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InterContinental Hotels Group

Crowne Plaza Design Standards Manual 皇冠酒店设计标准手册

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Introduction

Section 1.0

Introduction 介绍

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Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

1.0 Introduction 介绍

1.1 Statement of Purpose 目的陈述

The purpose of the Crowne Plaza Brand Design Standards Manual is to establish acceptable standards for the sitescape, architecture and interior design.

为Crowne Plaza® 皇冠假日酒店写就的设计和建造标准手册是设立酒店的外部环境、建筑和室内设计可接受标准。

The intent is not to create a standard design style, but rather one of consist quality and ambiance. It will establish a defined level of guest expectation and a means to measure and maintain a basic level of quality at every Crowne Plaza Hotel. The intent also is not to limit architectural and interior design solutions but to allow for freedom of design expression appropriate to each market while meeting overall brand goals.

其目的不是设定一个标准的设计风格从更深远的意义上来说是要建立同一品质和品牌的一致性。这个标准将在每个Crowne Plaza 皇冠假日酒店确立一个连贯一致的宾客期望值、并用来衡量和保持每间皇冠假日酒店的同一品质水准。当然，这并不是限制建筑设计和室内设计的解决方案，而是要求在满足总体品牌目标的情况下，给设计表达以足够的自由度来适合每个市场。

These Standards are intended to be used for several purposes. For potential investors and owners of Crowne Plaza properties, this document defines the commitment to quality of Crowne Plaza Hotels. For architects and other design professionals, this information is a guide to assist in the design process for the construction and renovation of Crowne Plaza properties. Potential Owners can refer to this document to identify the extent of work / cost required for the conversion of existing properties to the Crowne Plaza brand. In addition Crowne Plaza Hotels will use these Standards for the evaluation of property compliance during the Design Review process.

本标准可用于多种用途。对于皇冠酒店未来投资者和业主方，本标准定义了皇冠酒店的品质承诺。建筑师、专业设计人员在对Crowne Plaza 皇冠假日酒店物业进行建造和翻新的设计过程中，都必须以这些资料作为指南。潜在业主可以借鉴这份文件以确定将他们的物业挂牌转为Crowne Plaza 皇冠假日酒店所需的改造工程范围。Crowne Plaza 皇冠假日酒店会在建筑设计评审阶段中使用这个标准来评估物业与品牌的相符性。

The goals and standards set forth in this document establish the minimum architectural, interior, specific building systems planning and design parameters for Crowne Plaza Hotels. Building owners and their design professionals must meet or exceed these criteria. When specific design issues are not addressed, these Standards are to be used as a guide to establish design intent in order to develop innovative design solutions and which meet or, as governed by market forces, exceed the intent of the Standards. This document also establishes a basis for the review process which will be an on-going collaboration between the Property Owner, his Consultants and IHG Design & Engineering.

本文件内所述标准和目标提供了皇冠酒店建筑、室内、楼宇系统规划以及设计参数的最低标准。业主及其专业设计师必须达到或超过该标准。如若某些设计问题未能得到解决，本标准可作为确定设计方向的参考，从而找到能够满足，或者顺应市场导向而超过，本标准的用意。同样，本文件可作为业主、他的咨询顾问以及IHG设计和工程团队之间审核流程的基本文件。

Crowne Plaza Hotels are designed to meet the corporate business traveller's needs for a full service hotel. This guest is an experienced traveller who can easily discern even small variances in service, facilities provided and quality of fit-out. Therefore, it is critical that all aspects of these standards be adhered to in order for Crowne Plaza Hotels to maintain their competitive edge.

皇冠酒店，是设计为能够满足商务旅行人士所需要的，全方位服务的酒店。该类商务人士是非常有经验的，能很容易从酒店的服务、设施以及装饰质量方面察觉细小的差别。因此，严格执行本标准在所有各方面的规范要求，对保持皇冠酒店的市场竞争力是至关重要的。

1.2 Brand Positioning & Defining Features 品牌定位及显著品牌特性

A dynamic brand, Crowne Plaza is an international, premium brand, offering first class accommodation with enhanced meetings services and facilities, in major market gateways, developing business centres and key leisure destinations around the world.

作为一个强有力的国际性优质品牌，皇冠酒店提供了一流的客房服务、及各类增强型会议服务设施等，坐落于全世界各主要，发展中心的商务中心和主流休闲目的地。

A Crowne Plaza Hotel has in excess of 300 guest rooms and over 1,300m² of meeting space, offering premium accommodation designed for:

一个皇冠酒店拥有 300 多间客房及 1300 多平方米的会议场所，为以下人士提供了高级居所：

- i) Discerning business and leisure travellers who appreciate simplified elegance combined with the practicality of the latest technology / work environment features.
喜欢简单优雅中结合了实用的最先进技术/工作环境等特点的商务或休闲旅行人士。
- ii) Self-assured professionals who chose to work and play on their own terms.
根据自己的情况选择工作或娱乐的自信的专业人士。
- iii) *"A Crowne Plaza Hotel is the place to 'get it done' outside the office".*
皇冠酒店是办公室外的解决问题的场所

Defining Brand Features will include:

显著品牌特性包括：

- (a) **Lobby meeting place** – “The place to meet” A lobby for work and play, networking, including a fashionable lounge bar with entertainment, incorporating an integrated internet area where business and leisure intertwine.

大堂会面区——“会面区”可以进行工作、娱乐、交流的区域，包括时尚高级娱乐酒吧，以及结合商务休闲于一体的因特网区域。

- (b) **Lobby ‘Connection Village’** with public and semi-private areas and lobby workspace including:

大堂“社交村”设有公共及半私享区域，以及大堂工作区域，包括：

- Lounge seating 休息沙发
- Lobby bar 大堂酒吧
- Areas for guests sensitive to working alone or as a group 可供客人独自或团队工作的区域
- Power / data access 电源/数据接口

- (c) **Function areas** that are the ideal choice for mid to large sized business meetings. Meeting rooms that preferably have natural lighting with black out curtains, adjustable lighting / audio visual / air conditioning in meeting rooms including ergonomic seating.

会议区域适用于中型至大型规模的商务会议。会议厅最好有自然采光，以及遮光帘，设有可调光照明/音响/空调设备，以及符合人体工学的座椅。

- (d) **Business Centres** 商务中心

- Personal privacy 私密区域
- Ergonomic workstations 符合人体工学的电脑台
- On- site IT and secretarial assistance 现场 IT 和秘书服务
- Meeting Room facilities 会议设施

- (e) **The best of guest room services**, these will be essential to a positive guest experience. Crowne Plaza Hotel guests require a multifunctional guest room environment in order to deliver on two specific needs:

最好的客房服务，这将成为客人愉悦感受的基本要素。皇冠酒店的客人要求多功能客房环境能够提供以下两方面服务：

- **An oasis to escape the hassles of high pressure meetings and business travel.**
一个避风港，能够有效放松高强度会议和商务旅行所带来的压力。
- **A workspace where guests can be productive with their business activities.**
一个工作室，能够让客人高效处理商务事宜。

The former is accomplished through the execution of the 'Sleep Advantage' program ensemble and guest bath program, while the latter is addressed through in-room technology / work environment attributes.

前者是由“客人安睡”和“客人沐浴”计划实现的，后者则是由改善客房内技术/工作环境来实现的。

Technology, should be “the most technologically advanced” within reason, with ‘in-room’ technology / work environment attributes such as ergonomic task chair and ample desk space, adequate lighting, internet connectivity (wired and / or wireless), adequate and conveniently located power outlets, up-to-date flat screen television – 37” LCD with appropriate input / output connections through a convenient application (i.e.: JackPack) for laptop, DVD, MP3 device, etc. Guest working environment in the guest room must exceed all expectations:

这里指的技术，是指合理的“最先进的技术”，客房内的技术/工作环境设施，包含了诸如符合人体工学的工作椅，宽敞的写字台空间、充足的照明、因特网连接（有线或无线）、足够的和方便的插座位置、带有合适的输入/输出插口，可通过一个方便的设备（如 JackPack）连接电脑笔记本、DVD、MP3 等设备的新款 37” 平板液晶电视等。客房内的工作环境必须超越所有期望值：

- **Flexible work surface/s** - ergonomic desk; moveable on castors
灵活的工作台面 —— 符合人体工学带有可移动脚轮的写字桌；
- **Ergonomic chair**; hydraulic lift, swivel on castors
符合人体工学的工作椅；可液压提升，可旋转，带脚轮。
- **Extended connectivity**
扩展连接性
- **Access to printers**
打印接口
- **Adequate and flexible lighting**
充足可调光照明
- **Working in bed; power access**
床上工作时的电源接口
- **Mini Bars** – content for choice
迷你吧台——多种选择内容
- **Place to relax** - comfortable sofa or arm chair with ottoman seating
休闲区域——舒适的沙发或者躺椅，附有搁脚凳
- **Comfortable bed** – Sleep Advantage

Professional Architectural & Interior Design is critical in order to meet the market positioning goals for Crowne Plaza Hotels. Efficient Back of House and Front of House architectural planning will improve service by the hotel staff, while providing a convenient layout for guests which can boost sales of food and beverage, retail and meeting facilities. The creation of pleasing architectural spaces and inviting interior design will further enhance guest experience through a positive first impression, a sense of value for money, and of a comfortable and pleasing environment that will invite repeat visits.

专业的建筑及室内设计，是达到皇冠酒店市场定位要求的关键。高效的后场和前场建筑规划，将有助于提高酒店员工的服务质量，同时又能为客人提供一个方便的布置格局，这将促进餐饮、零售商店的销售，及会议设施的租赁。营造一个令人愉快的建筑空间以及吸引人的室内设计，能够通过愉悦的第一印象，物有所值的感觉、舒适环境来进一步提升客人的住店感受，从而增加回住率。

1.3 Standards Organisation 设计标准的架构

The Design Standards Manual is organized into the following ten (10) sections to assist the various consultants understand the IHG Design Requirements:

设计标准手册由以下（10）部分组成，以帮助各顾问理解IHG的设计要求：

Section 1: Introduction 第一部分：介绍

This section describes the general purpose of the document, standards organisation, brand positioning, and list of other cross referenced documents to be used to ensure compliance with the Design Standards Manual, design review process, document submission requirements and approvals.

此部分阐述了文件的基本目的、设计标准的架构、品牌定位，以及其他相互参照并为确保遵守设计标准手册、设计审核程序、文件提交的要求和核准等所需要的相关参考文件的清单。

Section 2: External Works 第二部分：室外工程

This section describes parking, landscaping, irrigation, hardscaping and exterior requirements for the hotel.

此部分阐述了酒店停车、景观、灌溉、硬质景观以及外部的要求

Section 3: Public Areas 第三部分：公共区域

This section outlines the design performance criteria required for the various public areas throughout the hotel including general arrangement and special requirements for all functional uses of the Hotel's public areas.

此部分概述了整个酒店各个公共区域的设计标准，包括了酒店公共区域所有功能使用的平面总布置和特殊要求。

Section 4: Guest Accommodation 第四部分：客房区域

This section outlines the design performance criteria required for the guestrooms, suites and guestroom corridors. It includes complete design specifications of the Guestroom Electrical Lighting / Power / Switching / Circuitry Diagrams (Appendix 'A') .

此部分概述了客房、套房和客房走道的设计要求，包括客房照明/电源/开关/电路（附件A）的设计技术规范要求。

Section 5: Administration Offices 第五部分：行政办公室

This section describes the general arrangement and special requirements for all functional uses of the Hotel's Executive & Accounts administrative offices, including generic layouts (Appendix 'C').

此部分概述了酒店行政、财务办公室所有功能区域的布置和特殊要求，包括平面图（附件C）

Section 6: Back of House第六部分：后场

This section describes the general arrangement and special requirements for all functional uses of the BOH administrative and support requirements including; housekeeping, employee facilities, HR, F&B support and the loading dock. It also delineates important functional departmental relationships needed to ensure efficient staff work flow, including generic layouts (Appendix 'B'). 此部分阐述了后场行政及支持功能区域的布置及特殊要求，包括，客房服务、员工设施人力资源、餐饮支持和卸货区。同时，还表述了各个部门之间的重要关系，以确保员工高效工作流程，并包括平面图（附件B）

Section 7: Vertical Transportation第七部分：垂直运输

This section is a general description of the minimum functional requirements of passenger elevators and escalators, service elevators outlining the technical requirements for quantity, size, capacity and speed. 此部分概述了客梯和自动扶梯以及服务电梯的最低功能使用要求，描述了数量、尺寸、载客量和速度等技术要求。

Section 8: Architectural Fire Life Safety第八部分：建筑消防安全

This section outlines the performance criteria in the building architectural planning to comply with the Global IHG Fire Protection and Life Safety Design. 此部分概述了符合全球IHG消防安全设计建筑规划标准。

Section 9: Finishes, Materials, Fittings and Hardware 第九部分：饰面、材料、装饰件和五金

This section describes the definition of finishes and fittings, the recommended general finishes for each application and location in the hotel, installation methods, and special fittings and equipment requirements for all functional uses of the public areas, guestrooms and BOH areas. 此部分描述了各种饰面和装饰件定义，酒店各部分所应安装的饰面，安装方法和公共区域、客房和后场区域的所有功能使用的特殊装饰件以及设备要求

Section 10: Key Standards Summary 第十部分：主要标准概要

This useful section summarises in easy reference table format, some of the 'key-design' criteria essentials in good hotel design such as guestroom module gross / net m² area calculation methods, fire ratings between all vertical / horizontal compartments / partitions / walls, minimum public area and BOH ceiling heights, acoustic ratings and lighting levels to name a few.

这一部分采用方便查询的表格，总结了一些优质酒店“关键设计”的标准和要素，比如客房模块建筑总面积/净面积m²的计算方法、所有垂直/水平隔间/隔墙之间的防火等级、公共区域和后场的最低天花高度、噪音指数和照明等级等。

The Design Standards Manual for the Crowne Plaza Hotel Brand is only one of ten (10) IHG Standards to be used in the various design, mock-up room and construction stages of a Crowne Plaza Development.

设计标准手册仅是 IHG 皇冠酒店品牌的十大标准之一，用于皇冠酒店的各个设计、样板间和施工阶段

These documents will be handed over in a progressive manner during the initial Project Phases – Design Brief Phase (DB), Concept Design Phase (CD) and Design Development Phase (DD). These ten (10) Standards are as follows:

这些文件将会在项目初始阶段-设计概要阶段（DB）、概念设计阶段（CD）和设计深化阶段（DD）逐步进行移交。以下为十大标准：

1. Design Standards Manual: 设计标准手册

This document establishes the minimum architectural and interior, design criteria for construction, renovation or conversion of Crowne Plaza Hotel properties.

该文件定义了皇冠酒店施工、翻新和改建的建筑和室内设计标准的最低要求。

2. Facilities & Area Design Program: 设施和区域设计方案

This document gives a full break-up in m² of each; guestroom, public, BOH, circulation area of the hotel, including departmental relationships, circulation flow and general planning notes.

该文件将酒店的客房、公共区域、后场、通道区域，按平方米详细分析，包括了各部门关系、客流量和规划备注。

3. Food & Beverage: Restaurant, Bar Banqueting Concepts: 餐饮：餐厅、酒吧宴会概念

This document describes the design and operational concepts of each outlet in terms of; ambience, theme, recommended table sizes, table mix, food concept, uniform style and table top brief, including visual reference material.

该文件为每个餐饮区描述了周围环境、主题氛围、所建议的桌子尺寸、桌子摆放、食品主题、员工制服样式以及餐桌桌面式样，包括参考图片材料等各个方面的设计和运营理念。

4. Spa and Fitness Centre Design Manuals: Spa和健身中心设计手册

This document describes the design and operational concepts of the Spa and Fitness Centre in terms of 'sensory journey', spa / fitness centre experience and facilities to be provided, ambience, theme, recommended treatment rooms and locker room layouts, food concept, uniform style, lighting & HVAC brief, including visual reference material.

该文件描述了Spa和健身中心所提倡的‘感觉之旅’，所提供的Spa/健身体验和设施、周围环境、主题气氛、所建议的治疗室和更衣室布置，食品概念、制服样式、照明及空调，包括参考图片材料等各个方面的设计、运营理念。

5. Supplementary Design Reference: 补充设计参考

These 'user friendly' Design Reference, outline Guestroom Electrical and Circuitry Layouts, Shower Door Threshold Details, Front Desk Design for Reception, Concierge Stations and Club Lounge, Meeting Rooms, Club Lounge, Generic Planning for FOH & BOH Areas, FFE for General Offices & BOH, M&E Requirements for General Offices & BOH, Finishes Schedule for General Offices & BOH, Staff Dining Room Sample Design, Staff Changing Facilities Sample Design / Generic Planning for Executive Office, Accounts Office, Front Office, Safe Deposit Box, HR, Engineering, IT & PABX, IT Design Manual and generic layouts, Communications Centre and generic layouts.

这个使用方便的设计参考，概括了客房电器和电路布置、淋浴房门节点详图、大堂接待处的前台设计、礼宾部及其俱乐部酒廊、会议室、俱乐部酒廊，以及前后场区域总平面布置、办公区和后场家具布置、办公区和后场机电要求、办公区和后场装饰材料表、员工餐厅设计样板、员工更衣室设计样板/行政办公室总平面布置、财务办公室、前台办公室、保险箱房间、人力资源部、工程部、IT及电话总机、IT设计手册和总布置、通信中心及其总布置。

6. Engineering Standards Manual: 工程标准手册

These standards establish the minimum requirements for hotel FLS and MEP Systems throughout the hotel.

