



**QA - PREOPENING TECHNICAL SERVICES**  
**Owner - Operator area of responsibilities**

CODE: 10.01.002

EDITION: 1

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Nr. 序号	Work to be completed 需完成的工作	Responsible Party 责任方	
		Owner 业主方	OPERATOR
<b>01.00</b>	<b>Guest Room 客房</b>		
01.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
01.02	Windows / Doors / Doorstopper / Fittings 窗户/门/闭门器/设备	X	
01.03	Heating 制热	X	
01.04	Electricity-Power supply with sockets and covers (3 phase) 电源供应, 插座和插座面板 (三项)	X	
01.05	Regular power supply, sockets and covers 普通的电源供应, 插座和面板	X	
01.06	Antenna connection 信号连接	X	
01.07	2 Telefon, Fax, Handsets, supply and instillation 电话, 传真, 话机, 供应和安装	X	
01.08	Access point covers ( according to interior design) 网络接入面板 (需结合室内设计)	X	
01.09	Ceiling lighting instillation 天花灯光安装	X	
01.10	Ceiling lighting supply 天花灯光亮度	X	
01.11	Bed Headrest 床屏	X	
01.12	Bed base and matrass 床垫和床架		X
01.13	Bedside nightstand tables 2 床头柜	X	
01.14	Armchair 扶手椅	X	
01.15	Writing table/desk 写字台/写字桌	X	
01.16	Desk Chair 椅子	X	
01.17	Suitcase stand 行李架		X
01.18	Clothes Closet (part of construction fit-out) 衣柜	X	
01.19	Decorative lighting 装饰照明	X	
01.20	Curtain railing and runners for sheer and block-out curtain 2 窗帘导轨	X	
01.21	Curtain fabric Sheer and Block-out 窗帘布的材质	X	
01.22	TV supply, instillation and programming 电视, 电视安装和节目		X
01.23	Wall pictures/decorations 墙上画/装饰物		X
01.24	Emergency Evacuation signage 应急疏散标志	X	
01.25	Bedding 床上用品		X
01.26	Garbage bin 垃圾桶		X
01.27	Guest room amenities/supplies 客用品		X
01.28	Automated guest room doorlock with interface to PMS 可以和PMS系统连接的门锁	X	
01.29	Minibar 迷你吧		X
01.30	Guest room safe 保险柜		X
<b>02.00</b>	<b>Guest room bathroom 客房洗手间</b>		
02.01	Walls / Flooring / Ceiling 墙面/地面/天花	X	
02.02	Air extraction and heating 抽风/制热	X	
02.03	Sanitary instillations and connections 洗手间的下水系统和管道	X	
02.04	Washbasin built in with vanity 洗手盆	X	
02.05	Suspended WC/Toilet 马桶	X	
02.06	Shower with glass door 带玻璃门的淋浴间	X	
02.07	Illuminated mirror 梳妆镜	X	
02.08	Shower rail and shower head 淋浴设施	X	
02.09	2 soap holders 洗浴品的托架	X	



