WEEKLY REPORT · WEEK 9 OF 24 · GUEST-FLOOR REFURBISHMENT, TWO FLOORS AT A TIME

# On plan: floor 10 back on sale, floors 9 and 8 in works

| | |
|---|---|
| To | General manager; director of engineering |
| Copy | Owner or asset manager |
| From | Our project manager |

| 144 | 32 | 224 | 1,792 | 0 |
|---|---|---|---|---|
| Of 176 rooms selling tonight | Rooms off sale: L9, L8 | Room-nights out this week | Room-nights out to date, plan 1,792 of 4,928 | Days behind programme; 3 of 11 floors back |

## 1 This week

| | |
|---|---|
| **Rooms returned to sale** | L10, rooms 1001–1016, signed off by the chief engineer and executive housekeeper. Plan: week 9. On plan |
| **In works** | L9 (901–916), works week 3 of 3, crew B. L8 (801–816), works week 1, crew A. |
| **Programme** | On time. No late room releases. Updated programme attached. |

## 2 Next week (week 10)

| | |
|---|---|
| **Rooms out** | 901–916 in testing; 801–816 in works. 32 rooms, 224 room-nights. |
| **Noisy-works days** | L8, Sunday to Thursday, 11:00–16:00 only. None on Friday or Saturday. 701–716 sold last. |
| **Notice to front office** | 701–716 come off sale at the start of week 11; 901–916 return the same week if testing passes. |

## 3 Safety, permits and fire-system impairments

| ITEM | THIS WEEK | STATUS |
|---|---|---|
| Incidents · near misses | No incidents. One near miss: a materials trolley left in the service lift lobby outside the delivery slot; removed, and covered at the next toolbox talk. | Closed |
| Detection, L8 works zone | Detectors inside the hoarding isolated each shift on permit, fire watch posted, detection kept live outside; reinstated at the end of every shift. | Cleared daily |
| Sprinklers, L9 | Floor control valve closed once for head changes inside the agreed window. No guest room on that floor is occupied while the valve is closed (L9 fully off sale). Floor patrolled, alarm receiving centre told, valve reopened and flow switch tested the same shift. | Cleared |
| Hot work | None this week: joints on L8 and L9 are press-fit. | — |

## 4 Guest impact ILLUSTRATIVE COUNTS

| FLOOR | COMPLAINTS | ROOM MOVES | STOPS | REVIEWS |
|---|---|---|---|---|
| L7 (below L8) | 2 | 1 | 1 | 1 |
| Other floors | 0 | 0 | 0 | 0 |
| WORKS TO DATE | 7 | 3 | 4 | 2 |

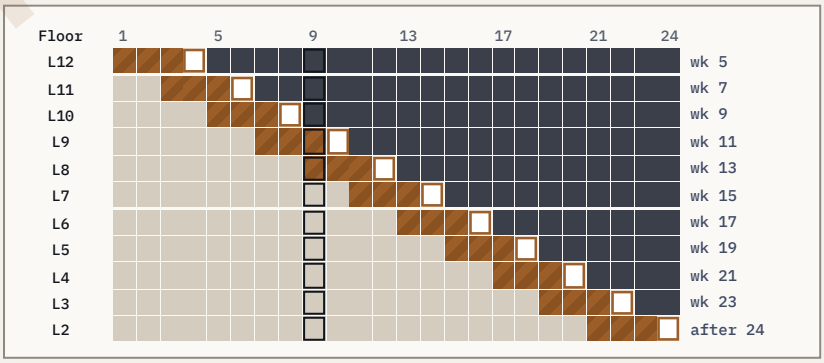
Works complaints, room moves, stop-on-request calls, review mentions of noise or dust. 707: drilling stopped on request, guest moved to L5. 715: early delivery noise; deliveries moved. Counts, not SAR.

## 5 Instructions and variations awaiting approval

| REF | ITEM | SAR |
|---|---|---|
| PS-01 | Sprinkler branch alterations on L8 from the approved coverage drawing. A named provisional sum: spent only on your instruction. | on sheet |
| VO-05 | Brand-requested change to the bedside socket position, approved after the mock-up sign-off (CT-10); applied to the remaining floors from L8. | on sheet |

Priced before work starts; values left out. For information: 2 branch valves on L8 replaced under provisional quantity PQ-01, remeasured.

## 6 Programme: week 9 of 24 FROM CT-06




Works · Testing · Handed back · This week

### 7 · DECISIONS NEEDED THIS WEEK

01 Instruct the PS-01 spend for L8 by Sunday. If it waits, L8 returns a week late: 16 rooms, 112 more room-nights out.

02 Confirm with the revenue manager that 701–716 can come off sale at the start of week 11.

Issued every week of the works. The general manager can forward it to the owner and the brand's area office as it stands.



Specimen built on an illustrative hotel. Not a CORETECH project and no client data. Figures are illustrative.

Example only

SPECIMEN Illustrative hotel