这些标准设定了整个酒店FLS（消防安全）和MEP（机电系统）的最低设计要求。

7. Technical Services Procedures: 技术服务程序

This Manual describes the Organisational Structure of a typical project and the Consultants required, Consultants Scope of Work, the role of IHG Technical Services, Owners and Consultants responsibilities and deliverables, TS Approval Process, Project Delivery Process and Handover Process.

此手册描述了标准项目的组织架构、所要求的顾问以及顾问工作范围、IHG技术服务的职能、业主和顾问的相应职责及需要准备递送的文件、技术服务审批程序和项目移交程序。

8. Worldwide Signage Guidelines: 全球性标牌设计

This document establishes the rules for use of the Crowne Plaza Brand Logo, Brand Identity, exterior and interior signage systems & programs including the gateway, high level, mid level, low level entrance all internal / external directional, information and statutory signage and F&B, Function spaces identification graphics.

本文件设定了皇冠酒店标志Logo的使用规则、品牌定义、室外和室内标志体系和程序，其中包括入口、所有高、中低处入口室内/室外指示牌、信息及规定指示牌，以及餐饮、功能区的识别图形。

9. Pre-Opening Handover Schedule: 试营业移交进度

This schedule identifies the sequence and areas of the hotel to be handed over to IHG Pre-Opening Team. This hand-over schedule identifies the anticipated practical completion date, period for defect rectification and hand over certain areas to the IHG pre-opening team for staff training / computer, PABX, POS systems commissioning.

本进度表确定了酒店移交给IHG试营业团队的顺序和区域。这一移交程序确定了预期实际竣工日期、缺陷整改和移交特定区域时段，以便IHG试营业团队进行员工培训/电脑、电话交换设施、POS机系统运行调试。

10. Crowne Plaza Service Standards: 皇冠酒店服务标准

These many standards only available on the I-Connect Platform for the Owners and General Managers are used to establish the requirements for the day-to-day operation and management of a Crowne Plaza Hotel. This includes but is not limited to; Brand Identity Manual with all the in room collateral requirements, Brand Advertising Manual, Brand Product Specifications & Amenities Manual.

这些标准只有业主和总经理在I-Connect Platform才能看到，用来建立皇冠酒店每天的日常操作和管理要求。包含但不限于：品牌标识手册（包含所有的屋内附属要求），品牌广告手册，品牌产品说明和规则。

1.4 Design Philosophy设计理念

1.4.1 Ambience & Style环境氛围和风格

The overall design concept should be contemporary / chic, embracing comfort and convenience. 整个设计风格必须保持现代、舒适和便捷的氛围

1.4.2 Tone of Décor装饰材料色调

Natural hues in stones, woods, leathers and fabrics will combine to create a relaxing, welcoming palette that serves as a backdrop for bolder lighting, accessories and decorative appointments. Key to the concept is to create spaces both public and private where guests are important in the resulting design – a useable space where guests are integral – where colour is found not only in appointments and décor; but in a space's use and the people who occupy it.

石材、木材、皮革类和布艺饰面所具有的自然色泽，可以与背景照明、附属装饰那样共同营造出一个轻松、欢迎的气氛。这个概念的关键，是营造一个公共与私密空间相结合，设计结果能够体现客人所占的重要地位----对于客人来说是所用空间的一部分----其色彩风格不仅体现装修，而且着重强调了使用者的空间感。

1.4.3 Comfort & Indulgence 舒适安逸

The hotel style should incorporate contemporary design. The finishes and accompanying furniture and décor must evoke feelings of comfort and respite by combining an eclectic blend of quality wood, stone, leather, upholstery and metal. Features such as sculptured glass / dramatic lighting will create interest and help to anchor the hotel's upscale positioning while well designed area rugs, comfortable cushions and duly appointed focal pieces will excite yet create comfort. Key to the new design will be the selection of functional pieces that invite and intrigue guests.

Not necessarily intended as a 'home' style of environment, but rather as an environment a guest would like to create within his home.

酒店风格应当结合现代的设计。装饰饰面和摆设家具以及装修必须能够给人一种舒适感，而且能够结合优质的木料、石材、皮革、软包和金属等制品营造出和谐的氛围。一些特色材料，诸如雕塑玻璃/戏剧化的照明，将会创造趣味性并有助于酒店高品质的市场定位，同时，精心设计的地毯、舒适的靠垫和恰到好处的点缀亦会营造出和谐舒适的气氛。对于新的设计，关键在于功能性材料的选择上，能够吸引客人。不一定要模仿“家”的环境风格，而更是一种客人希望能在自己家中营造的氛围。

1.4.4 Hotel Features酒店的特色

Ergonomics must be considered in seating selection, tables and equipment and in identifying products to be included in the overall design concept. Comfort, the feeling of luxury, and security within the space (i.e., technology, life safety, etc.) are crucial to the guest experience.

在座椅、桌子和设备等的选择上必须考虑人体工学，同时确定所选择设备设施等必须符合整个设计理念。对于客人来说，舒适、奢华感和安全感（比如技术、安全等）是至关重要的。

Interior Design of the highest quality is critical to the success of a Crowne Plaza property. However, it is not the intent that Crowne Plaza properties be a design statement or reflect the cutting edge of design, rather, the intent is to create a timeless design appropriate to the hotel's location and market competition. Crowne Plaza Hotels and Resorts shall be designed to create a positive first impression without a sense of extravagance.

高品质的室内设计是皇冠酒店成功的关键。不过，皇冠酒店的设计并不是要选用非常时尚的设计，而是要营造一个符合酒店地理位置和市场竞争的永恒的设计风格。皇冠酒店及度假村设施的设计必须能够带来积极的第一印象，而不是过度奢华。

Building exteriors must be designed to be pleasing in massing and proportion in a manner appropriate for its location. The design of the Porte Cochere is critical as the first opportunity to establish a positive impression and a strong sense of arrival with guests. The Porte Cochere must be easily identifiable, well landscaped and detailed, well-lit at night to create an inviting and safe environment.

建筑的外部设计应当是整体上让人愉快并合适于它所处的环境。主入口的设计至关重要，因为这是让客人对酒店建立一种良好的印象，并强烈感受宾至如归的第一个机会。酒店入口门廊必须是醒目的，精致而美化的景观，充分的照明以营造一个友好而安全的氛围。

The lobby and registration desk offers the second opportunity to establish a sense of quality to hotel guests. The lobby must be warm and inviting, provide a scale appropriate to the size of the hotel and exude quality through the use of quality materials designed in a harmonious fashion without being ostentatious.

大堂和登记台是让客人对酒店建立一种高品质感觉的第二个机会。大堂必须能够体现温馨、吸引人的特质，通过所使用的具有现代舒适感的优质材料及和谐时尚的设计，恰如其分地体现酒店的规模档次及自然流露的高品质，而不是表面的卖弄浮华。

Guestrooms must also be warm and inviting without the need of architectural or interior design statements. They shall be designed with the guest's comfort in mind as well as use durable products which are easily maintained in a timeless design that will not date quickly.

客房必须能够体现温馨、引人入胜的环境氛围，而不是建筑或室内设计上的修饰。设计上在考虑客人需要的同时，亦要使用耐用产品以易于维护而不会过时。

It is important that all design professionals, including architects, interior designers, engineers and other consultants, be not only licensed to practice their profession, but have adequate experience in designing full service hotels of the type and quality commensurate with Crowne Plaza Hotels. To help maintain design quality, IHG will recommend design professionals it feels has the established credentials.

所有设计师，包括建筑师、室内设计师、工程师以及其他顾问人员，不仅需要相关执业资格，还需要丰富的与皇冠酒店等级相当的各类酒店设计经验。为了保持设计品质，IHG将会推荐信得过的专业设计师。

These Design and Construction Standards are written as minimum standards for both new construction and renovation. It will generally be easier to meet these Standards with new construction without the constraints of an existing structure inherent in renovations and conversions. However, renovation of existing structures must adhere as closely as possible to the standards outlined herein. When meeting such Standards is physically impossible or economically impractical, then alternate methods which achieve the same or similar level of quality must be used.

本设计施工标准是作为新建和翻新酒店的最低设计标准。一般情况下，新建酒店不会受限制于现有建筑而更易达到此标准。但是，对于现有结构进行翻新的工程，在进行施工时必须尽可能地符合本设计标准。当此类标准在实际情况下无法实现时，可以考虑使用备选的设计方案，以达到相同或类似水准的设计标准。

Contemporary and inviting Lobbies 现代感的大厅



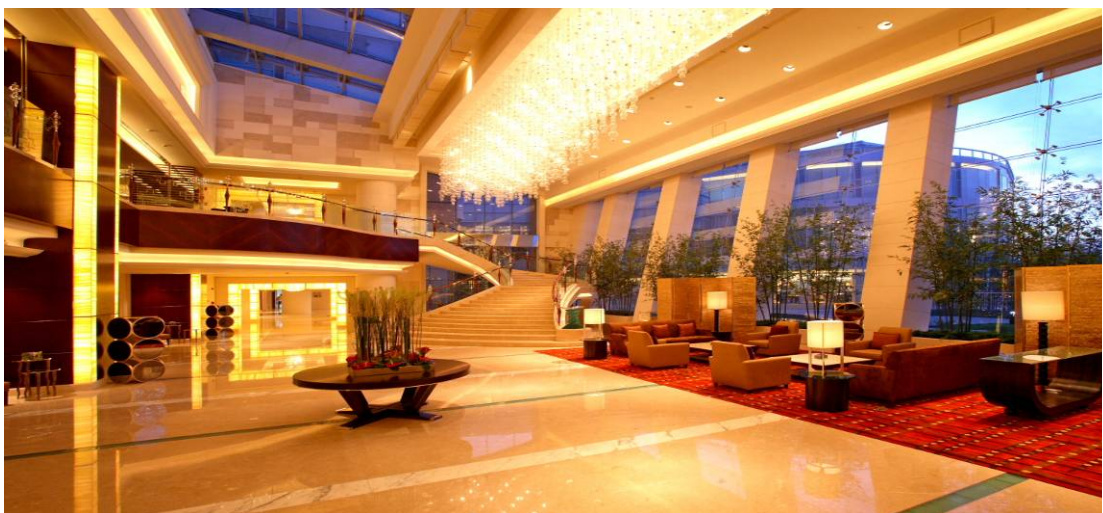
Grand Staircase with 2-Story Lobby 位于两层楼大堂内的大楼梯





Dramatic and inviting Lobby Spaces

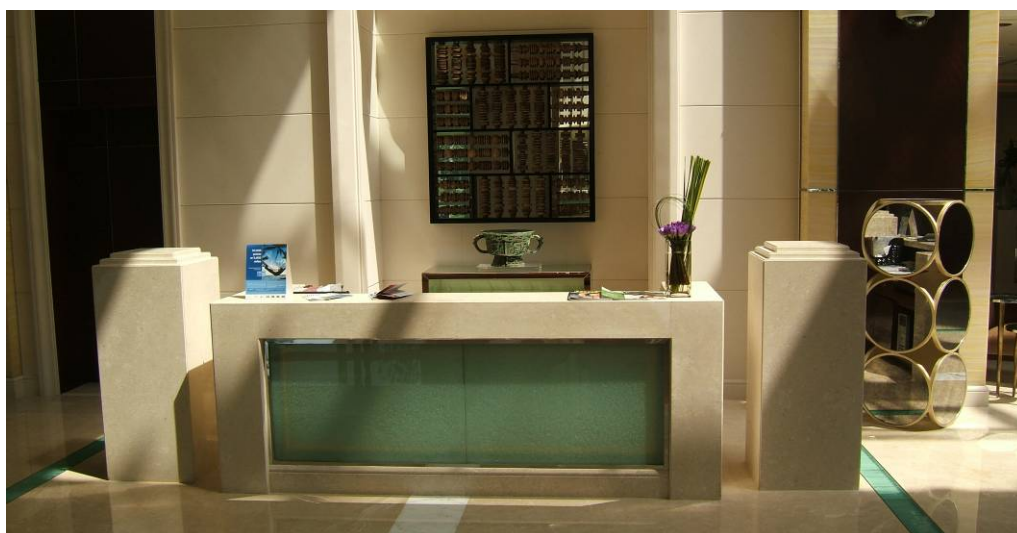
生动诱人的大厅空间





Stylish All Day Dining experiences

形式多样的全天候餐厅体验



Art Inspired Concierge Desk 具有艺术感的礼宾接待桌



Comfortable Guestrooms with soft lighting 柔和照明的舒适客房



Functional and hi-tech well equipped Guestrooms 多功能及高技术配备的客房



Elegant Suites for the discerning traveller 适合有品位商旅人士的典雅套房



Luxuriously appointed 4-Fixture Bathrooms 豪华的浴室四件套

1.5 Using the Design Standards 设计标准的使用

These Design Standards are intended for a variety of users. First, for building Owners and Investors it establishes the physical requirements of a Crowne Plaza Brand Hotel or Resort as a competitive standard in the full service business market. These Standards should be used as a design and planning guide by Architects, Interior Designers and other design professionals while developing plans for hotel construction and renovation. These Standards also serve as the basis upon which periodic property evaluations by IHG Design & Engineering will be made in order to maintain quality throughout the Crowne Plaza Brand Hotels.

本标准适用于各类使用者。首先，对于业主和投资者来说，这些设计标准能够在商务旅客市场中建立皇冠品牌酒店或度假村的竞争标准。此类标准可以为建筑师、室内设计师以及其它专业设计人员进行酒店施工和翻新时，作为设计和规划指导。这些标准亦可作为IHG设计和工程部进行周期性的资产评估的依据，以便保持皇冠酒店品牌的整体品质。

For a building type as complex as a full service hotel and for the variety of market conditions under which they operate, it is impossible for these Standards to address every possible condition necessary for a successful architectural design. However, in addition to addressing specific design and construction issues, these Standards do establish an overall design and construction philosophy. When certain design issues are not specifically addressed, the user is encouraged to review the criteria of the Standards which most closely resemble that issue for the overall design intent. However, if interpretation of this document is still not clear, the user is encouraged to contact the IHG Design & Engineering (IHG D&E) for clarification and guidance.

对于综合性全功能服务酒店和各种市场情况来说，不是每种情况下这些标准都可以达到实现。但是，除了明确了一些专门的建筑和施工问题，这些标准确实也建立了设计和施工的整体理念。当一些设计问题不能确定时，使用者可以根据标准要求尽可能地贴近整体设计的意图来解决问题。如果本文件所解释的内容仍不清楚时，使用者可以联系IHG设计与工程部（IHG D&E）以寻求确切答复和指导。

As with any such document, these Standards will be modified on a periodic basis as market conditions and technology develop and change. Design of new and renovated hotels shall comply with the latest Standards available. Should these Standards be changed or modified during the design process, these changes shall be incorporated into the structure to the maximum extent possible. This will be accomplished through consultation with an IHG D&E representative. After completion of construction or renovation, compliance with any modifications made to these Standards will not be immediate, but will be required on a specific timetable. Modifications which represent significant changes in market philosophy, technical advances or market competitiveness will be noted with a specific compliance deadline. Other less critical changes will require compliance upon normal schedule of capital improvements.

根据市场情况和技术发展更新，这些标准可以进行适时的更新修改。新建和翻新酒店的设计必须和最新的标准相符合。如果在设计过程中，这些标准产生变化或更改，则这些更改将尽可能列入设计标准中，这将由IHG设计与工程部代表协商后进行操作。在施工或翻新工程结束后，这些标准的修改不会立即进行更改，但要求在具体的时间日程内进行修改。因市场理念、技术更新或市场竞争所应起的变化修改，会注明要求完成的期限。其他一些非重要的更改，则按一般资产改进的进程要求完成。

In addition to these standards all local, state or province, and national building codes and ordinances, life safety codes, health department requirements, zoning ordinances, the International Disabilities Act and other directives enforced by building officials shall be strictly adhered to. Therefore, it is important for building owners and managers to hire competent design professionals who are familiar with these requirements and how they affect hotel design. This will serve to speed up the design process as well as the approval process of local governing authorities. It will also save time and money through the development of creative design solutions which comply with the law without unnecessary or overly complicated design solutions.

除了这些标准外，必须严格遵守所有地方、州、省以及国家建筑法规和条例、人生安全法规、卫生部门要求、区域规划条例、国际残障人士法案以及其他国家建筑部门相关法规。因此，对于业主和管理者来说，聘请熟悉以上这些条例法规以及了解其对于酒店设计所产生的影响的专业设计人员是

非常重要的。这样可以加快设计进程和政府审批程序的速度，同时在深化设计时能够节省一定的时间和金钱，又能符合相关法规条例而不需要进行不必要或过度复杂的设计。

In jurisdictions which lack adequate building codes or code enforcement, design professionals shall comply with national and best practice international codes (prefer BS) whether enforced or not. These codes include, but are not limited to, one of the regional building codes such as the Standard Building Code or Uniform Building Code as well as other codes such as the International Disabilities Act and NFPA 101 Life Safety Code, etc. Adherence to these codes will help ensure not only a quality building product but also help reduce liability from code related issues.