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02.10	Soap dispenser 装洗浴用品的托盘或者盒子		X
02.11	Towel rail 毛巾架	X	
02.12	2 small hooks 2个小的钩子	X	
02.13	1 large hook 1个大的钩子	X	
02.14	Electric instillation 电力供应	X	
02.15	Bathtub bar 浴缸	X	
02.16	Hairdryer including mounting 吹风机		X
02.17	Switch and cover 开关和开关面板	X	
02.18	Towling 毛巾		X
02.19	Diverse guest bathroom supplies 多样的洗手间用品		X
02.20	Toiletbrush wall mounted 挂墙的马桶刷	X	
<b>03.00</b>	<b>Housekeeping floor pantry 管家部楼层工作间</b>		
03.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
03.02	Windows / Doors / Fittings/Stock 窗户/门/设备/仓库	X	
03.03	Heating 制热	X	
03.04	Air extraction and circulation 抽风和循环	X	
03.05	Sanitary instillations 下水系统	X	
03.06	Wash/drainage basin 洗手盆	X	
03.08	Power/electrical instillations sockets and covers ( 3 phase)电源供应，插座和插座面板（三项）	X	
03.09	Power switch with sockets with cover 电源开关，插座和插座面板	X	
03.10	Regular power supply, sockets and covers 普通的电源供应，插座和插座面板	X	
03.11	Telefon 电话	X	
03.12	Ceiling light 天花灯光	X	
03.13	Shelving 货架		X
03.14	Housekeeping equipment and machines 管家部设备和机器		X
<b>04.00</b>	<b>Room Corridor 客房走廊</b>		
04.01	Walls / Ceiling / Flooring / Running-boards 墙面/地面/天花/地脚线	X	
04.02	Windows and fittings 窗户和设备	X	
04.03	Firedoors on magnetic holders 带闭门器的防火门	X	
04.04	Electric instillations 电力系统的安装	X	
04.05	Wall decorative lighting delivery 墙上装饰灯的选型	X	
04.06	Wall decorative lighting instillation 墙上装饰灯的安装	X	
04.07	Woodwork decorative cover 木制品的装饰面	X	
04.08	Room numbering 门牌号		X
04.09	Emergency evacuation signage 紧急疏散标识	X	
04.10	Other signage 其他标识		X
04.11	Regular power supply, sockets and covers 普通的电源供应，插座和插座面板	X	
04.12	Heating 制热	X	
04.13	Air extraction 抽风	X	
04.14	Power points with cover for cleaning 需考虑供清洁设备使用的电源点位	X	
<b>05.00</b>	<b>Guest room corridors other 客房走廊（其他）</b>		
05.01	Elevator frame and doors 电梯门框和门	X	
05.02	Elevator signage 电梯标识		X

05.03	Shoe polishing machine 擦鞋机		X
05.04	Electric power points with cover 电源点位	X	
05.05	Free standing lighting supply 走廊立灯的选型		X
05.06	Free standing lighting installation 走廊立灯的安装	X	
<b>06.00</b>	<b>Entrance area and lobby 酒店入口和大堂区域</b>		
06.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
06.02	Heating 制热	X	
06.03	Airconditioning 空调	X	
06.04	Power supply , sockets and covers (3 phase) 电源供应，插座和插座面板（三项）	X	
06.05	Regular power supply , sockets and covers 普通的电源供应，插座	X	
06.06	Windows / Doors / Fittings 窗户/门/设备	X	
06.07	Ceiling built-in lighting delivery and instillation 天花暗藏灯和射灯的安装	X	
06.08	Ceiling decorative lighting supply 天花装饰灯具的选型	X	
06.09	Ceiling decorative lighting instillation 天花装饰灯的安装	X	
06.10	Movable furnishings 可移动的家私	X	
06.11	Decorative plants 装饰的绿植	X	
06.12	Loose decorations 装饰品		X
06.13	emergency evacuation signage 紧急疏散标识	X	
06.14	Other signage 其他标识		X
06.15	diverse guest supplies 各种客用品		X
06.16	Curtain rails and runners 窗帘导轨	X	
06.17	Curtains fabric 窗帘材料	X	
06.18	Dimming device /system 调光器系统	X	
06.19	Soundproofing of public rooms 公共区域房间的隔音	X	
<b>07.00</b>	<b>Bar / Restaurant 酒吧/餐厅</b>		
07.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
07.02	Heating 制热	X	
07.03	Air conditioning 空调	X	
07.04	Sanitary instillations and and connections 下水系统和管道连接	X	
07.05	Power supply and sockets (3 phase) 电源供应，插座和插座面板（三项）	X	
07.06	Regular power supply , sockets and covers 普通的电源供应，插座	X	
07.07	Windows / Doors / Fittings 窗户/门/设备	X	
07.08	Ceiling built-in lighting supply and instillation 天花暗藏灯和射灯的安装	X	
07.09	Ceiling decorative lighting supply 天花装饰灯具的选型	X	
07.10	Ceiling decorative lighting, storage and assembly 天花装饰灯的安装	X	
07.11	Counter furniture 柜台家具		X
07.12	Bar furniture design 吧台家私设计		X
07.13	Kitchen furniture design 厨房设备设计		X
07.14	Moveable furniture 可移动家私		X
07.15	Service stations 服务台		X
07.16	Telephone handsets 电话	X	
07.17	Decorative plants 装饰植物	X	
07.18	Moveable and fixed decorations 可移动和固定的装饰品		X
07.19	Information Signage stands 标识牌		X



