ul>	<b>培训</b> 推迟所有外部培训，除已付款项目 内部培训项目，服务技巧&殷勤好客等相关的题目强烈推荐	MUST必要 MUST必要	Training Training			
<b>HR-Staff Housing:</b> <ul style="list-style-type: none"> <li>strict penalties for A/C's operating in empty rooms</li> <li>same as hotel, strictly control energy expenses plus extras (internet, TV etc.)</li> </ul>	<b>人力资源-员工宿舍</b> 无人房间开空调给予处罚 酒店住房同样，严格控制能源消耗，额外的消耗（网络、电视等）	MUST必要 MUST必要	HR HR	ALL HOD ALL HOD		
<b>HR-Employee Benefit:</b> <ul style="list-style-type: none"> <li>Review all privileges &amp; entitlement for possible area(s) of cost saving</li> <li>Staff Cafeteria &amp; Employee meals control</li> </ul>	<b>人力资源-员工福利</b> 审阅所有福利待遇中可能节省成本的方面 员工餐厅及员工工作餐成本的控制	Recommended建议 MUST必要	HR HR	GM	General	
<b>General Cost Saving:</b> <ul style="list-style-type: none"> <li>Electricity &amp; Water consumption control</li> <li>Control offices electricity &amp; A/C</li> </ul>	<b>总体成本节省</b> 电&水的消耗控制 控制办公室用电&空调的浪费	MUST必要 MUST必要	DHs DHs	Eng. Eng.	General General	

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<ul style="list-style-type: none"> <li>Control Sauna &amp; Steam usage applying a controlled reservation system</li> </ul>	根据预定系统控制桑拿&汗蒸的消耗	MUST必要	HClub			
<p><b>Technical Cost Saving:</b></p> <ul style="list-style-type: none"> <li>Cluster Room allocation, to allow floor closure as effective as possible</li> <li>A/C control in public area and offices wherever possible (Turn off A/C in all closed areas, in restaurants between service hours, turn off chillers, re-schedule air handling units)</li> <li>Best usage of equipment using their max. capacity at a time-dish washer, fridges, freezers</li> <li>Equipment Power Control whenever applicable (ice making machine, fridges, walk in fridges .etc)</li> <li>Switch off all computers, TV's etc, and any power consuming in all offices devices once not used.</li> <li>Reduce the Laundry operating hours or close several days altogether (keep guest services and use household machines)</li> <li>Appoint a responsible person(s) to ensure kitchen electricity, gass is turned off when not needed. The same for water.</li> <li>Reduce corridors lighting system, reset (reduce) timers for general lighting</li> <li>Close elevators where possible</li> </ul>	<p><b>技术节省成本</b></p> <p>集中楼层分布, 尽可能有效的允许楼层关闭</p> <p>公共区域空调的控制以及办公室等任何可能的区域 (关闭所有已关闭区域的空调, 重新调整空调开关时间表, 餐厅开餐期间关闭冷却装置。</p> <p>以合理的、最大发挥设备功能的情况下使用设备。洗碗机、冰箱、制冷机。只要可能使用设备时要控制能源消耗 (制冰机、冰箱、移动式冰箱等)</p> <p>关闭所有电脑、电视等、以及关闭任何办公室不使用的设备</p> <p>减少洗衣房的运转时间或者关闭某段时间, 集中运营 (保持对客服务以及使用家用洗衣机)</p> <p>厨房任命一名员工负责电、燃气、水在不需要时保持关闭,</p> <p>减少楼道灯光系统, 重新设置总体灯控系统时间表</p> <p>关闭不需要的电梯</p>	<p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>Recommended建议</p>	<p>FOM</p> <p>Eng</p> <p>Concerned</p> <p>Concerned</p> <p>ALL</p> <p>HK</p> <p>ENG</p> <p>ENG</p> <p>ENG</p>	<p>Eng</p> <p>GM</p> <p>CHEF</p> <p>HK</p>		