在缺少地方建筑法规或法规硬性规定的情况下，无论是否必须遵守，专业设计人员必须结合国家和最新的国际法规（以英国标准为最佳）。这些法规包括但不限于，地方建筑规范如标准建筑规范或统一建筑规范，以及其他如国际残障人士建筑法规和NFPA101人生安全法规等。遵守这些法规规范不仅能保证建筑质量，而且可以帮助减轻违反相关规定的责任风险。

IHG is committed to providing accessible, usable, fully satisfactory facilities for travellers with disabilities. Globally all hotels must comply with the International Disabilities Act. In those cases, hotels must comply with the most stringent requirement to assure that the hotel provides the greatest amount of accessibility for travellers with disabilities.

IHG愿意为残障旅行者提供方便、快捷、全方位的设施服务。全球性酒店都必须遵守国际残障人士建筑法规，这样可以保证酒店在为残障旅行者提供最大限度的帮助。

Most of the information contained herein lists requirements which must be met in order to comply with this Standard. This means that, unless there is a physical barrier or significant economic hardship, compliance is mandatory. In cases of physical barrier or hardship, alternate methods to comply with the spirit of the Standard shall be pursued. The goal is to achieve equivalent quality as perceived by guests and / or a solution which comes as close as possible to the described or intended result. In some sections these Standards indicate a recommendation in lieu of a requirement. Such items are not a mandatory requirement for Crowne Plaza properties but are highly recommended because they provide a positive impact in guest perception and experience. 在此所列的大多数内容都必须严格执行来满足本标准要求。这表示除非有具体障碍或产生巨大的经济困难，否则这些标准必须执行。如有具体实施障碍或困难，必须选用与本标准相近的其他可选标准。本标准的使用旨在酒店能达到等同于客人要求的品质或者尽可能达到其中所描述的标准。在一些部分，这些标准建议了一些要求的替代方案，这些方案对于皇冠酒店并不是强制要求的，但强烈建议采用这些方案，因为这些方案的实现为客人对于酒店的印象和在酒店的经历提供了积极的影响。

Due to the depth and breadth of these Standards, conflicts in the requirements may exist. Conflicts may occur with other provisions of these or other Crowne Plaza Standards or with other requirements such as building codes. When such conflicts are discovered, the strictest of these requirements shall govern.

由于这些标准所述的深度和范围，可能会产生一些矛盾。矛盾的产生可能与其它标准条款、其他皇冠酒店标准或其他如建筑规范等条款要求相冲突。当发生此类情况时，则实行其中较严格之条款要求。

1.6 Design Review Process 设计审核程序

All construction or property improvement work for new construction, conversions and renovations must be submitted for review and approval to IHG D&E before work commences.

新建、改建和翻新工程的所有施工或是改进工程，必须在开工前向IHG设计及工程部提交相应的审批文件。

Prior to commencing any work on site all documents and drawings describing any proposed new construction, refurbishment and / or hotel alterations will be submitted and approved in writing by IHG D&E. The information submitted for approval is outlined below.

在现场任何工作开始前，所有有关新建、翻新和/或酒店改建的文件和图纸，均须由IHG 设计及工程部书面批准同意。以下为所需提交的文件批准的文件。

InterContinental Hotels & Resorts requires the Owners / Investors to use of qualified architects, engineers, interior designers, food services (kitchen) designers, lighting, acoustic, audio visual, signage & graphics and other required consultants to ensure professional design standards are achieved and independence in the selection of FFE to ensure quality and compliance to international standards.

洲际酒店及度假村集团要求业主/投资者选用有资质的建筑师、工程师、室内设计师、餐饮（厨房）设计师、照明、声学、音响、标牌及其他所要求的顾问，来保证专业的设计标准并独立地选择酒店设备及设施以保证达到洲际标准和品质。

Owners should engage consultants that are on the IHG Recommended Consultant List. The IHG Design Director will specifically 'fine-tune' this list to best suit each particular project. A list of 'Recommended Consultants' in each discipline will be issued to the Owners at the Project inception.

业主需在IHG推荐顾问列表中的选择顾问。IHG设计总监可以适当的调整这份列表，以适合每个项目的情况。在项目初始，业主将会得到一份各专业相关顾问推荐列表

The review process and approval timeframe for 'new-build' or 'renovation' works for the various Phases of the Project are described below.

在审核新建或翻新工程各个阶段工期时间的流程如下：

1.7 Document Submission Requirements 文件提交要求

The information listed below must be provided to IHG D & E in a timely manner to comply with the Project Master Program provided by the Owners Project Manager and exact dates are to be agreed in advance with IHG D&E.

以下所列内容必须及时提交至 IHG 设计及工程部，以符合业主项目经理提供的项目总体进度。具体日期必须提前与 IHG 设计及工程部确认同意。

The approval of the Architectural & Interior Design for new build or re-branding projects shall require various submissions for review by IHG D&E as follows:

新建或换牌酒店项目的建筑及室内设计审批必须分阶段提交IHG设计及工程部，提交文件如下：

(a) Plot Plans Minimum Scale: 1:100 最小比例为 1:100 的地块位置图

For existing properties must include location of exterior signage, total parking spaces, landscaped areas, ramps, walkways, stairs, handicap parking areas, building(s) location, swimming pool, exterior lighting locations, curbing locations and curb details, screening of all garbage dumpsters and kitchen service areas.

对于现有物业项目，必须提供包括室外标牌位置、总的停车空间、景观绿化、斜坡、走道、楼梯、残障人士停车区域、建筑位置、泳池、室外照明位置、路牙石位置及详图、所有垃圾箱处隔断以及厨房服务区域。

(b) Floor Plans Minimum Scale 1:100 最小比例为 1:100 的建筑平面图

Must include; all public, commercial, guest room, guestroom corridor, fire stair, housekeeping and plant equipment areas.

必须包括：所有公共区域、商业区、客房、客房走道、消防梯、客房服务以及设备间区域。

(c) Elevations Minimum Scale 1:100 最小比例为 1:100 的立面图

Must indicate; all exterior elevations of buildings and entrance canopies, including exterior materials and finishes.

图纸上必须显示有：所有建筑和入口天棚室外立面图，包括室外所有材料和饰面。

(d) Specifications 技术规范资料

Must include; general specifications that describe fully the basic exterior finishes, building construction type (structural steel / concrete etc.) basic interior finishes, FLS / MEP systems, fire ratings / resistance of doors and partitions.

必须包括：总的技术规范描述了全面基本的室外饰面、建筑类型（钢结构/混凝土等），基本室内饰面、消防/机电系统、门和隔墙的防火阻燃/等级。

(e) Area Confirmation 区域范围确定

Must include a detailed breakdown of areas (in square meters) allotted to all facilities / areas in the building.

包括一份详细建筑设备/区域面积分配表（单位为平方米）

(f) Room Mix, Seating Capacities 房间布置及座位量

Must include; number and each type of guestroom (standard K / DD, Suite types, etc) Seating capacity of F&B outlets, Lobby and Banquet / Meeting seating capacities.

图纸包括：房间数量及各类型客房（标准大床/双人间、套房等），餐饮区座位数量、大堂及宴会厅/会议座位数量。

(g) Interior Details Minimum Scale: 1:50 / 1:20 / 1:10 最小比例为 1:50 / 1:20 / 1:10 的室内节点详图

Must include: 必须包括

- Floor plan and elevation for each type of guest room and guest bathroom including furniture, fixtures, and equipment.
各种类型客房及客房盥洗室建筑平面图及立面图，包括家具、摆设及设备。
- Interior elevations of each public space within the commercial building.
建筑物内各公共区域的内立面图

(h) Building Cross Section 1:50 建筑横截面 1:50

Must include; the longitudinal and vertical cross sections to indicate the buildings features.

必须包括：长向及竖向剖面以显示建筑特征。

(i) Landscape Plan 1:100 景观图 1:100

Must include; location of all buildings, sidewalks, parking areas, driveways, location, height and massing of all landscape elements. Schedule to indicate the size and type of all landscape elements. Landscape and accent lighting plans prepared by a professional Landscape Architect must be submitted to IHG D & E for approval prior to construction.

必须包括：所有建筑的位置，道路、停车区域、车道、位置、所有建筑景观高度和规模。所有建筑尺寸和类型的列表。由专业景观建筑师提供的景观和重点照明布置图必须在施工前提交至 IHG 设计与工程部审批。

(j) Signage 标牌

Must include: Location of all exterior / interior signs - cross referenced with signage location & fabrication scaled drawings depicting the Crowne Plaza Gateway Monument Entrance sign(s), high / low level, F&B, Function and Crowne Plaza Logo Medallion signs, details scale.

必须包括：所有室外/室内标牌的位置—标牌位置和饰材尺寸图纸，显示有皇冠酒店主大门立柱标志、高/低位置、餐饮、功能指示和皇冠酒店标志以及详细的尺寸。

(k) Swimming Pool and Leisure Areas 泳池及休闲区

Drawings must include; Diagram of swimming pool/s surface area (indicated in square meters) and longitudinal cross section showing variations in depth.

图纸必须包括：泳池表面饰面图（以平方米标示）以及显示不同深度的长向剖面图。

(l) Door Hardware Schedule 门五金表

Must include specifications (manufacturer, type, operation details) and description of hardware in the following areas:

必须包括具体技术规范（制造厂商、型号、操作详规），以及以下区域五金详细说明：

- Guestroom entrance 客房进门
- Guestroom bathroom 客房盥洗室
- Guestroom inter-connecting doors 客房内连通门
- F&B Outlets 餐饮设施
- Kitchen 厨房
- Function / Meeting / Banquet facilities 功能厅/会议室/宴会设施
- Spa & Fitness Centre facilities Spa 及健身中心设施
- Public restrooms 公共休息室
- Lounge facilities 酒廊设施
- Entrance / Lobby 入口/大堂
- Interior corridors & stairwells 室内走道和楼梯

(m) Door Schedule 门表

Must include all door types giving the location, use, and construction specifications of each with special features such as fire rating, drop acoustic seals, numbering etc.

必须包括所有类型门的型号、位置、用途和以及每种性能的安装规范，如防火等级、下落式隔音条和门牌等。

(n) Lighting Schedule Schematic Layouts 灯具列表示意图

Must show all public areas, guestroom and BOH areas including ceiling, floor and wall light fixtures proposed for use in each area including loose light fixture

必须显示所有公共区域、客房和后场区域包括天花、地面和墙面照明，以及活动照明灯具。

(o) Colour Sample, FEE & Materials Boards / Interior Renderings 色板、家具设施及材料样板/室内渲染图

Must include: 必须包括:

- Labelled samples of all wall, floor, and ceiling finishes showing proposed colours
已贴说明标签的所有墙面、地面和天花饰面样板包括要求的颜色
- Labelled samples of all upholstery, drapery, cushions, bedspreads, throw fabrics etc.
已贴说明标签的所有软包、窗帘、靠垫、床单和床上织物等样品
- Cut sheets illustrating furniture design, including overall dimensions of each type
所有家具设计图纸，包括每种类型家具的全部尺寸
- Illustrations of all wall decor with dimensions
所有墙面饰面图附尺寸
- Cut sheets of all light fixtures and lamps
所有照明灯具技术图纸
- Interior elevations of all walls, indication of all materials, decor, case work, and trim
所有墙面、所有显示材料、装饰材料和本做制品的室内立面图
- Isometric drawings for unusual case work or decorative features
非常规本做制品或装饰材料的轴测图纸
- Floor plan indicating furniture layout, floor levels, and floor coverings
建筑平面图，显示家具布置、地面高低和地面饰材
- Interior colour perspective renderings of all Public and Guestroom Areas
所有公共区域和客房区域的室内彩色透视渲染图

(p) Heating, Ventilating and Refrigerate Cooling Drawings 供热、通风及制冷图纸

Must include: 必须包括:

- Schematics and specifications for guest rooms and guest bathrooms.
客房及客房盥洗室系统图和技术规范
- Ventilation schematics and specifications for guest bathrooms.
客房盥洗室通风系统图和技术规范
- Schematics and specifications for commercial areas.
商业区域系统图及技术规范

(q) Structural Conditions 结构条件

Plans / sections / calculations as required for issue to LDI for obtaining building permits. Note: IHG Design & Engineering does not check or comment on Structural Documents as this is the role of the Owners Structural Engineers.

提供国内设计单位所要求的平面/剖面/计算图纸供报建申请使用。备注：因为结构是由业主结构工程师负责，IHG 设计及工程部将不会检查或评审结构图纸。

(r) Construction Details at 1:20 比例为 1:20 的施工详图

Must include: 必须包括

- Building typical interior wall sections with acoustic ratings
具有隔音等级的室内墙面剖面图
- Building typical exterior wall sections with double glazed windows
安装有双层玻璃窗的室外墙面剖面图
- Building entrance canopy details
建筑入口天棚详图
- Building revolving door / air lock details
建筑旋转门/阻隔室详图
- Building interior arcade and shopfront details
建筑室内拱廊和店面详图
- Railing details for balconies / exterior walkways
阳台/室外走道扶手详图

(s) Drainage Plans at 1:100 and Details 比例为 1:100 排水平面图和详图

Must indicate; above and below ground building drainage and all drainage beyond the building. 图纸必须显示有：地面以上和以下的建筑排水，以及所有建筑物之外的排水。

(t) Applicable Codes and Building Permit 适用规范和建筑许可

If hotel location is in an area under jurisdiction of an authority with a building code, the code must be identified on the plans. Copy of the Building Permit must be submitted.

如果酒店位于受政府建筑规范约束的地区，则在图纸上必须标明该规范。必须提交报建许可的副本。

(u) Progress Reports 进度报告

Progress reports of construction work (Updated programme of works requires at every site meeting) must be submitted at specified intervals as requested by IHG D & E to have safety plan in place

必须根据 IHG 设计及工程部要求定时提交施工阶段的进度报告，（每次现场会议必须提交更新进度报告）。

(v) Fire Life Safety Proposal 消防安全建议

Submit letter from the Architect, Engineer, Building Official, or licensed system installer certifying the fire safety systems will meet or exceed Crowne Plaza Life and Safety requirements and are fully commissioned and operational.

由建筑师、工程师、建筑部门或资质安装人员所提供的确认消防安全的文件资料必须满足或超过皇冠酒店消防安全的标准，并且必须经过全面测试及营运。

(w) Architect's / Contractor's Certification 建筑师/承包商证明

Letter of Certification from the Architect or General Contractor stating the hotel has been built according to plans submitted, and provision of 'as built' plans.

由建筑师或总承包商发出的证明信件，证明酒店按所递交图纸建造，并提供竣工图。

(x) Insurances (Certificate required for Insurance – up to handover stage)

保险（直至移交阶段-所要求的保险证明）

(y) Equipment Manuals/Guarantees and List of all Contractors / Suppliers

设备操作手册/质保书以及所有承包商/供应商的联系清单

Including; a detailed list of suppliers with a list of all items utilized, as well as their references, guarantees, quantities and certification of continuation of production.

包括：附有所有使用项目的供应商详细列表，及其产品的参考文件、保证书、数量清单和持续生产证明。

(z) Certificate of Occupancy 使用证明

1.8 Document Submission Approval Sequence 文件提交审批程序

For a detailed and full description of what is required for the Consultant Deliverables, please refer to Section 4 of the Design & Engineering Technical Services Procedures Manual.

顾问需提交文件的详细要求，请参见设计工程技术服务程序手册第四部分。

1.8.1 New Construction 新建工程

Concept Design Phase:概念设计阶段

This schematic planning stage generally determines the massing and arrangement of the Basement Hotel BOH areas, the Podium Public areas, the Guest and Service Elevator / Fire Stair Core/s, Escalator/s and distribution of guestrooms throughout the Hotel Tower. It also determines the design direction and design approach.

这一方案设计阶段确定整个酒店大楼内地下室后场区域、裙房公共区域、客梯和服务电梯/消防梯、自动扶梯和客房分布的布局。同时也确定设计方向和设计方法。

The first 'milestone' submission shall be at the end of this stage – 100%CD:

第一步文件提交时间为本阶段末期-100%概念设计

This submission shall be in the form of two copies of minimum 1:100 scale on A1 or AO size drawings / Concept Boards showing:

所提交的内容为两份最小比例为1:100，A1或者A0的图纸/概念示意图板：

- **Freehand or CAD schematic plans** of BOH / Public Areas throughout the building
整个建筑的后场/公共区域的手绘或 CAD 图纸
- **Efficient and functional departmental relationships** with m² areas indicated
以 m²面积显示的各部门之间的有效功能关系。
- **MUST comply with the IHG Facilities & Area Design Program**
必须符合 IHG 设施及区域设计要求
- **Internal vertical + horizontal Circulation Analysis Diagram**
内部垂直和水平流通分析表
- **Proposed Style / Mood / Imagery Boards** for the various Interior Spaces (Guestrooms Public Areas) of the in the Hotel.
酒店内各内部空间（客房/公共区域）的样式/格调/图片样板

One set of documents with comments will be returned; the second set will be kept as a record set by IHG Design & Engineering. Two to three weeks shall be allowed for review and comment by IHG Design & Engineering.