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07.20	Wall decorations 门的装饰	X	
07.21	Electronic data transmission network with access points 数据网路和数据点位	X	
07.22	Electronic data equipment IT 设备		X
07.23	Guest supplies 客用品		X
07.24	Restaurant / Bar equipment 餐厅，酒吧设备		X
07.25	Decorative wall and surface finishes 装饰墙面和装饰面	X	
07.26	Dimmer device / System 调光器系统	X	
07.27	Curtain rails 窗帘轨道	X	
07.28	Curtains 窗帘	X	
07.29	Emergency evacuation signage 紧急疏散标识	X	
07.30	Restaurant Buffet 餐厅自助餐		X
<b>08.00</b>	<b>Reception Area 接待区域</b>		
08.01	Reception counter with all built in furnishings 接待台和接待台内部构造		X
08.02	Other built in furnitures 其他家私		X
08.03	Walls / Flooring / Ceiling 墙面/地面/天花	X	
08.04	Airconditioning 空调	X	
08.05	Heating 制热	X	
08.06	Power / electrical supply sockets and covers ( 3 phase)电源供应，插座和插座面板（三项）	X	
08.07	Regular power supply points and covers 普通的电源供应，插座	X	
08.08	Electronic data network, including access points 数据网路和数据点位	X	
08.09	Built-in lighting supply and instillation 固定的灯光和安装	X	
08.10	Supply of decorative lighting 装饰灯光的选型	X	
08.11	Assembly /Instillation of decorative lighting 装饰灯光的安装	X	
08.12	Electronic data equipment and software IT设备和软件		X
08.13	Telephone network and system 电话网络和系统	X	
08.14	Telephone handsets and fax machines 电话机和传真机	X	
08.15	Decorative plants 装饰绿植	X	
08.16	Moveable and mounted/fixed decorations 移动的，挂墙的装饰品		X
08.17	Telephone cabins 电话机房	X	
08.18	Information signage /table 标识牌		X
08.19	Decorative surface finishes ( Carpentry) 装饰物的表面材料	X	
08.20	Office supplies 办公用品		X
08.21	Guest supplies 客用品		X
<b>09.00</b>	<b>Public toilets 公共洗手间</b>		
09.01	Walls / Flooring / Ceilings 墙面/地面/天花	X	
09.02	Doors / Windows / Fittings / stock 门/窗户/设备	X	
09.03	WC Seperating walls/Fittings / stock 洗手间隔墙/设备	X	
09.04	Sanitary instillations 洗手间下水系统	X	
09.05	Sanitary items furnishing and instillation 洗手间的设备和安装	X	
09.06	Washbasin counters 洗手盆台	X	
09.07	Mirrors 镜子	X	
09.08	Power supply with sockets and covers ( 3 phase) 电源供应，插座和插座面板（三项）	X	
09.09	Heating 制热	X	
09.10	Airconditioning 空调	X	



