

**TYPICAL HOTEL PROJECT**
**FF&E AND OS&E SCOPE OF WORKS**

	DESCRIPTION	SCOPE	SPECIFIED / BRANDED BY	COST PLAN WORKS	TENDER / PO / PAYMENT PROCESS	PRODUCTION / QC WORKS	WAREHOUSING & INSTALLATION
	<b>1) FURNITURE &amp; FIXTURES (FF&amp;E)</b>						
	ARTWORKS & ACCESSORIES	FF&E	ID	CCM	CCM	CCM	CCM
	CARPET / AREA RUGS	FF&E	ID	CCM	CCM	CCM	CCM
	CASEGOODS - TIMBER FINISHES	FF&E	ID	CCM	CCM	CCM	CCM
	CASEGOODS - UPHOLSTERED	FF&E	ID	CCM	CCM	CCM	CCM
	CEILING FANS	FF&E	ID	CCM	CCM	CCM	CCM
	FABRICS	FF&E	ID	CCM	CCM	CCM	CCM
	LIGHTING - FREE-STANDING/HARD-WIRED / DECORATIVE	FF&E	ID	CCM	CCM	CCM	CCM
	MIRRORS - DECORATIVE	FF&E	ID	CCM	CCM	CCM	CCM
	PLANTERS	FF&E	ID	CCM	CCM	CCM	CCM
	DECORATIVE PILLOWS, BOLSTERS ETC)	FF&E	ID	CCM	CCM	CCM	CCM
	WALLCOVERING	FF&E	ID	CCM	CCM	CCM	CCM
	WAREHOUSING & INSTALLATION	FF&E	CCM	CCM	CCM	CCM	CCM
	WINDOW TREATMENT - DRAPERY	FF&E	ID	CCM	CCM	CCM	CCM
	<b>2) OPERATING SUPPLIES AND EQUIPMENT (OSE)</b>						
	AUDIO VISUAL - LOOSE (NOT SPECIALIST)	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BACK OF HOUSE CARTS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BANQUET EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BANQUETING FURNITURE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BATH LINEN	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BED LINEN	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BED SET (MATTRESSES & BOX SPRINGS)	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BIN / ASHURN EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BLANKETS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	BUFFET DISPLAY	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	CHINAWARE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	CLEANING EQUIPMENT & ACCESSORIES	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	COFFEE MACHINES	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	DINING ROOM ACCESSORIES	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	DINING ROOM TROLLEYS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	ELECTRICAL APPLIANCES	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	ENGINEERING TOOLS / LANDSCAPING EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	FIRST AID EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	FLATWARE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	GLASSWARE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	GUESTROOM SUPPLIES	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	GYMNASIUM AND SPA EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	HOLLOWARE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	HOUSEKEEPING / CONCIERGE TROLLEYS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	HOUSEKEEPING EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	KITCHEN & BAR UTENSILS - LOOSE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	KITCHEN TROLLEYS & CONTAINERS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	MATERIALS HANDLING EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	MATTRESS PROTECTORS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	MINIBARS / REFRIGERATORS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	OFFICE EQUIPMENT & UTENSILS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	OFFICE FURNITURE	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	OS&E PLACEMENT / HANDOVER	OS&E	CCM / OP	CCM / OP	CCM / OP	CCM / OP	CCM / OP
	OUTDOOR RECREATION EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	PIANOS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	PILLOWS, DUVETS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	POOL EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	SAFES, DEPOSIT BOXES	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	SHELVING / LOCKERS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	STAFF CAFETERIA	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	STEWARDED EQUIPMENT	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	TABLE LINEN	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	TELEVISIONS / DVDS / HOME THEATRE SYSTEMS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	UNIFORMS	OS&E	CCM / OP	CCM	CCM	CCM	CCM
	<b>3) BY OTHERS</b>						
	COLLATERALS (LAUNDRY LISTS, MENUS ETC)	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	CONSUMABLES (WET AMENITIES TO BATHROOMS, STATIONERY)	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	FITTED AUDIO VISUAL & SECURITY EQUIPMENT	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	TELEPHONE & TELECOMMUNICATIONS EQUIPMENT	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	LAUNDRY EQUIPMENT - SPECIALIST (NOT LOOSE)	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	KITCHEN EQUIPMENT - SPECIALIST (NOT LOOSE)	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	HOTEL SPECIFIC OFFICE EQUIPMENT	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS
	POINT OF SALE EQUIPMENT	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS	BY OTHERS

CCM  
ID  
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CAIRNCROSS MARTIN  
INTERIOR DESIGNER  
HOTEL OPERATOR