一份经评议的文件会发回；第二份文件将由IHG设计工程部作为记录保存。IHG设计工程部需要两至三周内进行审核和评议。

There may be additional submissions as a result of Project Meetings, Design Presentations or if the Architects or Designers simply need to get IHG Design & Engineering's feed-back before progressing with the design further. The response / turn around period for these additional submissions will be 10 working days from date of receipt.

根据项目会议讨论结果，可能会有其他附加提交文件内容，设计代表或建筑师或设计师需要在深化设计前得到IHG设计工程部的回复。在收到这些文件后10个工作日，这些内容可得到回复。

Design Development Phase:深化设计阶段

This design development stage should have approximately 50% completion of working drawings. Based on the approved space planning agreed by Owners and IHG, the design team will develop the outline and scheme designs for the project.

深化设计阶段将完成约50%的图纸。在业主和IHG确认的区域规划基础上，设计团队将对项目进行进一步的深化提炼和进行设计方案。

The second 'milestone' submission shall be at the end of this stage – 100%DD:

第二步文件提交时间为本阶段末期-100%深化设计:

This submission shall be in the form of two copies all drawings at 1:100 scale on A1 or AO size drawings (except guestroom at 1:50 on A3 size drawings) and FEE Sample & Materials Boards, Renderings showing:

所提交的内容为两份比例为1:100的A1或者A0的图纸（除客房为1:50的A3图纸），以及家具设施样板和材料样板和渲染图：

- **CAD drawings** of all floor plans, major building elevations, major building sections and outline specifications.
所有楼层平面图、主建筑立面图、主建筑剖面图的**CAD图纸**，以及技术规范大纲。
- **These plans and specifications** shall provide a complete description of the spaces contained in the proposed structure, their size and functional relationship and a description of the major exterior and interior finishes, materials, structural system, mechanical, electrical and plumbing systems and other major components of the project.
这些平面图和技术规范需包括项目结构完整的空间描述、尺寸和功能关系，以及室外和室内主要饰面、材料、结构系统、空调、电气和给排水系统及项目其他主要部分的描述。
- **The developed Interior Design Concepts** of all Guestrooms / Public Areas and external works clearly showing the Ambiance / Theme of the Hotel.
能够清晰显示酒店氛围/主题的所有客房/公共区域和室外工程的**室内设计深化概念**。
- **Furniture Plans / Finishes and FFE Specifications** as well as two complete sets of interior design drawings, include finish colour boards indicating the furnishings, fabrics and finishes proposed for all areas
家具平面图/饰面和家具设施技术规范，以及两套完整的室内设计图纸，包括所有区域装饰、织物和饰面的色板。
- **Mock-Up Guestroom Package** including Detail Joinery & FFE Control Books, sanitary and hardware schedules, artwork schedules..etc.
样板客房包括详细木作业和活动家具控制节点、卫生洁具五金表和艺术品列表等。

These submissions shall be forwarded to the relevant IHG Design & Engineering Office. Two to three weeks shall be allowed for review and approval / response by IHG Design & Engineering.
以上这些文件将提交至IHG设计工程部相关部门。IHG设计工程部将会在两至三周内对这些文件进行审批和回复。

Contract Documentation Phase:合同文件阶段

This contract working drawings / specifications stage should have approximately 90% completion of the detailed design / working drawings. Based on the approved DD stage agreed by Owners and IHG, the design team will fully document all the designs for the project.

该合同图纸/技术规范阶段将完成90%详细设计/施工图纸。在业主和IHG确认的深化设计图纸基础上，设计团队将对项目所有设计进行全面的文件准备工作。

The third and final 'milestone' submission shall be at the end of this stage – 100%CD:

第三步和最后的文件提交时间为本阶段末期-100%合同文件:

This submission shall be in the form of two copies all drawings at 1:100 scale on A1 or AO size drawings (except guestroom at 1:50 on A3 size drawings) and A4 size Specifications, Schedules and **FFE Control Books** including:

所提交的内容为两份比例为1:100的A1或者A0的图纸（除客房为1:50的A3图纸），以及A4尺寸的技术规范、图表和家具设施图表，包括以下内容：

- **Complete Set** of all Architectural, Interior and Landscape Construction Documents
完整的所有建筑、室内、景观施工图纸文件
- **Complete Set** Furniture Plans / Finishes and FFE Specifications Tender Documents
完整的家具平面/饰面和设施设备技术规范招标文件
- **Complete Set** of MEP / FLS Engineering, Kitchen, Laundry Construction Documents
完整的机电/消防安全工程、厨房、洗衣房施工图纸文件
- **Complete Set** of Lighting, Audio Visual and **Acoustic** Construction Documents
完整的灯光照明、音响和隔音施工图纸文件
- **Complete Set** of Communications, Security and IT Tender Documents
完整的通讯、安全和IT网络招标文件
- **Complete Set** of Signage / Graphics Schedules and Tender Documents
完整的标牌/图标列表及招标文件
- **Complete set** of Uniform / Top of Table Tender Documents
完整的员工制服/招标文件
- **Complete set** of Artwork location plans and schedules
完整的艺术品位置图和图表
- **Fully coordinated** Reflected Ceiling Plans
完整的经协调过的平面图

This submission shall be forwarded to the relevant IHG Design & Engineering Office.

以上这些文件应提交至IHG设计工程部相关部门。

Three to four weeks shall be allowed for review and approval / response by IHG Design & Engineering for this major review package.

IHG设计工程部需三至四周对这些文件进行审批和回复。

One set of documents with comments will be returned to the Owner while the other set will become the property of IHG Design & Engineering.

一份经评议的文件将回至业主，另外一份文件将由IHG设计工程部作为记录保存。

Note: These designs are subject to approval by the Local Authority, Issuance of Development Approval and Building Permit and other applications as necessary.

备注：这些设计应取得地方政府部门批准、并具有开发许可，报建核准及其它必需的批复。

Obtaining these approvals is the responsibility of the Owner / Owners Consultants.
业主/业主顾问应负责获得这些批复。

1.8.2 Hotel Conversions & Renovations酒店改建和翻新

The review process for hotel conversions and re-branding renovations shall be similar to the process described above for new construction, but only after the IHG Design (Development) Assessment Report is completed.

酒店改建和换牌翻新的审核程序与上述新建酒店的审核程序类似，但仅限于IHG设计（开发）评估报告完成后进行。

Feasibility & Assessment Phase:可行性资产评估阶段:

IHG Design (Development) will carry out a Property Inspection as well as reviewing the Project 'As-Built' Documents in order to identify the non conforming Crowne Plaza elements in the Hotel and describe the scope of the work required to meet these Crowne Plaza Brand Standards.

IHG设计（开发）将会进行物业场地查看，以及审核项目竣工文件以便确定不符合皇冠酒店要求的部分，并描述为满足皇冠酒店品牌标准所需的工作范围。

The Owners, Owners Architects or Interior Designers are to attach a full set of general arrangement plans for the first submission to IHG Design / Development to assess the suitability of an existing Property to be converted to a Crowne Plaza Hotel. All such preliminary submissions shall be forwarded to the relevant IHG Design & Engineering Office.

业主、业主建筑师或室内设计师在第一次提交至IHG设计/发展部的文件中，应提交一套所有安排计划概述，以评估现有物业改建成皇冠酒店的可行性。所有此类初步提交文件都必须呈送至IHG设计工程部相关部门。

The first submission shall be for the initial assessment stage – 100% Feasibility:

第一次提交时间为初期评估阶段-100%可行性:

Material for this initial submission shall include, at minimum, the following: an overall site plan at 1:500 which indicates the boundaries of the site and a schematic plan of the footprint of the proposed building; sections and exterior elevations at 1:200; a vicinity plan showing the site relative to surrounding points of interest such as airports, cultural centres, business office centres, tourist attractions, other hotels, etc.; and a basic program for the proposed structure including the total number of guestrooms and suites, the number of standard and club floor guestrooms, and detail / dimensioned room layouts at 1:50; initial fire and life safety concept plans (structure and systems); the number and approximate square footage of each meeting space, the number and seat count of each restaurant and lounge, the proposed number of stories for the hotel, the approximate total building GFA and any other pertinent information. If available, schematic single line floor plans in format should also be submitted.

进行初期提交的文件必须至少包括以下文件：一份1:500的场地全面平面图，其上显示有场地边界和建筑占地示意平面图；1:200的剖面和室外立面图；现场周边位置图，显示相关重要建筑物，如机场、文化中心、商业办公中心、旅游点和其它酒店等；一份项目基本大纲，包括客房和套房房间数量、标准楼层和俱乐部楼层数量以及1:50的房间详细/尺寸平面布置图；消防及人身安全设计初步方案图纸（架构和系统）；每个会议区域的数量和大致平方尺数，每个餐厅和休息区数量和座位数量、所建酒店楼层数、大致的总建筑面积和其它相关信息。如有可能，需提供单线楼层平面图。

Upon the Owners final acceptance of the IHG Design (Development) Renovation Scope of Work Report, this will form part of the Letter of Intent (LOI) or Management Contract (MC) so everyone is clear as to what work must be completed before re-branding.

在IHG设计（发展）翻新工程范围报告得到业主最终认可时，这将作为意向书或管理合约的一部分以便每个人都明了换牌前必须完成的工作。

The second 'milestone' submission shall be at the end of this stage – 100% Renovation Scope:

第二次提交时间为本阶段末期-100%翻新范围:

This submission shall be in the form of two copies all drawings at 1:100 scale on A1 or AO size drawings (except guestroom at 1:50 on A3 size drawings) and outline specifications shall be submitted which describes the total scope of the proposed project including all demolition, proposed new construction and fit-out works with FEE Sample & Materials Boards, Renderings showing the proposed works, describing of all new major materials and systems to be installed.

所提交的内容为两份比例为1:100的A1或者A0的图纸（除客房为1:50的A3图纸），以及描述所建项目所有施工范围的具体技术规范，包括所有拆除、新建项目和装修工程，设备设施样板和材料样板、所建项目渲染图、所安装的所有新的主要材料和系统。

Please refer above for the Design Development and Contract Documentation Phase Deliverables for Conversion Properties.

有关改建项目在深化设计及合同文件阶段要提交的图纸文件要求请参阅以上所述。

1.8.3 Mock-Up Rooms样板间

- **Each model room** shall be reviewed and approved by IHG Design & Engineering.
- 每间样板房必须由IHG设计工程部审核批准。
- **At least three week's notice** shall be given to IHG for the scheduled review date.
- 至少提前三周通知IHG以确定审核日期
- **Mock-Up Room Approval** by IHG Design & Engineering is required in writing to the Owning Company prior to the installation of the guestroom program on site. This confirms IHG's acceptance of the Guestroom Design and Quality of Furniture, Fittings, and Workmanship and the Standard to which the rooms should be constructed and fitted out.
- 在现场开始客房安装施工前必须获得由IHG设计工程部对样板房的批准，业主公司必须获得。以此确认IHG确认接收客房设计和家具、设施和做工质量，以及客房施工和装修的标准。

1.9 Variances变更

The purpose of this Design Standards Manual is to establish a level and consistency in quality of planning, design and construction for each Crowne Plaza Hotels & Resorts Project. However, due to the variations in building construction, site conditions / constraints and other variables, some aspects of these standards may be difficult to achieve.

本设计标准旨在为每个皇冠酒店及度假村项目的规划、设计和施工阶段建立一个统一标准。但是，由于建筑施工、现场条件/限制和其他变化因素产生的变更，这些标准中的某些内容将会难以达到。

A variance procedure has been established to address these issues. Variances will be evaluated on a case by case basis. It is the policy of IHG Design & Engineering that when specific requirements cannot be met, alternative solutions shall be explored which achieve the same or similar level of quality and meet the intent of the Standards.

一个变更程序被用来解决此类问题。变更是逐个进行评估的。IHG设计工程部的宗旨是，当具体要求不能达到时，需要寻求其他能够达到原标准所要求相同或相似质量的可选方案。

Please note that variances to the life safety and brand identity standards will NOT BE granted. Please refer to Section 8 Architectural Critical Fire Life Safety No Waivers Allowed Listing and the Crowne Plaza Worldwide Signage Guidelines Manual.

请注意：对于消防安全和品牌确认标准的变更将不予以接受。请参见第八部分建筑消防安全不可免除内容清单和皇冠酒店全球标志选用指南。

When considering variances, a distinction will be made between new construction and the renovation or conversion of existing structures. New buildings, without the limitations of existing construction, shall comply fully with the requirements of this document.

在考虑变更时，对于新建项目和翻新或现有改造项目必须有所区分。新建项目，没有现有建筑结构的限制，必须全部按照本文件中的要求执行。

Renovation of existing structures will, on occasion, contain physical constraints which make full compliance impossible or economically unfeasible. These issues will be reviewed with one of four possible rulings:

现有结构的翻新，有时会遇到不能完全遵从标准或者经济上不可行的限制。这些问题将被审核并有以下四种可能的结果之一：

- **Denial of the Variance.**
拒绝变更
- **Granting of a Temporary Variance** for a specified length of time.
给予具有一定时间限制的临时变更
- **Granting of a Permanent Variance.**
给予永久性的变更
- **Granting of a Conditional Variance** based on an alternate acceptable solution.
给予在可选方案基础上有条件的进行变更

Denial of Variance: 拒绝变更

Denial of a variance request means that the applicant has not demonstrated sufficient evidence of the need for the variance, or that granting the request will compromise life safety or brand identity. In such cases the applicant is expected to comply fully with the Standards.

拒绝变更要求，因为申请人不能有效的提供变更依据、或者所提出的变更要求将危及生命安全或品牌的定性。在此类情况下，申请人应该完全按照标准执行。

Temporary Variance: 临时变更

In certain cases, a temporary variance will be granted. A temporary variance will be accompanied by a specific time frame within which compliance will be required. For example, if guestroom carpet has recently been installed and is in good condition but does not meet the weight requirements of the Standards, a temporary variance may be granted. However, this variance will specify that the carpet must be replaced with a carpet complying with the Standards within a certain period of time or when it fails to meet quality inspections of a Design & Engineering Property Review, whichever is sooner.

在某些情况下允许临时变更。临时变更必然有具体的时间限制。例如，如果客房地毯近期已安装铺贴并且安装后情况良好，但是并没有达到标准要求的重量，那么就可以允许临时变更。但是，这类变更必须规定该地毯在一定期限内必须由符合标准的地毯所替代，或者当其不能达到设计工程现场察看的质量标准时替代，二者选较快者。

Permanent Variance: 永久性变更

On rare occasions a permanent variance may be granted. For example, a historic property may not meet the requirements for minimum guestroom sizes but is able to offer guests a high quality, unique room. In this instance, the quality issues are satisfied and a permanent variance to exclude the minimum dimensions would be granted.

永久性变更只发生在极少数情况下。例如，历史性物业建筑虽不能达到最低的客房尺寸，但是能够提供客人高品质的独特房间。在这样情况下，质量问题得到满足，则允许未达到最低尺寸的永久性变更。

Conditional Variance: 条件性的变更

The final option is to grant a conditional variance. This means that the variance is granted providing certain conditions are met. For example, a hotel may be allowed to operate without a Spa upon the condition that the guests are allowed to use the Spa facilities of an IHG Managed Property located next door.

最后的选项为条件性的变更。这表示所允许的变更是附有一定条件的。例如，可以允许一座酒店没有Spa设施，但是客人可以使用附近由IHG经营的Spa设施。

The application for a variance to these Standards must contain the following information: the specific Standard for which the variance is to be granted and an explanation in written, graphic and / or other format explaining the reason or reasons why the variance should be granted. All variance requests for each phase of a project should be submitted at one time. Variances shall be submitted to the relevant IHG Design & Engineering Corporate Office.

对于标准的变更申请必须包含以下信息：允许变更的具体技术规范和书面解释、图表或其它形式的解释或变更理由。项目每阶段的要求的变更必须在同一时间提交申请。变更申请必须呈送至IHG设计工程部相关部门。

All variances submitted for review will be logged in upon receipt and placed on the agenda for the next variance review committee. This committee meets approximately every two weeks. Upon review, one of the four rulings described above will be forwarded to the applicant and made part of the permanent project file. It should be noted that upon the change of ownership of any Crowne Plaza property all previously granted variances shall become null and void. It shall be the responsibility of the new ownership to comply with these standards or apply to reinstate previously granted variances.

所有提交审核的变更将在接收后进行审批操作，并划入下一个审核委员会会议事日程。该委员会将每两周碰面。经过审核，选择一种以上所述四种变更处理方案给与申请者，并作为项目的长久资料保存。必须注意的是任何一家皇冠酒店业主更换后，则之前的所有许可的变更将作废失效。新任业主有责任遵从这些标准的执行或者申请恢复之前已许可的变更。

It is the policy of IHG Design & Engineering to promptly review all variance requests and to consider all relevant information relating to that request. However, each variance issue shall be reviewed based upon the unique characteristics of each project, its location and other pertinent information. Granting a specific variance for one property does not guarantee the granting of the same variance on another property. The goal is to keep variances to a minimum. In this way Crowne Plaza Hotels and Resorts can maintain a consistency in its core Brand elements, facilities and quality of materials and finishes throughout the global market place that will serve to strengthen the image of Crowne Plaza Hotels & Resorts to the travelling public.