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09.11	Built-in and Assembled lighting 嵌入和装配的灯具	X	
09.12	Signage 标识		X
09.13	Soap dispenser and soap holder 皂液器和托盘		X
09.14	Guest supplies 客用品		X
09.15	Regular power / electrical supply 普通电源供应	X	
09.16	Handicapped toilet instillation 残疾人卫生间	X	
09.17	Lock in upper area	X	
09.18	Towel-dispenser (from Hotel) 酒店毛巾类		X
<b>10.00</b>	<b>Meeting Area 会议区域</b>		
10.01	Walls / Flooring / Ceilings / Running-boards 墙面/地面/天花/地脚线	X	
10.02	Doors / Windows / Fittings / Stock 门/窗户/设备/把手	X	
10.03	Heating 制热	X	
10.04	Airconditioning 空调	X	
	Power / electrical supply sockets with covers( 3 phase)		
10.05	电源供应，插座和插座面板（三项）	X	
10.06	Regular electrical power supply 普通电源供应	X	
10.07	Electronic data transmission network 数据网络	X	
10.08	Seperating walls system (sound proof) 大宴会厅隔墙，声音防护	X	
10.09	Built-in closets 衣柜		X
10.10	Supply of Meeting equipment 宴会设备的选型		X
10.11	Electronic data equipment 电子设备		X
10.12	Automatic curtain rails 自动窗帘轨道	X	
10.13	Curtains with block out fabric 窗帘	X	
10.14	Distribution board 控制屏	X	
10.15	Airconditioning with remote control 空调，遥控器控制	X	
	Ceiling loud-speakers, and loud-speaker access points		
10.16	天花喇叭，扬声器的接入点	X	
10.17	Mobile loud speaker system 移动的音响系统	X	
10.18	Built-in Screen walls 内置的投影幕	X	
10.19	Moveable furniture 活动家私		X
10.20	Decorative plants 装饰绿植	X	
10.21	Fixed and moveable decorations 固定和移动的装饰物		X
10.22	Telephone handsets 电话机	X	
10.23	Built-in lighting 内置灯光	X	
10.24	Supply decorative lighting 装饰灯光选型	X	
10.25	Assembly decorative lighting 组合灯光选型	X	
10.26	Emergency evacuation signage 紧急疏散标识	X	
10.27	Information signage 信息标识		X
10.28	Decorative surface finishes (Carpentry) 木饰品装饰面	X	
<b>11.00</b>	<b>Administration Areas 酒店管理层区域</b>		
11.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
11.02	Doors / Windows / Fittings / Stock 门/窗户/设备/把手	X	
11.03	Heating 制热	X	
11.04	Airconditioning 空调	X	
	Power / Electric supply ( 3 phase) 电源供应，插座和插座面板（三项）		
11.05	电源供应，插座和插座面板（三项）	X	
11.06	Regular power supply 普通电源供应	X	
11.07	Electronic data network 数据网路	X	

11.08	Built-in lighting / Assembled lighting 内置和组合灯光	X	
11.09	Cable channel system 布线系统	X	
11.10	Telephone handsets and fax machines 电话和传真	X	
11.11	Electronic data equipment IT设备		X
11.12	Curtain rails with runners 窗帘轨道	X	
11.13	Curtains 窗帘	X	
11.14	Moveable furniture 活动家私		X
11.15	Office supplies 办公室用品		X
11.16	Other office machines 其他的办公室设备		X
11.17	Fixed and moveable decorations 固定和活动的装饰物		X
11.18	Safes 保险箱		X
12.00	<b>Kitchen areas 厨房区域</b>		
12.01	Walls / Flooring / Ceilings / Running-boards 墙面/地面/天花/地脚线	X	
12.02	Doors / Windows / Fittings / Stock 门/窗户/设备/把手	X	
12.03	Heatings 制热	X	
12.04	Extraction and airconditioning 抽风和空调	X	
12.05	Sanitary instillations and connections for all kitchen equipment 厨房设备的排水系统和连接	X	
12.06	Gas instillation and connections for all kitchen equipment 厨房设备的煤气系统	X	
12.07	Power electricity supply ( 3 phase) and connections for all equip. 电源电力供应 (三相)	X	
12.08	Regular power supply and electrical points for equipment 普通的电源供应	X	
12.09	Extraction hood and air ducting and channels 排烟罩, 风道	X	
12.10	Lighting units 灯光	X	
12.11	Telephone handsets 电话	X	
12.12	Kitchen equipment layout and instillation 厨房设备的布置和安装	X	
12.13	Walk in chiller and freezer 冷藏室和冷冻室	X	
12.14	Small refrigeration units 小型冰箱	X	
12.15	small freezer units 小型冷冻设备	X	
12.17	shelving for chiller and freezer 冷藏室和冷冻室内的架子	X	
12.18	emergency evacuation signage 紧急疏散标识	X	
13.00	<b>Personnel changing and washing areas 员工更衣室</b>		
13.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
13.02	Doors / Windows / Fittings / Stock 门/窗户/设备/把手	X	
13.03	Sanitary instillations 排水系统	X	
13.04	Heating 制热	X	
13.05	Airconditioning 空调	X	
13.06	Power supplis instillation ( 3 phase) 电源供应 (三相)	X	
13.07	Regular power supply 普通电源供应	X	
13.08	Sanitary instillation and fit-out 排水系统的安装	X	
13.09	Mirror 镜子	X	
13.10	Sanitary equipment 卫生设备	X	
13.11	Lighting units 灯光	X	
13.12	Staff lockers and benches 员工更衣柜和长凳		X
13.13	shelving in the wet / shower area 淋浴区域的架子	X	



