



## QUALITY ASSURANCE - COST ENGINEERING Profit Protection Plan - General & Others

CODE: 12.04.009

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### COST ENGINEERING GENERAL & OTHER OVERHEAD EXPENSES

PRIORITY	ACTION	COMMENTS	SAVING US\$	ACTION BY	TARGET DATE	STATUS
A	Build a cost management committee including employees of all departments.	FBM is leading this committee and issues minutes of each meeting to GM for approval.		F&B		
A	More computer less paper	This is being followed with the implementation of the Intranet.		GM/EAM		
A	Reduce complimentary checks	This is being followed at all time.		ALL HODs		
A	House telephone calls to be reduced.	FC to follow-up and monitor carefully. A list has to be distributed to each HOD, on a DAILY basis, asking for justification of telephone calls, made from the depmt. Tellular lines have been installed, to ensure cheaper mobile phone connections		GM/EAM/ALL HODS		
				FC/HODs		
				GM/FC/IT		
A	Postpone purchase of staff uniforms.	This is being followed.		HK/FC		
A	Review store room requisition frequency for enhanced control of quantities.	This is being followed.		FC		
A	Involvement of FC and GM in approving store room requisitions.	This is being followed.		GM/FC		
A	Reduce to strict minimum business trips and combine visits to fairs with other hotels.	This has always been done. WTM is cancelled. The participation costs for Sales Blitz in France/Belgium (1 representative for all hotels) are split between all hotels.		GM		
A	Lesser use of mobile phones, review the allowances paid in certain hotels.	FC to check the itemized bill and ask the employee to identify the personal calls.		FC		



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PRIORITY	ACTION	COMMENTS	SAVING US\$	ACTION BY	TARGET DATE	STATUS
A	Revise all maintenance contracts and negotiate better conditions.	This is being done, where applicable. Hardware maintenance contract has been cancelled for 2014. CE to contact all companies to reduce the rates for the time being, with the exception of the group contracts.		GM/FC/IT  CE		
A	In-house repairs as much as possible.	This is being followed and repairs are all being encouraged/enforced.		GM/EAM/ ENG/HK		
A	Postpone painting of the building's exterior and all present major projects.	This is being followed.		GM/EAM/ ENG/FC		
A	Review all rental of equipment agreements.	This is not applicable at our hotels.				N/A
A	Minimize bank charges.	This is being followed at all time.		FC		
A	Review all rental of equipment agreements.	This is not applicable at our hotels.				N/A
A	Minimize bank charges.	This is being followed at all time.		FC		
A	Refocusing on local advertising expenses Instead of international.	This is one of the reasons, why we are NOT participating in the winter special program.		GM/FC SALES		
A	Postpone photography, brochures, hotel directories and the production costs involved.	Only applicable next year		GM/EAM/ FC		
A	Introduction of new material not to be done, unless the old one is finished.	This is being followed.		GM/EAM/ FC		
A	Printed matters to be sponsored by reputable companies.	Matches will be printed with a sponsored logo at the back. However, the standard design guidelines by Company will be maintained. FC to source for a suitable sponsor.		GM/FC		