IHG设计工程部的宗旨是迅速审核所有变更要求，并顾及与该申请的所有相关信息。但是，每一项变更事宜都将基于每一项目特点、地理位置和其它相关信息进行审核。对于一座物业所允许的变更不代表允许其它物业产生同样的变更，这样做的目的是确保变更数最小化。这样皇冠酒店及度假村可以在全球市场上保持其一贯的品牌风格、设施以及材料和装饰质量。以更好的巩固皇冠酒店及度假村在旅行者中的良好形象。

External Works

室外工程

Section 2.0 External Works 室外工程

- 2.1 Site Planning 总平面规划
- 2.2 Traffic Study 交通调研
- 2.3 Site Design 现场设计
- 2.4 Parking Design Requirements 停车设计要求
- 2.5 Site Construction 现场施工
- 2.6 Landscaping 景观
- 2.7 Architecture and Building Envelope 建筑及建筑外围
- 2.8 Site and Building Signage 现场及建筑标牌

Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

2.0 External Works 室外工程

2.1 Site Planning 总平面规划

The site planning for a Crowne Plaza Hotel Project should respect the site's local / regional context and take advantage of the site's location opportunities while providing circulation efficiency.

皇冠酒店项目进行现场总平面规划的同时，需要根据现场所在地/地区实际情况在确保高效环流的同时，合理利用场地资源。

The exterior site design shall provide clear and logical pedestrian and vehicular traffic flows in a mature landscaped setting with a sense of security and position.

户外场地的设计，必须具有对安全和位置安排的意识，以成熟的景观设置，提供合理而明确的人行走道和车道流量设计。

2.2 Traffic Study 交通调研

Owners Architect / Master Planner / Landscape Architect should prepare a traffic study to define: 业主建筑师/总规划师/景观建筑师，必须准备以下交通调查内容：

- Emergency vehicle access
紧急车辆出入
- Car, taxi, bus, limo access and route to parking
汽车、出租车、巴士、豪华轿车出入和停车路线
- Main entry and determine if separate tour group, function entry is required
主要入口，并决定是否需要分开的旅行团、聚会入口
- Valet, VIP and disabled above / below ground parking requirements
代客泊车、VIP 和残障人士在地上/地下停车的要求

2.3 Site Design 现场设计

(a) Define entrances and property identity with signage, lighting and landscaping.
确定入口和物业标志、照明和景观

(b) Provide separate guest and service vehicle circulation.
提供客人和服务人员各自分开的车辆走向线路

(c) Create a direct and interesting approach to the hotel entrance without having to pass through the parking area.
建立一条有趣味的，不必穿过停车区域，而直接通往酒店入口的道路。

(d) Access to parking should not be through the Porte Cochere.
通往停车区的道路不得穿过酒店大门口门廊。

(e) The Porte Cochere defines the image of the hotel and shall be designed to be open and inviting.
酒店大门入口门廊，决定了酒店的形象标志，应当设计成开阔大方并吸引客人的形式。

(f) Locate service entrance remote from guest entrance.
将服务性入口，设置在远离客人进出口的地方。

- (g) **Create** a sense of arrival using lighting, landscaping, sculptures, paving, signage & graphics and flagpoles at hotel entrances.
在酒店入口处运用灯光照明、景观、雕塑、道路、标牌及图标和旗杆，以**营造**出让客人宾至如归的印象。
- (h) **Provide** a minimum of two (2) 3.6M wide traffic lanes through the Porte Cochere.
建设一条或两条最窄为 3.6M 的车道，穿过酒店大门入口的门廊。
- (i) **Minimum** vertical clearance shall be 3.6M to accommodate buses.
为了适合巴士进出，净高**最低**为 3.6M
- (j) **Protection** from inclement weather shall extend 12M off the building line.
为抵御恶劣天气的**保护设施**，应当从建筑外廓线延伸出 12M
- (k) **Avoid** placing storm drains in pedestrian circulation paths.
必须避免将雨水落水排水下水道设置在行人通道上。
- (l) **Avoid** vehicle circulation near guest room windows.
必须避免车辆道路靠近客房窗口
- (m) **Provide** accessible walkways, curb ramps and parking areas.
需要有残障人士专用走道、路牙斜坡和停车区域

2.4 Parking Design Requirements 停车设计要求

Provide parking as required to meet local market demand and as required by local codes and ordinances.

根据要求设置符合当地市场需要、地方法规和条例的停车场。

- (a) **Airport Locations**, when allowed by code, may reduce parking requirements if van shuttle service is provided
位于机场附近，如有往返穿梭专线车服务，则可根据法规，减少停车数量要求。
- (b) **Urban Locations** can reduce parking requirements when allowed by code and if off-site valet parking is provided. 2.4M x 4.8M spaces with 6.1M driving aisles are recommended, but dimensions shall be no less than as required by local codes
位于市区，如果代客泊车服务性车辆可以停泊于酒店外的场地，且法规允许，可以减少停车数量要求。建议2.4米X4.8米车位，及6.1米驾驶车道，但规格大小不得小于地方法规要求。
- (c) **Column Centres**: There should be no columns to impede access to parking spaces in basement car parks. Designers should allow for 7.2M (or other multiples of 2.4M) clear between column edges so that full width spaces are available to patrons.
柱中心线：地下室通往停车区的道路不得受柱子阻隔。设计师必须依照柱与柱之间 7.2 米净宽（或其他为 2.4 米的倍数）进行设计，以满足停车需要宽度。
- (d) **Head Clearance**: Flat ceilings are preferable in all car parks. Structural beams should not be located in the vicinity of parking spaces, and if this cannot be avoided then allowance must be made not only for the height of car roofs but also for the height of hatchback doors which swing up.
顶部净高：所有停车区最好采用平顶天花。在停车位附近不得有结构梁，但如若无法避免，则其高度不仅必须适合轿车高度，还要保证掀背式轿车后舱门打开高度的需要。
- (e) **Intrusions**: Where ramps intersect with floors at parking spaces, the design needs to ensure that tall pedestrians are not at risk, or that tall vehicles don't have their roofs removed. Plinths that catch opening car doors or walls that protrude into circulation pathways are design challenges and should be eliminated.

妨碍: 如果斜坡与地面在停车位交汇, 那么设计需要保证, 高个的行人没有危险、或高型车辆不会撞到顶部。会与车门打开时相撞的勒脚, 或向车道突出的墙体, 应当在设计时消除和避免。

- (f) **Number of Lanes:** Most car parks of up to 500 spaces require only one entry lane - possibly with twin ticket dispensers - as they usually face a pinch point which effectively means that only one line of cars can actually navigate 20 metres after the entry barrier. A minimum of 2 exit lanes are required at all automatic car parks, to allow for the patron who loses their ticket and blocks a lane while staff deal with them.

车道的数量: 大多数500个停车位以下的停车场, 只需要有一条入口车道 —— 可能设有一对给票机 —— 通常它们面对一处收缩关口, 意味着在通过入口关卡后的20米内, 只有一排车辆可以通过。所有自助停车场要求至少要有两条车道, 以便允许工作人员与遗失停车票的客人进行交涉处理时, 占用一条车道。

- (g) **Lighting Standards:** Minimum standards of 100 LUX and 250 to 350 LUX at entrance/exits. Recommend white fluorescent fittings as they provide the best quality of light. Fluorescent and provide wire guards at fixtures with exposed bulbs. For fitting type and LUX levels refer to Section IV of the IHG Engineering Design Criteria. Lighting in stairwells and lobbies need to be to a very high specification to minimize perceptions of personal isolation.

照明标准: 出入口照明最低要求为100 LUX和250-350 LUX。因照明质量较好, 建议使用白色荧光灯。具有裸露灯泡的装置, 应当是荧光的, 并必须安装有线路保护设施。对于照明型号和照明LUX度, 请参见《IHG工程设计规范》第四部分内容。楼梯间和电梯厅的照明, 必须执行非常高的规格, 以尽量减少个人孤独感的产生。

- (h) **Lines of Sight:** Personal security is greatly enhanced in car parks where lighting levels are high and clear lines of sight are designed into a facility e.g. at access points to lift lobbies, stair lobbies, at corners on pedestrian routes.

视线: 车库区需要强调个人安全感, 这里的照明高度较高, 并且, 设计将视线清晰地导向某些设施, 例如, 通往电梯、楼梯厅的通道口、人行通道的转角处等。

- (i) **Ramp Widths:** Ramps in car parks need to be a minimum of 3M to avoid collisions between ramp walls and vehicles. Tight turning circles need to be avoided

斜坡宽度: 车库内的斜坡必须至少有3米宽, 以防止车辆与斜坡墙面发生碰撞。需要避免急转弯的发生。

- (j) **Routes:** Vehicular and pedestrians routes need to be segregated e.g. by painted walkways and separate signage schemes. Designs need to allow for wheelchairs immediately adjacent to lift lobbies and without a need to cross vehicle routes. Cul-de-sacs are to be avoided or minimized.

车道线路: 机动车和人行道线路必须分隔开来, 例如, 可采用着色人行道和竖立分隔标志的方案。设计要求轮椅可以直接到达电梯厅, 而不需要穿越机动车道。尽量避免或减少产生死路。

- (k) **Capacity:** The size or capacity of a car park needs to be directly related to the local code as well as the likely peak demands for parking in the immediate vicinity of the site. Patrons will not normal walk more than 180 meters from their car to their destination.

车库容量: 车库的大小或容量直接与地方法规相关, 同时车库在考虑到与现场地理位置有关的高峰需求量。从他们的泊车点, 到他们的目的地, 客人通常不应行走超过180米。

- (l) **Signage:** Car parks should include significant provision for large illuminated signs for both pedestrian routes and for vehicular circulation routes.

标牌: 车库内必须设有人行道和机动车道路线的大型照明标牌。

- (m) **Car Space Size:** The current standard of 2.4M x 4.8M spaces is to be used. For some locations this may need to be increased to accommodate MPV or Limousines with long doors which require more room to open properly.

车位大小：实行现行的2.4米X4.8米标准尺寸空间。在某些地方可能需要增加空间，以适合MPV（多用途）车辆或豪华加长型车辆，车门打开时所需的空間上的要求。

- (n) **Parking Bay Markings:** Provide paint striping to delineate parking spaces. Paint shall be of the type specifically manufactured for traffic use.

停车区标志：以油漆线条界分停车区域。所用涂漆必须为交通专用涂料。

- (o) **Vehicle Alignment:** At car park entrances and exits, it is essential to allow sufficient room for cars to enter the lane and then align themselves with entry ticket machines. This usually requires that there be at least two vehicle lengths (10M) of straight lane in front of the barrier. Lanes should be only as wide as likely vehicles require, as overly wide lanes mean that drivers cannot reach ticket dispensers from their cars.

机动车停车排序：在车库的出入口，需要有足够的空间让车辆进入车道，并排队领取停车票。通常在闸口前至少有两部机动车长度的直行车道（10米）。车道应当是恰好车辆所需要的宽度，因为过于宽大的车道，可能导致司机无法在车内够到取票口。

- (p) **Bicycles / Motor Cycles:** Staff bike / motor cycle parking needs to be 100% segregated from the main Car Park to avoid cycle dismounting posing hazards to both themselves and everyone else in the facility.

自行车/摩托车：员工自行车/摩托车停车区必须完全和主要停车库分隔开来，以避免下车时对他们自己和车库中的他人产生危害。

- (q) **Accessible Spaces:** as required by International Disabled regulations and local codes as close as possible to the main hotel entrance. Designated accessible parking spaces must be identified with signage as required by International / Local Disabled Regulations.

残障人通行道区域：残障人通行道应符合国际残障人士条例和地方法规要求，并尽可能设在酒店主入口附近。根据国际/地方残障人士规范要求，专门设计的残障人士停车区域，必须有专门标示牌指明。

- (r) **Parking areas or driveways** above occupied space must be completely waterproofed.

建在房间上的**停车区或车道**必须完全防水。

- (s) **Ventilation:** Provide natural or mechanical ventilation as required by code.

通风：根据法规要求提供自然或机械排风。

2.5 Site Construction现场施工

- (a) **Driving Surface, Paving:** Concrete with chemical floor hardener is required at parking areas and driving lanes. Provide heavy-duty concrete at the loading dock, dumpsters and other locations with potential heavy truck traffic. Refer to Porte Cochere Section 3 for paving requirements at the main hotel entrance.

车道路面，铺设路面：车库区域和车道路面，要求铺设含有地面化学加硬剂的混凝土。在装卸货平台，和其它可能有重型卡车经过处，需铺设重型混凝土。关于酒店主入口路面的铺设要求，请参见《酒店入口雨篷》第三部分。

- (b) **Site Curbs:** Provide a maximum 150mm high concrete curb around the perimeter of paved areas.

场地路沿：在铺设路面的区域周边，采用不高于150mm的混凝土路沿石。

- (c) **Entry Curb:** Provide a “roll-down” curb or raise the drive such that the entry drive and the entry walk are at the same elevation for the full width of the Porte Cochere.

入口路沿：铺设向下卷边路沿，或者提升车道路面，以便使入口车道和入口走道，在整个酒店入口门廊处，处于同一水平面。

- (d) **Provide** decorative structural bollards or planters along the edge of the entry walk where it aligns with the driveway paving.
在与车道并排的入口走道边缘, 设置装饰性的结构矮栏, 或者花盆。
- (e) **Structure:** Design of the Porte Cochere structure shall be compatible with the design of the building in terms of colour, material and aesthetics. Use only durable materials at grade (stone, brick, concrete, etc.) to minimize potential damage from vehicles and landscape maintenance.
结构: 酒店入口门廊结构的设计, 在颜色、材料和美观上需和建筑设计风格相协调。必须使用耐久性材料(石材、砖、混凝土, 等)以最大限度地减少由车辆及景观维护造成的损坏。
- (f) **Storm Drainage:** Design storm drainage to meet local requirements and codes.
排水: 排水设计必须符合地方法规要求
- (g) **Walls:** Sealed concrete or concrete masonry. Paint walls at garage elevator lobbies and access or entrance to the hotel.
墙体: 使用密封水泥或混凝土砌石。对车库电梯厅和通道, 及酒店入口处的墙体进行涂漆。
- (h) **Ceiling:** Exposed or painted concrete
天花: 裸露或漆面的水泥
- (i) **Stair Doors:** Where required, provide painted hollow metal doors with vision glass and fire rating as required by code.
楼梯门: 在需要的地方, 安装喷漆的空心金属门, 应带有可视玻璃并达到法规要求的防火等级。
- (j) **Entrance Doors:** Where entry to the hotel is provided from the parking garage, provide a vestibule with aluminium and glass doors. Automatic doors are required at self-parking garages.
入口门: 从车库进入酒店的门, 应提供有铝制玻璃门的前室。在自助车库要求安装自动门。
- (k) **Lighting:** Provide to emphasize building entrance locations and architectural features, enhance safety and security. Fluorescent and provide wire guards at fixtures with exposed bulbs. For fitting type and LUX levels refer to Section IV of the IHG Engineering Design Criteria.
灯光照明: 需强调建筑入口位置、建筑特点区域, 增加安全感。使用荧光灯应为带有明露灯泡的灯具加装安全网。照明型号和照明等级参见《IHG工程设计标准》第四部分
- (l) **Power Requirements:** Provide waterproof power, data and phone outlets at strategic areas through-out the site such as; the main entry drive for transportation desk, outdoor terraces for functions /audio / visual / entertainment or seasonal displays, for temporary cooking / lighting / water features, maintenance and similar uses.
电源要求: 在重要的地方设置防水电源、数据和电话接口, 例如: 在主车道入口的代客泊车接待台; 活动/音响/视频/娱乐或其他季节性展示的室外平台; 临时烹饪/照明/水景设施; 维修以及类似的地方。

2.6 Landscaping景观

2.6.1 Minimum Requirements:最低要求

- (a) **The service** of a registered Landscape Architect is required.
要求由专业注册的景观建筑师提供服务。
- (b) **Provide** safe and convenient access to the hotel entry for the guests.
为客人进入酒店提供安全便捷的道路。

- (c) **No artificial plants** will be allowed for any interior or exterior landscaping.
任何室内或室外景观都不得使用人造植物。
- (d) **Liberal landscaping** at grade is required and the use of large decorative planters should be used.
应设置灵活丰富的景观，可使用大型装饰性花盆。

2.6.2 Construction施工

- (a) **Sidewalks:** Minimum 1.2M wide, broom finished concrete.
人行道：至少为1.2米宽，面扫处理的混凝土。
- (b) **Primary circulation** 1.5M wide minimum pedestrian paths, ramps, and stairs: should have a slip resistance factor of 0.6 in wet or dry.
主要循环道路：人行道、斜坡和楼梯至少1.5米宽：无论干湿，路面必须达到防滑系数为0.6的防滑标准。
- (c) **Ramps** Maximum slope to be 1 in 12 and a slip resistance factor of 0.6 wet/dry.
斜坡的最大斜坡比例为1/12，干/湿地面防滑系数为0.6。
- (d) **Hotel Entry Paving:** as per Architects design, with approaches in concrete paving. Paving under the Porte Cochere shall be stone, brick, concrete pavers or other similar decorative system.
酒店入口铺设地面：根据各建筑师设计的方法铺设混凝土块石路面。酒店入口门廊下的地坪，需使用石材、砖、混凝土块石，或其他类似装饰铺地材料。
- (e) **Decorative amenities** and details such as lighting, benches, and other details must be considered.
装饰性物品，如照明、长凳，和其它细节处理，都必须仔细考虑。
- (f) **Terraces:** Broom finished concrete. It is strongly recommended that concrete patio surfaces be upgraded through the use of integral colour, control joint patterns or other similar design treatments. Topical finishes prone to deterioration are not acceptable. Natural stone, brick and other durable materials compatible with the design of the building are acceptable.
露台：面扫处理的混凝土。强烈建议室外的混凝土地面，通过整体的颜色，控制缝图案，或其他类似设计处理来提升品质。不得使用易于损坏的面饰材料。允许采用与建筑设计相符的天然石材、砖和其他耐用材料。
- (g) **Pool Decks:** As per Landscape Architects design and must be slip resistant. Refer to Section 3 Pools.
泳池平台：根据各景观建筑设计并且必须进行防滑处理要求进行施工。参见第三部分“游泳池”。
- (h) **Provide control and expansion joints** in concrete sidewalks and other pedestrian paving to minimize cracks.
混凝土人行道和其它铺设路面人行道，需要有伸缩缝，以最大程度地减少地面裂缝。

2.6.3 Landscaping Special Requirements景观特殊要求

- (a) **All unpaved areas** shall be landscaped.
所有未铺设道路的区域，均需要设置景观。
- (b) **Plant materials** shall be selected appropriate to the climate and geographical location and to minimize maintenance requirements.
所种植的植物必须符合当地气候和地理环境情况，并且尽量减少维护保养工作。

- (c) **Landscape design** shall take into consideration vehicular and pedestrian circulation, minimize safety concerns along sidewalks and at building entrances and shall not obstruct views of driving lanes or building entrances from motor vehicles.