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16.10	Menu light boxes 灯箱	X	
16.11	Flags 旗		X
16.12	Garden machines 园林机械		X
16.13	Cleaning and Winter machines 除雪设备		X
17.00	<b>Wellness Area 泳池区域</b>		
17.01	Walls / Flooring / Ceiling / Running-boards 墙面/地面/天花/地脚线	X	
17.02	Doors / windows / Fittings / Stock 门/窗户/设备/把手	X	
17.03	Heating 制热	X	
17.04	Airconditioning / aircirculation 空调/空气循环	X	
17.05	Power electricity supply ( 3 phase) 电源供应 (三相)	X	
17.06	Regular power supply supply and electrical points 普通电源供应, 点位	X	
17.07	Lighting units 灯光	X	
17.08	Telephone handsets in technical rooms 工程用房内的电话	X	
17.09	Information signage 信息标识		X
17.10	Swimmingpool with technical instillations and cleaning mechanism 游泳池, 泳池设备, 清洁系统	X	
17.11	WC for ladies and gentlemen 男士和女士卫生间	X	
17.12	Whirlpool 按摩池	X	
17.13	Childrens pool with slide 儿童池带滑梯	X	
17.14	Showers and washing area 淋浴区域	X	
17.15	Steam and dry sauna 蒸汽和干蒸桑拿	X	
17.16	Gym/Fitness room and Aerobic room 健身房, 有氧运动	X	
17.17	Fitness machines/equipment 健身设备		X
17.19	Relaxation beds 休息室		X
17.20	Moveable furniture 活动家私		X
17.21	Massage beds 按摩床位		X
17.22	Changing 更衣区		X
18.00	<b>Equipment 设备</b>		
18.01	Restaurant and Kitchen linen and laundering 餐厅和厨房		X
18.02	Uniforms 制服		X
18.03	Glassware 玻璃器皿		X
18.04	Porcelain 瓷器		X
18.05	Cutleries 餐具		X
18.06	Table top equipment and all restaurant and service equipment桌面的用具, 所有餐厅和服务用具		X
18.07	Barut utensils 酒吧用具		X
18.08	Kitchen operating equipment/utensils 厨房运营用具		X
18.09	Reception furnishing and equipping 接待区域装饰和配备		X
18.10	Offices furnishing and equipping 办公室装饰和配备		X
18.11	Meeting rooms furnishing and equipping 会议区装饰和配备		X
18.12	Material and transportation trollies 材料和运输用的推车		X
18.13	Hotel cleaning equipment and supplies 酒店清洁用品		X
18.14	Housekeeping offices and stores furnishing and equipping 管家部办公室和仓库的装饰和配备		X
18.15	Sport and recreational areas, furnishing and equipping 运动和健身区域的装饰和配备		X
18.16	Shelving and closets 架子和柜子		X

