CORETECH
Hotel engineering, without closing

CT-09 SPECIMEN
Weekly report to the general manager

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

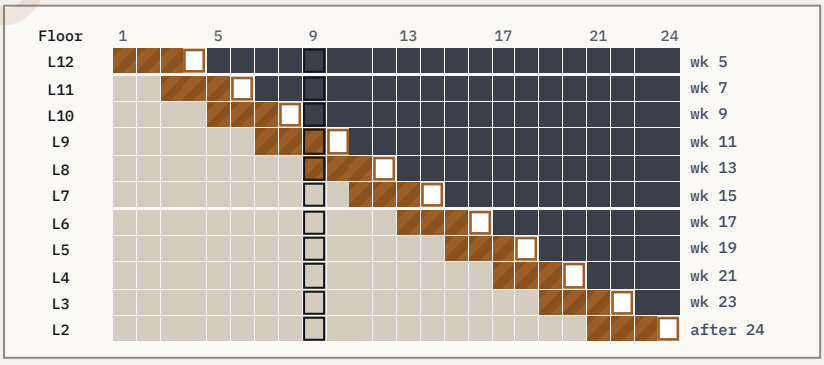
Works complaints, room moves, stop-on-request calls, review mentions of noise or dust. 707: drilling stopped on request, guest moved to L5. 715: early delivery noise; deliveries moved. Counts, not SAR.

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.

CORETECH	DOCUMENT	BUILDING	CODE	REV	SHEET	STATUS
Hotel engineering, without closing	Weekly report to the general manager Week 9 of 24	Illustrative hotel · G+12, Riyadh · 176 keys	CT-09	A	1 / 1	SPECIMEN

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

Example only

SPECIMEN · Illustrative Hotel · نموذج توضيحي · فندق افتراضي