景观设计必须考虑车辆和人行的流量、人行道沿线和建筑入口处的安全因素，并且，景观不得遮挡行车线路或建筑入口。

- (d) **Provide landscaped areas** within surface parking lots to enhance the guest first impression of the hotel. Verify local codes for minimum requirements.

建设停车区景观，以加强客人对酒店的第一印象。核实地方法规中的最低要求。

- (e) **Sidewalks** providing access to the main entrance from accessible parking spaces shall meet all disabled regulations and local codes in regard to slopes, curb cuts, tactile warnings, railings, etc.

从残障人停车区域通往主入口的人行道，包括斜坡、路沿、警示、扶手等必须符合所有残障人士规范和地方法规

- (f) **Landscaping** shall be designed to provide interest during all seasons.

景观设计必须考虑在所有季节都能达到良好的效果。

- (g) **Generous landscaping** shall be provided in the following order of priority:

以下各处，都需要有丰富的景观设计，以优先程度排序：

1. Main hotel entry drive and Porte Cochere.
酒店主入口门廊处和车道
2. Public courtyards, pool decks and breakout areas.
公共花园、泳池平台和休息区域
3. Secondary building entrances.
次要建筑入口
4. Building perimeter.
建筑周界
5. Site perimeter.
场地周界
6. Parking lots.
停车场

- (h) **Provide landscaping** and decorative fencing to screen ground level mechanical and electrical equipment, service areas and all other undesirable views.

设置景观和装饰性围栏，以遮蔽地面机械电气设备、服务区，和所有其它不适宜外露的场景。

- (i) **Earth slopes** shall not exceed 2:1 and all slopes greater than 3:1 shall be stabilized. Full slopes shall not exceed 3:1 unless compacted.

土坡的斜面比例不得超过2:1，所有比例超过3:1的土斜坡应有所加固。全坡不得超过3:1，除非经过紧压处理。

- (j) **Provide mulch beds** around all trees.

在所有树木周围铺设护根覆盖物层。

- (k) **Site and Building Drainage** shall be designed such that landscape and building drainage shall not cross pedestrian pathways and patios.

场地和建筑物排水，应通过设计，不得穿过人行道路和外廊。

- (l) **Irrigation System:** All landscaped areas shall be irrigated with an automatic system.

Irrigation control panels shall be located in mechanical or service areas away from public view. Use recycled or grey water.

灌溉系统：所有景观区域都要设置自动灌溉系统。灌溉系统控制面板应位于远离公众视线的机械或服务区。使用回收水或中水。

(m) **Lawn Area Irrigation** shall be zoned separately from planting beds. Sprinkler heads shall be pop-up type. Sprinkler systems shall be designed to avoid sprinkling main hotel pedestrian pathways and patios. Use recycled or grey water

草坪灌溉系统需独立于种植区。设置弹出式喷淋头。喷淋系统的设计必须避免喷淋水浇灌到酒店主要人行道路和花园区。使用回收水或中水。

(n) **Landscaping Lighting:景观照明**

- **Provide** pathway lighting to provide minimum light levels required.
根据最低照明要求设置道路照明。
- **Provide** accent lighting to enhance landscaping at night and provide a strong impression to arriving guests.
设置重点照明以提升晚间景观效果，以及为抵达酒店的客人，提供强烈的第一印象。
- **For type and LUX level** refer to Section IV, Engineering Standards Manual.
照明型号和照明等级参见《工程设计标准手册》第四部分。
- **Power** is required in landscaped areas for seasonal displays and maintenance.
为季节性展示和日常维护，在景观区域提供电源。

2.7 Architecture and Building Envelope 建筑及建筑外围

The image of the building design must reflect the 5-star international positioning of the Crowne Plaza Brand. Where possible the architectural style of the building should be a timeless, contemporary and state-of-the-art architectural statement which reflects the Crowne Plaza high tech “signature” of the Brand.

酒店建筑的形象设计，必须能够反映五星级皇冠酒店品牌的国际形象。如果可能，建筑的风格应当是不会过时的、符合当代风格和顶级的建筑，能够反映出皇冠酒店品牌中的“高技术特点”。

At the same time IHG supports the notion of incorporating regional design style elements in the context of the building design while respecting local cultural requirements and site constraints.

Use durable and low maintenance materials, use high quality finishes at guest circulation locations, provide clear glass (avoid reflective and tinted) utilize a neutral colour palette.

在遵从地方文化要求和场地限制的同时，IHG 支持结合地方设计元素的建筑设计风格。在客人流动区域，采用耐久性和低维护率的材料和使用高品质饰材，采用清玻璃（而非反光和有色玻璃）以保持中性色彩风格。

2.8 Site and Building Signage 现场及建筑标牌

This is a critical design element required to identify the Crowne Plaza property on the site. 这项内容对于设计要点来说是十分重要的，必须将整个皇冠酒店所在地识别凸显。

The services of a professional Graphic Designer are required to accurately interpret and fully implement the IHG's Worldwide Signage Guidelines. **Note:** Do not use a Signage Contractor instead of a Consultant.

要求专业标志设计师，对《IHG 全球标志指南》的实施，提供准确和全面的意见。**备注：**标志承包商不得代替专业顾问。

Public Areas

公共区域

Section 3.0	Public Areas 公共区域
3.1	Interior Design 室内设计
3.2	Public Entry 公共入口
3.3	Main Lobby 酒店大堂
3.4	Food and Beverage 餐饮
3.5	Banquet, Function and Meeting Rooms 宴会、功能厅及会议室
3.6	Boardroom 董事会议室
3.7	Ballroom 大宴会厅
3.8	Business Centre 商务中心
3.9	Retail 零售区
3.10	Recreation, Spa and Fitness Centre 娱乐、SPA 及健身中心
3.11	Swimming Pool 游泳池
3.12	Public Toilets/Restrooms 公共盥洗室
3.13	Public Elevator Lobbies and Lift Cars 公共电梯厅和电梯轿厢
3.14	Public Area Signage and Graphics 公共区域标牌及标识

Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

3.0 Public Areas 公共区域

3.1 Interior Design 室内设计

3.1.1 Interpretations 内容解释

These Design Standards are not intended to give the complete design criteria or give all design solutions to the IHG properties in the varied markets of China. They are to be read in conjunction with the other nine (9) IHG Design Standard Documents outlined in Section 1 of this document.

对于中国国内不同市场的IHG产业，这些标准并不会给与以全面的设计标准或全方位的设计解决方案。这里所说的标准，是与本文集第一部分描述的，其他九类IHG设计标准文件，一起结合使用的。

3.1.2 Qualification 资质

For all FLS, MEP, lighting, acoustics, audio visual, communications, data and power requirements please refer to the IHG Engineering Standards Manual 2005.

对于所有消防安全、机电、照明、噪音、影音、通讯、数据和电力要求，请参见《IHG工程标准手册2005》。

3.1.3 Design Intent 设计意图

(a) Incorporate 'Wow' Factors in the public spaces, for example:

在公共区域，要有“吸引眼球”的元素，例如；

- Dramatic grand lobby with water features; special lighting effects, local artefacts, sculptures and where appropriate grand staircase.
大型豪华的大堂，带有水系景观，特殊照明效果、地方特色的雕塑工艺品，以及大型豪华楼梯合适的话，还有豪华的楼梯建筑。
- The Architects and Interior Designer (along with the Lighting Designer, Signage & Graphics, Art Consultant, Uniform Designer to name a few should combine together to establish fully integrated design concept.
建筑师和室内设计师（以及照明设计师、标志图标设计顾问、艺术顾问和制服设计师，不一而足）都必须团结配合，以建立一个综合统一的设计理念。
- Cantilevered Swimming pool/s on roof.
悬臂屋顶游泳池
- Historic hotels with classical details.
具有经典细节的历史性酒店
- New Build Hotels with innovative details.
具有创新细节的新建酒店

3.1.4 Finishes & Materials 饰面及材料

Refer to Section 9 Finishes, Materials, Fittings & Hardware in this document outlines the minimum requirements / most suitable finishes and materials to be selected by the Architect / Interior designer, finishes generally should be:

参见本文件第九部分，关于饰面、材料、设施及五金的最低要求的描述，以及可供建筑师/室内设计师选择的材料，饰面通常为：

(a) Flooring: Combination of carefully selected marble, stone, hard surface materials and carpeting. Carpets / Rugs should be patterned using colours that complement the interior design while making a bold statement. Consider different levels in all F&B outlets where possible (maintaining disabled access).

地面：综合使用经仔细甄选的大理石、石材、硬质材料和地毯。地毯/块毯的图案和颜色必须和室内设计的颜色相协调。可能的话，在所有餐饮设施处考虑不同的地面高度（保证残障人通道）。

(b) Millwork/Casegoods: Throughout the Public Space, provide a combination of rich millwork to the walls, built-in casegoods, bulkheads and window treatments to suite the Interior Design scheme.

木作/家具：在整个公共区域，根据室内设计主题理念，采用丰富的墙上木作制品、固定家具、天花跌级和窗户细节处理。

(c) Window Treatment: These elements should support the overall design style and intent, be functional in terms of sun blocking / privacy and durable.

窗户处理：这些元素必须和整个设计风格内容相协调，并需有遮阳/私密性和耐久性功能。

(d) Wall Treatments: These elements should support the overall design style and intent, be functional and durable

墙面处理：这些元素必须和整个设计风格内容相协调，并需有实用性和耐久性。

(e) Metalwork: Wherever metal finishes are to be used, ensure that the proper surface treatments are applied to avoid damage.

金属制品：在使用金属饰面的地方，必须进行恰当的表面处理，以避免受损。

(f) Lighting: Critically important to achieve the ambiance and interior style desired by the ID / Lighting Consultants.

照明：必须严格按照ID/照明顾问的要求，达到其所设计的室内风格效果。

(g) Ceilings: Treat as an extension of walls and incorporate coffers, multi-levelled treatments and millwork detailing. Decorative lighting should form part of the interior décor.

天花：作为墙面的延伸，假如藻井多层处理和木工细节。装饰灯需成为其室内装饰的一部分。

3.2 Public Entry 公共入口

3.2.1 Porte Cochere 酒店入口门廊

The initial impression of the hotel is crucial and should give a sense of individuality, place or locale and be comfortable and inviting. Entrances should be easily identified by exterior signage, and drive-through Porte Cochere structure. In addition to secondary curbside entryways (Group Tours or Convention), exterior grounds should have well-maintained walkways, parking facilities, and landscaping with excellent lighting.

对于酒店的第一印象是至关重要的，应当能够给人以个性感，地点感，显示出舒适的诱人环境。入口可以由室外标牌，以及可以行车驶入的酒店入口门廊处凸显。路边的次要入口（旅行团或会议团），以及户外场地，应当具有良好维护的走道、停车设施和景观设施并由极好照明。

The Porte Cochere should reinforce the architectural styling of the hotel and provide an attractive first and last impression, assist the arrival and departure activities including:

酒店入口门廊的设计，必须能够加强酒店的建筑风格，并为客人带来良好的第一印象和最后印象，为客人的到达和离开提供：

- Protecting guests from the elements i.e. sun, rain or snow.
保护客人，遮蔽气候元素如烈日、下雨或下雪等。
- Provide a sense of arrival
为客人带来宾至如归的感受。
- Avoid steps and curbs that could interfere with accessibility.
避免台阶和路沿的阻碍。
- A Vestibule shall provide convenient entry by guests without requiring the need to open doors and shall provide an air lock separation of interior and exterior climates.
前庭门廊必须能够为客人带来无需开门的便捷出入，而且应当设有隔绝室内外天气的空气阻隔室。
- Minimum four 12M high, ground supported flagpoles opposite Porte Cochere. Recommended construction: Seamless aluminium cone tapered tubular with halyards anodized finish colour to be selected, waxed.
酒店入口门廊处的对面，应当设有4根最低高度为12M的，设有地基的旗杆。建议旗杆为：铝制无缝锥形旗杆带升降索，阳极氧化处理，颜色可选择，涂蜡。

(a) Size/Area: Drop off area should provide: 大小/面积：下客区域：

- 3 lanes undercover (10M wide)
三条在雨蓬下的道路（10M 宽）
- Clearance to accommodate tallest local bus or emergency vehicle, generally allow 4.5M minimum. Architect to verify with local conditions.
净高适合当地最高高度的巴士或紧急车辆进出，一般情况下最低为 4.5M。建筑师应对需要和当地情况进行核实。
- Design the structure to allow for 12M of pathed drop off.
结构设计上需能够达到 12 米长的下客通道。

(b) Space Planning: 空间规划

- Provide a fixed valet stand / transport desk adjacent to the hotel entry doors.
在酒店入口大门附近设置一个固定的代客泊车站/接待台。
- Allow space for taxi queuing within visual sight of entry.
在入口视野范围内，需设置出租车排队区域。
- Provide bus drop-off under the Porte Cochere but with separate bus parking outside the Porte Cochere area to avoid congestion.
在酒店入口门廊下设置巴士下客点，但必须在酒店入口雨篷以外的地方另设巴士停车处，以避免拥堵。

3.3. Main Lobby 酒店大堂

The Main Lobby provides the first impression of the hotel and should be inviting and exude a feeling of quality, but should not be ostentatious or lavish. It should evoke a sense of comfort and indulgence and reflect the unique regional location, downtown or resort.

酒店大堂给客人进入酒店的第一印象，其设计必须能够吸引人，并散发出其高贵品质的氛围，但是不能过于矫饰或奢华。大厅的设计需能给人以舒适感、自由空间，并能反映出独特的地方、市区或度假村的特色。

The entrance and arrival into the hotel lobby should create a feeling of excitement and style with a positive lasting first impression. In the public space the “look and feel” is achieved through a consistent approach to basic design guidelines for flooring, walls, ceilings, millwork, detailing, furnishings, colour, and product durability. High quality finishes and FF&E representative of the local market to be utilized in the design.

到达和进入酒店的入口大堂，必须能够营造一种喜悦的气氛，带来积极的持久的第一印象。在公共区域所“看和感觉到”的，都是通过地面、墙面、天花、木作业、细节、饰面、颜色和装饰材料的耐久性的一致设计所达到的。设计中应采用代表了当地市场中高品质的饰面和活动家具。

The size of the lobby shall be appropriate for the hotel and guest type (business, group or resort). The following facilities need to be incorporated into the Main Lobby Design:

大堂的大小，需要和酒店以及酒店客人类型（商务、团体或度假）相适应。酒店大堂的设计包括以下设施：

3.3.1. Lobby Entrance大堂入口

(a) **Air locks** shall provide convenient entry by guests without requiring the need to open doors by use of revolving doors or automatic sliding doors which will provide a separation of interior and exterior climates.

空气阻隔室的设计应当让客人很方便地进入酒店，而无需手动开启门，可安装旋转十字门或自动滑门，并且能分隔室内外气候。

- **Minimum ceiling height 3.05M.** Air lock size and design shall be as required for Disabled minimum clearances and to prevent drafts in the Hotel Lobby.

最低天花高度为 3.05 米。空气阻隔室的大小和设计必须满足残障人士所要求的最低净高，还需能防止在酒店大堂内产生突发气流。

- **Floors** shall be an extension of Porte Cochere paving materials, such as ceramic tile, stone or concrete pavers, or lobby paving materials, such as ceramic or stone tile. Polished stone or other polished materials are not acceptable due to potential slipping hazards. In vestibules with automatic sliding or swinging doors, provide a walk-off mat in the walking area between doors. For revolving doors, provide a walk-off mat on the exterior side of the revolver. In climates where snowfall is common, a recessed mat with a floor drain is recommended.