<p><b>Water Consumption Control:</b></p> <ul style="list-style-type: none"> <li>Control Swimming Pool filtration and evaporation</li> <li>Reducing irrigation of water consumption</li> <li>Look for waterflow reducers (very cheap) to reduce water consumption in rooms – saving up to 50% of water</li> <li>Monitor water usage for cleaning purposes (housekeeping, stewarding, laundry)</li> </ul>	<p><b>水消耗的控制</b></p> <p>控制泳池水的过滤及蒸发</p> <p>减少冲水带来水的消耗</p> <p>寻找水流减少设备 (很便宜) 来减少客房内水的浪费-节省50%的水消耗</p> <p>控制清洁过程中水的消耗 (客房、管事部、洗衣房)</p>	<p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p> <p>MUST必要</p>	<p>H. Club</p> <p>Gardeners</p> <p>ENG</p> <p>ENG</p>			
<p><b>Electricity control:--</b></p> <ul style="list-style-type: none"> <li>Reduce lighting in all hotel areas (around pool/in gardens/bungalow lighting)</li> <li>S. Pool heating to be controlled to the standard temperature daily</li> </ul>	<p><b>电力控制</b></p> <p>减少酒店所有区域灯光的开启 (泳池/花园/房间灯)</p> <p>控制泳池温度达到每日恒温</p>	<p>Recommended建议</p> <p>Recommended建议</p>	<p>ENG</p> <p>ENG</p>	<p>GM Approval</p>		

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<b>Fuel Consumption Control:</b> <ul style="list-style-type: none"> <li>Reduce/Control use of Fuel &amp; Solar implementing a restricted time table program for all fuel/solar vehicles/equipment.</li> <li>Monitor transportation between Training Center and Hotel - reduce trips and limit shift changes</li> </ul>	<b>油耗量</b> 减少/控制所有燃气及能源设备实施严格的时间控制表 控制培训中心至湖边的运输-减少往来及倒班限制	Recommended MUST必要	Eng. ALL HOD / TC	GM EO		
<b>ROOMS</b> <ul style="list-style-type: none"> <li>Switching off rooms electricity not in use</li> <li>Put TVs in all rooms OFF – NOT standby</li> <li>Empty all Mini Bars and unplug</li> <li>Guest supplies control</li> <li>Control Linen, &amp; towels use.</li> <li>Control on use of cleaning chemicals</li> <li>Strictly control VIP guest amenity program and provide low cost alternative (re-classify VIP levels)</li> <li>Reduce (Stop) distribution of newspapers</li> <li>Stop purchase of magazines</li> </ul>	<b>房间</b> 关闭所有空房间的电 将房间的电视调整为关闭而不是待机状态 清空小冰箱，拔出电源 客用品控制 控制布草、毛巾的使用 化学品使用的控制 严格控制VIP客用品的使用以低成本物品代替（重新划分VIP等级） 减少（停止）报纸的分发 停止杂志采购	MUST必要 MUST必要 MUST必要 MUST必要 MUST必要 MUST必要 MUST必要 MUST必要	HK HK HK HK HK HK HK/FB/FO FO FO/HC/FB	Laundry & F&B	Immediately Immediately	
<b>Sales &amp; Marketing:</b> <ul style="list-style-type: none"> <li>Regular PR &amp; Marketing action plan review to continue to boost the image and business of the hotel</li> <li>Revise Media Plan for the rest of the year</li> <li>Revise Fairs/Sales Blitz plan</li> <li>Control brochure &amp; printing materials distribution</li> </ul>	<b>市场销售部</b> 日常的宣传以及市场策略计划的审阅来继续促进酒店的生意 修改下半年的媒体计划 修改年会/销售拜访计划 控制传单及印刷品的分发	MUST必要 Recommended建议 Recommended建议 Recommended建议	PR S&M S&M S&M	GM GR		