地面饰材采用酒店入口门廊处相同的铺地材料，如瓷砖、石材或混凝土铺地，或者采用大堂铺地材料，如瓷砖或石材地面。为了防止客人滑到，避免使用抛光石材或其他抛光材料。对于安装有自动移门或弹簧门的门廊，在门与门之间的走道上铺设行走垫。对于旋转门，则在室外的一侧铺设行走垫。在下雪比较多的天气中，建议铺设带有地排水的嵌入式行走垫。

- **Automatic sliding or revolving doors** shall be provided at the Main Guest Entrance. Swinging doors 910mm x 2.13M shall be provided for exiting as required by code and for bellman access. Vestibules shall be designed to minimize drafts in the Lobby, especially in cold climates. Automatic three-wing revolving doors sized for guests carrying luggage are recommended in cold climates. Provide safety glass in all doors and sidelights or as required by code.

客人主要入口处应安装自动移门或旋转门。根据规范要求，出口需要安装 910mm x 2.13M 的弹力门，便于行李员进出。门廊的设计必须在最大程度上降低大堂内的突发气流，特别是在寒冷季节。在寒冷季节，建议使用大小适合携带行李的客人的三页自动旋转门。所有门和边门采用安全玻璃，或根据规范要求。

3.3.2 Bell Station行李接待处

Position Bell station for visual supervision of arriving / departing guests immediately adjacent to Luggage room, can also be located with the Concierge Station to enable the sharing of resources.

将行李接待处设于可以观察到到达/离开的客人的，非常靠近行李间的地方，也可以与礼宾台设在一起，以便共享资源。

(a) Bell Captain Trolley Store 行李服务员手推车放置间

Provide Luggage Cart Storage Room with direct access off the driveway (to accommodate 4 carts per 100 guestrooms).

行李车放置间设有连接车道的直接通道（需容纳每一百间客房配置四辆行李车的总量）

(b) Luggage Store 行李间

Provide a luggage room directly adjacent to interior Bell Station and exterior Doorman / Valet Station with direct corridor to Service Lifts to avoid transporting luggage through the entry doors or Main Lobby.

紧靠室内行李接待台和室外门童/服务站，设置一间行李间，设有走廊直接通往服务电梯，以避免从主要入口大门或酒店大堂运送行李。

3.3.3 Front Desk前台

The front desk serves several tasks – reception, cashier and concierge. The position of the front desk should be such that it is visible upon guests entering the hotel and also for guests exiting the guestroom lifts at ground floor. The concierge section is generally the section nearer the entrance doors.

前台有多项功能 —— 接待客人、进行费用结算和礼宾接待。前台的位置必须设置在，能够让进入酒店的客人和走出一层客梯的客人看见的视野范围内。礼宾区域通常是靠近入口大门的区域。

The front desk also provides a security element and staff manning the desk, therefore require clear sight lines from the entrance and the guestroom lift lobby. Provide an alarm button at cashiering station connected to security office, fire control Room and PABX Room.

前台同样可以提供保安和员工值班台的作用，因此需要清晰望见入口和客梯厅的视野范围。在结算处设置一个连接至保安办公室、火警控制间和 PABX 房的报警按钮。

If separate lifts are used for access to the car park, then the location of these should be such that the front desk staff can also oversee these.

如有通往停车场的单独电梯，则前台员工视线亦需要可看见该类电梯的位置。

For construction details / IT interface of the front desk, please refer to our Supplementary Design Guidelines.

对于施工节点/前台的 IT 界面，请参阅我们的《补充设计指导》

There should be a signature piece of artwork / sculpture placed on the back wall behind the Front Desk.

在前台后背的墙上需要放置一件标志性的艺术品/雕塑。

3.3.4 Concierge Desk礼宾接待台

This can be part of the Front Desk (GSA positions) or strategically located separately, for security reasons in the guest path between guest elevators and the Main Lobby entrance while still having visual contact with the Front Desk.

这一部门可以作为前台的一部分（GSA 位置），或者出于对酒店大堂入口和客梯之间的客人走道的安全因素考虑，也可以技巧地单独设立，但必须依然保证可以和前台有视线沟通。

For construction details / IT interface of the concierge desk, please refer to our Supplementary Design Guidelines.

对于施工节点/礼宾台的 IT 界面，请参阅我们的《补充设计指导》

3.3.5 Front Office前台办公室

To be located directly behind the front desk and for specific requirements refer to the Facilities & Area Design Program, Section 5 of this document and the Generic Layouts in Appendix 'C' of this document.

前台办公室应直接位于前台后面，具体的技术要求，请参见本文件第五部分的《设施和区域设计计划》，以及附件 C 中的总体布置图。

3.3.6 Assistant Managers Desk 大堂副理台

This is an optional facility subject to the size of the Main Lobby
此为可选设施，由酒店大堂的大小来决定的。

3.3.7 Safe Deposit Box Room 保险箱室

This should be adjacent to the front desk so both guests and the GSA's (Guest Services Assistants) have direct and easy access to the safety deposit box room. Please refer to Supplementary Design Guidelines for more details.

这一房间必须设置在前台附近，便于客人和客房服务人员直接、方便的进入保险箱室。详情请参阅《补充设计指导》。

3.3.8 Public Toilets 公共厕所

Public Toilets serve guests and visitors using the Main Lobby or any adjacent Public Area Outlet and not exceeding 40M travel distance to each facility.

公共厕所供酒店大堂和其它附近公共区域内的客人使用，到各设施的行走距离不得超过 40 米。

3.3.9 Main Lobby Telephones 酒店大堂内的电话

Provision should be made for public telephones, house phones preferably located on the business side of the main lobby, i.e.: near the reception desk. Generally these public telephones will be coin or card operated except for the house telephones. Each telephone booth will need to be acoustically isolated.

公用电话、内线电话，最好设置于大堂内的商务区，也就是靠近前台的位置。除了内线电话，这些公用电话一般为投币或刷卡操作的电话。每间电话亭须有隔音功能。

3.3.10 Gift/Sundry Shop 礼品店

A Sundry Shop is the minimum required retail outlet but market analysis may dictate requirements for additional retail outlets such as ATM / Bank, Boutique, Artefacts, Swimwear & Fashion, Travel, Florist etc.

零售区至少要设置一间礼品店，并根据市场分析，决定是否要在零售区设置诸如自动取款机/银行、精品店、艺术品、泳衣及时尚衣物、旅行用品和鲜花店等。

3.3.11 Guest Lift lobby 客梯厅

Should be visible from Front Desk and located in a central location in the Main Lobby. The number of guest lifts will need to meet the IHG requirements as indicated in the Facilities & Area Design Program and must be banked in one line or facing each other. Note: clear width between lift car doors not less than 3.5M and no more than 4M.

客梯厅需位于前台的视线范围内，并在酒店大堂的中心位置。客梯的数量需达到《设施和区域设计规划》中的 IHG 的要求，各电梯必须并排或面对面排列。注意：电梯轿厢门之间的净宽不得少于 3.5 米，且不得大于 4 米。

3.4 Food and Beverage 餐饮

The number and type of F&B facilities will be outlined in the Facilities & Area Design Program provided by IHG technical services team. This will provide the m² area and seating capacities required for each facility.

餐饮设施的数量和类型根据 IHG 技术服务团队所提供的《设施和区域设计规划》来确定。这将确定每处设施所需达到的 m²面积和座位数量要求。

Shortly after project inception a detailed F&B concept will be developed by IHG F&B. This document describes the design and operational concepts of each outlet in terms of; ambience, theme, recommended table sizes and table mix, food concept, service pick-up, uniform style and table top brief, including visual reference examples for each outlet.

在项目开始后不久，IHG 餐饮部门将会提出一个详细的餐饮计划。这份文件描述了每个餐饮设施的设计操作概念，包括各方面因素——环境氛围、主题概念、桌子的推荐尺寸大小和排放、食品主题、服务、员工制服和菜单等，包括每处餐饮的参考样例照片。

It is important to note, especially with the acceptance of open show kitchens within hotel restaurants, that an experienced hotel kitchen consultant is appointed at an early stage to work closely with the Interior designer.

值得注意的是，特别是设有开放式厨房的酒店餐厅，需要由有经验的酒店厨房顾问在项目初期和室内设计师一起进行关于该方面的工作。

Proper BOH access from the restaurant kitchens to the main kitchens is required. It is NOT acceptable for food or beverage to be transferred to the restaurant kitchens through public areas. Separate in / out doors are required from kitchen to dining rooms with air locks to prevent BOH lighting / cooking odours / sight lines to kitchen areas being visible.

要求设置从餐厅厨房通向主厨的 BOH 的合适通道。食品或饮料的运送，不得从公共区域穿越至餐厅厨房。在厨房到用餐区要求设置单独分开的出和入的门，并设有空气阻隔室，以阻隔后场的照明/厨房气味/厨房内的景象被看见。

It is not the intention of this document to give direction on the type of Finishes or Materials for the floors / walls / ceilings for these highly creative design areas – minimum performance requirements are outlined in detail in Section 9 of this document – it is the interior designer's responsibility to determine these and submit to IHG Design for approval.

本份文件并不是对地面/墙面/天花饰面或材料的选择类型给与直接指导，这些要求高度创意设计的领域，——在本份文件第九部分提出了最低的要求——确认这些部分，并提交至 IHG 设计进行审批，是室内设计师的职责。

3.4.1 All Day Dinning 全天候餐厅

This restaurant, serving breakfast, lunch and dinner, is required in all Crowne Plaza Hotels & Resorts. The size and number of seats shall be determined by local market conditions, the IHG Facilities & Area Design Program and the F&B Concept Statement.

在所有皇冠酒店及度假村中，都必须设有这类提供早餐、中餐及晚餐的全天候餐厅。餐厅的大小和座位数量，由当地市场情况、《IHG设施和区域设计规划》，以及《餐饮概念说明》来决定。

3.4.2 Chinese Restaurant 中式餐厅

This restaurant serving Chinese breakfasts in peak periods, lunch and dinner, is required in all Crowne Plaza Hotels & Resorts. The size and number of seats shall be determined by local market conditions, the IHG Facilities & Area Design Program and the F&B Concept Statement.

在所有皇冠酒店及度假村中，都必须设有这类提供中式午餐及晚餐，并在高峰时期提供早餐的中式餐厅。餐厅的大小和座位数量，由当地市场情况、《IHG设施和区域设计规划》，以及《餐饮概念说明》来决定。

3.4.3 Specialty Restaurants 特色餐厅

In certain markets a fine dining room/s can provide an upscale environment, designed primarily for dinner service for both hotel guests and the public. In this case the planning should allow for street access as well as being access able from the Hotel. The outlet concepts most usually selected are Bar & Grill, Seafood, Italian, French, Japanese, Korean, Brazilian BBQ and other varieties of Chinese cuisine.

在某些市场中，一个精美的餐厅可以给人以一种高档的环境氛围，设计为同时向酒店及公众客人提供服务。这种情况下，除了酒店内部的入口以外，应当同时设有临街的餐厅入口。这类餐厅概念通常会选择酒吧和烧烤、海鲜、意大利菜、法国菜、日本料理、韩国料理、巴西烧烤和其他中国特色的菜式。

3.4.4 Lobby Lounge 大堂酒廊

The Lobby Lounge / Bar shall be visible from the Lobby but with some separation from adjoining areas to provide a casual atmosphere appropriate for conversation. F&B generally dispensed from concealed Pantry's although some sit-up Bars with bar stools can be appropriate if determined by local market conditions.

大堂酒廊 / 酒吧的位置必须设在大堂的视线范围内，但是要设置一些缓冲区域以提供一种便于交谈的轻松的环境气氛。一般来说，餐饮食品是由隐闭的备餐室进行分发的，但是如果当地市场情况允许，也可以设立一些具有吧台座椅的吧台。

3.4.5 Theme / Sports Bar 主题/运动型酒吧

Theme / Sports Bars can be located in the Basement or at Grade which will allow for street access as well as being accessible from the Hotel. The concept is similar to an English / Irish Pub concept designed to provide best coverage of local and international sports for hotel guests and local community patrons.

主题型/运动型酒吧可以设在酒店地下室或者设在有沿街入口和酒店内部入口的一层。酒吧的设计理念与英格兰/爱尔兰酒吧相似，为酒店客人和当地社区顾客，提供全面的当地和国际的体育运动相关信息。

3.4.6 Entertainment Lounge 娱乐区

Entertainment Lounges shall be designed to provide dancing and / or live or recorded music for entertainment of hotel guests and local community patrons.

娱乐区的设计，要能够为酒店客人和当地社区顾客，提供跳舞和/或现场或播放音乐等娱乐。

The Entertainment Lounge shall be as remote as possible from other Public Areas for acoustic reasons. The Entertainment Lounge shall also be outside the footprint of the guestroom tower to prevent structural born sound from penetrating into guestrooms.

考虑到噪音影响，娱乐区必须尽可能的远离其它公共区域。同样，为了避免结构性噪音影响至客房，娱乐区的位置应当设在客房大楼的区域以外。

3.4.7 Club Lounge 俱乐部区域

The location of the Executive Club Lounge must be convenient to guestrooms, guest Elevator Lift Lobby and interconnecting stairs between Club Floors if applicable.

行政俱乐部区域的位置，必须方便往来于客房、客梯厅，及连接各俱乐部楼层的楼梯。

The Club Lounge should complement the upscale level of décor installed in the Club Guestrooms and Club Floor Corridors.

俱乐部区域要和俱乐部客房及俱乐部楼层走道中高档的装修风格相匹配。

Refer to the Club Lounge Design Brief for detailed planning and design requirements in the Supplementary Design Guidelines for more details.

详细规划和设计要求，请参见《补充设计指导》中的“俱乐部区设计概要”。

3.5 Banquet, Function and Meeting Rooms

宴会、功能厅及会议室

Reference should be made to the IHG Facilities & Area Design Program which is based on the market requirements outlining the m² area and seating requirements for each Function Room / facility.

根据市场要求而确定的《IHG 设施和区域设计规划》，对每个功能厅的 m² 面积和座位数量给出了概述。

Refer to the Meeting Room Design Brief for detailed planning and design requirements in the Supplementary Design Guidelines for more details.

详细规划和设计要求，请参见《补充设计指导》中的“会议室的设计概要”。

3.5.1 Pre-Function 前庭

Pre-function areas are designed to provide space for meeting / registration and for breakout during and after meeting functions. Pre-function areas should be directly accessible from main hotel lobbies but with a sense of separation so that pre-function activities do not interfere with hotel activities. Also, where possible, the meeting / banquet areas should have a dedicated exterior entrance.

前庭区域是为了会议/签到和会议进行期间以及结束后，提供客人休息而设计的。应当可以从酒店大堂直接通往前庭区域，但又要有分隔的感觉，以确保前庭中进行的活动不会影响酒店的运营。同样，如有可能，会议室 / 宴会区应当设有从外部进入的专用入口。

(a) Pre-function corridors shall be 4.5M wide minimum leading to larger breakout areas leading to ballrooms entry doors.

前厅走道的宽度至少必须为4.5米，通往更宽大的集散区域，再通向宴会厅的入口大门。

(b) Coat Check: 衣物存放处

- A coat check room is required for all climates, a check counter or 'Dutch-door' shall be provided.

需要设置一间衣物存放间，以适应所有气候环境，并设置一个登记柜台或者半开门。

- Finishes in the coat check room visible to the guest should be a continuation of finishes in the pre-function.

衣物存放间内客人可以看见的地方，应当延续前庭的饰面。

- Coat check areas shall be closed off from view and secured when not in use.

衣物存放区域在不使用时，应当可以从视觉上隐蔽并安全关闭。

(c) Registration Desk / Meeting Concierge: 登记台/会议礼宾

- Provide a permanent registration / concierge desk at the entry to the Ballroom / Banqueting / Function Room area. The design style and finishes of the area shall be a continuation of the pre-function.