<b>F&amp;B</b> <ul style="list-style-type: none"> <li>Review F&amp;B outlets operating hours</li> <li>Control breakage of chinaware/glassware...etc</li> <li>Control all requisitions from the stores</li> <li>Reduce use of table cloth and linen napkins and increase use of plastic placemats and paper napkins</li> <li>Buffet presentations with smaller portions (control waste)</li> <li>Menu re-engineering to feature popular items only and avoid unnecessary stocks/purchases</li> <li>Control use of candles, sternos but don't sacrifice atmosphere or quality of product</li> </ul>	<b>餐饮部</b> 审阅餐饮运营部门的运营时间 控制瓷器，玻璃器皿...等的破损 控制仓库申请的要求 减少使用桌布及口布并且增加使用塑料餐具及餐巾纸 自助餐用餐数量为小份（控制浪费） 重新制定餐单只留有特色，受欢迎的菜品，并且避免不必要的库存及采购 控制水蜡的使用，但是不能影响氛围及产品的质量	Recommended建议 Recommended建议 Recommended建议 Recommended建议 MUST必要 MUST必要 MUST必要	F&B F&B/Stew. F&B/Stew. F&B F&B F&B F&B	GM Approval Cost Cont HK Finance	always Immediately	

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<b>Engineering:</b> <ul style="list-style-type: none"> <li>■ Maximize in house repair</li> <li>■ Postpone major projects whenever possible</li> <li>■ Completion of applying power saving lamps project in order to minimize the electricity consumption.</li> <li>■ Apply instructing posters for consumption saving (in Kitchen, Basement &amp; Staff housing)</li> </ul>	<b>工程</b> 最大限度的内部维修 只要可能推迟主要项目 为了最低的电耗完成节能灯项目的申请  应用节能指令放置（厨房、地下室、员工住房）	MUST必要 Recommended建议 Recommended建议 MUST必要	Eng Eng Eng Eng	GM approval   PR		
<b>Accounting/Purchasing -(If business is really bad)</b> <ul style="list-style-type: none"> <li>■ Re negotiate suppliers payment cycle / prices</li> <li>■ Re negotiate maintenance contracts and carefully consider renewal of any yearly contracts</li> <li>■ Review (cancel) any rental agreements</li> <li>■ Control Purchase requests</li> <li>■ Control store room requisition frequency</li> <li>■ Renegotiate/revise necessity for rented equip.</li> <li>■ Source sponsorship for any printing material re-order (i.e. guest room key card - bank; restaurant menus - Coca Cola; flyers/posters - Beer Company, etc.)</li> </ul>	<b>财务/采购-（如果生意真的糟糕）</b> 重新与供应商商讨付款周期/价格 重新与维保商讨合同并且任何年度合同续签要慎重考虑 审阅（取消）任何租赁协议 控制采购申请 控制出库的申请频率 重新商讨/修改必要的设备租赁 寻找印刷品赞助商重新订购（如：房卡-银行、餐厅菜单-可口可乐；宣传单/海报-啤酒公司等）	MUST必要 Recommended建议 Recommended建议 MUST必要 Recommended建议 Recommended建议 Recommended建议	FC/PUR FC/Eng FC FC/PUR FC FC FC/PUR	HODs HODs HODs HODs HODs HODs		
<b>General:</b> <ul style="list-style-type: none"> <li>■ Minimize House/Business calls</li> <li>■ Review all outside contracts (i.e. entertainment, cleaning, marble...etc) whenever possible.</li> <li>■ Decrease PAR stocks</li> <li>■ Control of stationary &amp; computer supplies</li> <li>■ Minimize Complimentary checks</li> </ul>	<b>总体</b> 内部/业务电话控制最低 只要可能审阅所有外部合同（如：娱乐、清洁、大理石清洁等） 减少最低库存量 减少文具及耗材的提供 最低限度的控制免费账单	MUST必要 MUST必要 Recommended建议 MUST必要 MUST必要	ALL ALL Concerned ALL ALL	GM Approval		