在宴会厅/宴会厅/功能厅区域的入口处，设立一个永久性的登记/礼宾台。该区域设计风格和饰面，应当是前庭设计风格的延续。

- Provide a 42" LCD TV for use as the events board adjacent to the registration desk.
在登记台附近，安装一台42" LCD电视机，作为事件公告牌使用。
- Registration areas shall be closed off from view and secured when not in use.
登记区域在不使用时，应当可以从视觉上隐蔽，并可以安全地关闭。
- Provide a photocopier behind registration desk and concealed.
在登记台后面，需隐蔽设置一台复印机。

(d) Public Telephones:公用电话

- Public telephones shall be in an alcove to provide semi-privacy for guests.
公用电话采用嵌入式设置，为客人提供半私密性环境。

(e) Pre-function Corridor:前庭走道:

- Small seating groups shall be provided throughout the pre-function areas and will not impede use of the space upon breakout of a large function.
在整个前庭区域可以设置一些小型座位区，并且不会影响到大型活动时所需的空間。
- Provide a permanent beverage dispense bar arrangement in the most spacious area of the pre-function lobby. This should be lockable when not in use and should be a decorative furniture item to enhance the space.
在前庭大堂的最宽区域，设置一个永久性的饮料站。该设置在不使用时，应当是可以上锁的，而且，同时也应当是一个能够提升空间感的装饰性家具。

(f) Breakout Room/Refreshment Station 休息室/小吃站

This is a permanent fixture located in a breakout area common to all meeting and banquet rooms. It is permanently stocked and the refreshments are available at all times to the meeting participants. (Similar to the refreshment stations found in Business Class lounges at Airports). Features include:

对于所有会议和宴会区域来说，该设置通常是集散区的一个永久性的设置。为与会者在任何时候提供小食等。（类似于机场商务舱候机室内的小食站）。包括以下设置：

- A wall or island unit with countertops to hold snacks, sandwiches, an ice tray with cold snacks and separate ice bucket for drinks. Racks of glasses and tea / coffee cups above. Coffee machine, hot water for tea. Glass door refrigerator beneath to hold beverages.
设立一面墙或者独立设施，安装台面以放置小食、三明治，放置一个放有冷食的冰盘和一个放饮料的冰桶。放置茶水/咖啡杯的玻璃架在上面。咖啡机和冲茶的热水。放置饮料的玻璃门冰箱在下面。
- Coffee and tea making facilities should be located away from the snack area so that congestion at peak breakout periods is minimized.
冲泡茶水和咖啡的机器必须远离小食区域，这样在休息高峰时避免产生拥挤现象。
- Seating (if any) near to this station should be the bar stool counter type rather than low level lounge type.
如有附近有座位的话，那么座椅的类型必须为吧台高脚凳，而不是低沙发。
- 2 pay telephones per meeting room (max 4) and 2 in-house phones should be available for use near the refreshment station.
每间会议室设置两台付费电话机（最多为 4 台），同时，在小食站附近应设置两部内线电话，供客人使用，。

3.5.2 Meeting / Banquet Rooms 会议室和宴会厅

Provide flexible meeting space for various size groups in classroom, theatre-style, conference and banquet configurations. Each meeting room is to be designed and fitted out as a self-sufficient, integrated facility with all furnishings, fittings and appliances contained within the room. 为各种不同规模和类型的团体，提供灵活的会议空间，包括教室、剧院式、会议和宴会形式。每间会议室都应设计装备成独立而自成一体的，将设施和房间内的家具，设备及电器用具完整结合在一起。

(a) Ceilings: 天花

- **Provide minimum 2.8M ceilings in meeting rooms 40m² or less and minimum 3.2M ceilings in meeting rooms 40m² and above.**
40m²或以下的会议室，天花最低高度为 2.8M；40m²及以上的会议室，天花最低高度为 3.2M。

(b) Walls: 墙面

- **Rear and both side walls shall be clad in fabric upholstered panels (subtle pattern) with fire resistant treated foam underlay base for maximum sound absorption (refer to Section 9 for full details). Front wall to be hard finish with vinyl wallcovering or other suitable finish such as timber panel.**
背面和两边的墙面需覆有软包面板（较细腻的风格），衬垫基层为经过防火处理的泡沫以达到最大吸音效果（详见第九部分）。正面的墙面需运用乙烯基硬质墙面饰材，或者是其它合适的材料，如木板。
- **Provide a whiteboard (approx 1.5M h x 2.5M w) fixed to front wall and concealed behind horizontal sliding wall panels and finished in the same wall finish as the rest of the front wall. Allow for a selection of pens / markers to be stored in stationary tray in cupboard.**
正面墙面安装一块白板（大约尺寸为 1.5M 高 X2.5M 宽），暗藏于水平移动的墙板后面，墙板的饰材和正面墙面其余部分饰材相同。在柜子文具架内放置一些供选择的笔/记号笔。
- **Provide a concealed fluorescent light with diffuser cover to be built in above the full length of the whiteboard.**
在白板上面全长范围内安装隐藏式的日光灯，灯罩选用散光型。
- **Provide a retractable screen to be fixed next to the whiteboard on motorized up / down mechanism. Up / down switch to be located in front of corner of room next light switch. Screen size shall be determined by the manufacturer's recommendation for the size of the room. AV projector is to be suspended from ceiling in correct location for projecting onto screen. If there are multiple rooms, provision must be made for the projector in each room (even if a projector is not supplied with each room).**
在白板旁安装一个可收回的屏幕，采用机动升降装置。升降开关安装于房间墙角前，照明开关的旁边。屏幕的大小由制造商根据房间的大小所提出的建议来决定。投影机根据投影屏幕的位置，悬挂安装在房间天花上正确的位置。如果有许多个房间，那么每个房间都需要考虑投影仪的安排（即使并不是每个房间提供有投影仪）
- **Rear wall to have built-in furniture with marble / granite / timber topped service station with storage cupboard space below.**
背面墙上需安装由大理石/花岗岩/木材饰面的固定家具设施，下面留有储藏柜放置空间
- **Provide timber presentation shelf fixed at 1.2M above FFL on both sides and front of wall of room. Shelf to be 80mm deep with upturned timber beading fixed to edge.**
在房间两边和前面装饰地面上 1.2 米处安装木制陈列架。架子深为 80mm，边缘有上翻木饰面滚边。
- **Operable partitions shall have a minimum S.T.C. rating of 50. A drywall sound baffle from the top of the operable partition to the underside of the structure above must be built to maintain the integrity of the acoustical separation.**

可拆卸隔墙至少要有 50 隔音系数等级。可拆卸隔墙顶部到结构底部的隔音墙体，必须保持完整的隔音设施功能。

- **Provide blocking** in gypsum board partitions at the termination points of all operable walls to absorb the impact of the partitions.
所有可拆卸隔墙末端的石膏隔墙都要设置模块，从而减少隔墙间的影响

(c) Doors 门

- **Entrance doors to Meeting room:** Shall be lockable for security when guests leave room unattended. They shall 43mm solid core one hour fire rated doors with one way door viewer. Next to the doors provide an electronic Meeting Room status LCD screen for “DND” / Meeting Group Name etc.

会议室入口大门：当客人全部离开后，门必须能够上锁保证安全。门的结构为 43mm 厚的实心门，一小时防火等级，并且装有猫眼。在门的旁边，安装一个电子液晶屏幕，显示会议状态，例如“请勿打扰”/会议主办单位名称等。

(d) Flooring: shall be carpet refer to Section 9 for specification details.

地面：地面应当铺设地毯，参见第九部分详细技术规范

(e) Furniture: 家具

- **Meeting ‘Classroom Desk’ Arrangement** to have loose modular tables with stackable chairs seating numbers subject to room size.
“教室课桌型”的布置，根据房间的大小，安排相应的活动桌和折叠椅的数量。

- **Meeting ‘Conference Table’ Arrangement** to have loose modular tables with stackable chairs seating numbers subject to room size.
“会议桌式”的布置，根据房间的大小，安排相应的活动桌和折叠椅的数量。

- **Meeting Theatre-Style** to have just Banquet Chairs, stackable with fold down writing arm.
“剧院型会议”布置，设置宴会椅，可叠放式并带有折叠书写扶手。

- **Modular Tables** to measure approximately 1.5M x 60mm. Edges to be rounded to 5mm radius. Thickness of table / desktop to be 40mm. Table legs to be powder coated steel / aluminum. Modesty screen required at table front. Design should allow for U shaped room setups.

组合桌大约为 1.5M x 60mm，5mm 半径的圆形边缘。桌子的厚度/台面为 40mm。镀钢/镀铝桌脚，在桌前要求安装低调的隔断。在设计上需要能够适合 U 型的房间安排。

- **Provide built-in concealed cupboard** for housing Audio-Visual equipment (Side wall near front of room). Cupboard doors required to be ventilated with an electric fan / louvered door. All the audio visual equipment listed below is to be placed on individual shelves or contained within a movable stack trolley for ease of access to wiring configurations at rear of the equipment. This cupboard will contain:

安装隐蔽固定式橱柜以放置影音设备（安装于房间正面的侧墙处）。橱柜门需要安装一个电扇通风/百叶装置。所有下列影音设备必须安放在独立的层架上，或者放置于一个可移动层架中，方便电线介入设备后端接口。橱柜里安装包括：

- i. Slide projector (on adjustable stand), spare carousels/slide trays and remote control
幻灯投影仪（放置于可调整架子上），各用幻灯片盘/幻灯架和遥控器
- ii. Over-head projector 上投式投影仪
- iii. In room safe (twice the size of guest room safe)
室内保险柜（大小为客房保险柜的两倍）

- iv. Audio-visual equipment; amplifier, Public address system, wireless microphone etc

影音设备；功放、播音系统、无线麦克风等

- **Provide** built-in cupboard for coat storage, safe, mini bar and general / stationary storage.
安装一个放置衣服保险柜、小餐柜和其他文具用品的橱柜

(f) Audio Visual and Acoustics refer to Section IV, Engineering Design Criteria.

影音系统及隔音参见工程设计标准第四部分

- **Allow for** VCR/DVD connections, suspended AV projector and 42" Plasma / LCD TV's (up-to three) TV's are to be visible from anywhere in the room.

提供卡式磁带录像机/DVD、悬挂投影机 and 42"等离子/液晶电视（总共三个）接口连接，在房间各处都能看见电视

- **Amplifier**, connected to speakers mounted in ceiling or each corner of the room. All audio visual appliances are to be connected through the amplifier to the four speakers. A separate volume control is to be mounted on the control panel.

功放连接至天花或者房间每个角落所设置的喇叭。所有的影音设备都必须通过功放连接至四个喇叭。在控制板上安装独立的音量调控器。

(g) Lighting: 照明

- **Provide** suspended light boxes in coffered ceiling for fluorescent indirect lighting providing general shadow free illumination.

藻井天花安装吊顶灯荧光灯盘，以提供不形成阴影的照明。

- **Above** side and front wall presentation shelves, fluorescent strip lights should be concealed in profile of ceiling upturn / cornice to allow washing light down the walls onto presentation boards.

在侧墙和正面墙面的陈列架上，条形荧光灯必须隐蔽安装于天花拐角/天花顶角线条内，以便灯光向下漫射至展示板。

- Evenly spread across the ceiling: independent downlighters spaced every 1.5M x 1.5M. All of these lights to be on dimmer switches located in two places – front and rear of rooms.

均匀分布于天花：每个独立射灯按 1.5M x 1.5M 均分。所有这些灯具经由两处调光开关控制-两处分别位于房间的前面及后面。

- In sub-dividable rooms, each division shall be zoned separately with a local control with a master control for contiguous divisions.

每个可分隔房间，由单独的照明控制进行控制各分隔间，并有一个总控制开关控制每个分开关。

- Provide fluorescent light with diffuser cover built-in above whiteboard/s.

在白板上安装固定的荧光灯，荧光灯灯罩为散光型。

(h) Power: 电源

- **Provide power** for Audio / Visual equipment connections in a concealed technical panel.
在隐蔽面板内安装影音设备的电源接口

- **All power, telephone and data outlets** in rooms 40m² and over shall be located 400mm off the FFL and horizontally behind the hinged 'flip-down' timber skirting at 3M intervals.

在大于或等于 40m² 的房间内，所有的电源、电话和数据接口都必须位于装饰完成地面上 400mm 位置，间隔 3M，水平位于铰链翻板木踢脚后。

- **All power, telephone and data outlets** in rooms 40m² and under shall be located flush mounted pop-up in the floor under modular meeting tables (i.e.: rooms where tables are NOT permanent).
所有小于 40m² 的房间内，所有的电源、电话和数据接口必须是模块式会议桌下地面弹出式插座（例如那些有非固定式桌子的房间）。
- **Provide power points** inside built-in cabinets for safe, mini-bar, and A/V equipment.
在固定橱柜内安装保险柜、迷你酒吧及影音设备的电源接口。
- **Provide power** above built-in work top in cupboard for coffee / tea makers, appliances etc.
在橱柜上安装用于咖啡机/茶壶和其他器具使用的电源接口。

(i) Control Panel/s: 控制面板

- All lights switches (on / off plus dimmer switches), up / down motorized screen switch, A/C fan speed and temperature controls and amplifier/speaker volume control are to be located on a clearly labeled panel at the front of the room within easy reach of the person who is giving a presentation. A rack with all the remote controls (TV, VCR / DVD, slide projector, A/V projector) and a stand for the microphone should be part of this control panel. A second control panel without the screen up/down switch and remote control / microphone rack to be located at the rear of the room.
所有照明开关（开关和调光开关）、升降屏开关、空调风扇调速和温控以及功放及音量开关，必须安装在房间的前面，贴上清晰指示标签，并能让演示者方便使用。放置有所有遥控器（电视机、录像机/DVD、幻灯投影仪以及影音投影机）的层架和麦克风架都应统一放置于控制面板。在房间的后面安装第二个控制面板，但是不包括升降屏开关、遥控器/麦克风架。

(j) Other 其他

- **Provide telephone**, microphone, CCTV and MATV jacks in a central concealed technical panel in each subdivision.
在每个隔间中部，安装电话、麦克风、有线电视和天线电视接盒于一个隐藏式技术控制板上。
- **Rooms** to have individually controlled temperature and fan speed. Controls to be located alongside light switches.
房间必须有独立的温控和风扇调速器。控制器需位于照明开关边上。

3.6 Boardroom 董事会议室

The board room provides a small meeting space with a permanent board table. Board rooms shall be designed to create an atmosphere appropriate for senior level management.

董事会议室内设置一个小型的会议空间，摆放一个固定的会议桌。会议室在设计上需要营造一种高级会议的环境气氛。

Boardroom size shall be determined by local market demand but shall accommodate no fewer than 10 people.

董事会议室的大小由当地市场需要来决定，但是至少要能够容纳 10 人。

(a) Ceiling: The minimum ceiling height shall be 2.8M.

天花：天花最低高度为 2.8M

(b) Walls: 墙面

- Rear and both side walls shall be clad in high quality materials including timber paneling or fabric upholstered panels (subtle pattern) with fire resistant treated foam underlay base

for maximum sound absorption (refer to Section 9 for full details). Front wall to be hard timber panel or vinyl wallcovering finish.

两侧墙面和后背墙面，均须使用高质量的饰材，包括木板或软包面板（细巧的花纹格式），最大吸声效果的防火泡沫铺垫基层（详情请参见第九部分）。正面墙面饰材为木板或塑料墙纸。

- **Provide** a whiteboard (approx 1.5M h x 2.5M w) fixed to front wall and concealed behind horizontal sliding wall panels and finished in the same wall finish as the rest of the front wall. Allow for a selection of pens / markers to be stored in stationary tray in cupboard.

在正面墙面上安装一块白板（大约为 1.5M 高 x 2.5M 宽），并暗藏于水平滑动墙面板后，所用饰材与正面墙其他饰材相同。在柜子文具架内放置一些供选择的笔/记号笔。

- **Provide** a concealed fluorescent light with diffuser cover to be built in above the full length of the whiteboard.

在白板上安装一个隐藏式的日光灯，灯罩选用散光型。

- Provide a retractable screen to be fixed next to the whiteboard on motorized up / down mechanism. Up / down switch to be located in front of corner of room next light switch. Screen size shall be determined by the manufacturer's recommendation for the size of the room. A/V projector is to be suspended from ceiling in correct location for projecting onto screen. If there are multiple rooms, provision must be made for the projector in each room (even if a projector is not supplied with each room).

在白板旁安装一个可上下升降的屏幕。升降开关安装于房间墙角处照明开关的旁边。屏幕的大小由制造商根据房间的大小来决定。房间天花上根据投影屏幕的位置在相应天花上安装投影仪。如果是多个房间的组合房间，那么每个房间都需要提供投影仪接口（如果不是每个房间都安装有投影仪）。

- **Rear wall** to have built-in furniture with marble / granite / timber topped service station with storage cupboard space below.

后背墙必须安装有大理石/花岗岩/木质台面固定家具，下面留有储藏柜。

- **Provide timber presentation shelf** fixed at 1.2M above FFL on both sides and front of wall of room. Shelf to be 80mm deep with upturned timber beading fixed to edge.

在房间两边和前面装饰地面上 1.2 米处安装木制陈列架。架子深为 80mm，边缘有上翻木饰面滚边。

- (c) **Doors: Entrance doors:** Shall be lockable for security when guests leave room unattended. They shall 43mm solid core one hour fire rated doors with one way door viewer. Next to the doors provide an electronic Meeting Room status LCD screen for "DND" / Meeting Group Name etc.

会议室入口门：当客人全部离开后，门必须能够上锁保证安全。门的结构为 43mm 厚的实心门，一小时防火等级，并且装有单向亮子。在门旁，安装一个会议状态电子 LCD 屏，显示“请勿打扰”/会议团体名称等。

- (d) **Flooring:** shall be carpet refer to Section 9 for specification details.

地面：地面铺设地毯，参见第九部分详细技术规范

- (e) **Furniture:家具**

- **Provide** built-in furniture with marble / granite / timber topped service station with storage cupboard space below.

固定家具的台面为大理石/花岗岩/木质，并在固定家具下留有储物空间。

- **Provide** built-in concealed cupboard for housing Audio-Visual equipment (Side wall near front of room). Cupboard doors required to be ventilated with an electric fan / louvered

door. All the audio visual equipment listed below is to be placed on individual shelves or contained within a movable stack trolley for ease of access to wiring configurations at rear of the equipment. This cupboard will contain:

安装隐蔽固定式橱柜以放置视听设备（安装于房间正面的侧墙处）。橱柜门需要安装一个电扇通风/百叶装置。所有下列视听设备必须安放在独立的架子上，或者放置于一个可移动层架中，方便电线介入设备后端接口。橱柜里安装包括：

- v. Slide projector (on adjustable stand), spare carousels/slide trays and remote control
幻灯投影仪（放置于可调整架子上），备用幻灯盘/幻灯片架和遥控器
 - vi. Over-head projector 上投式投影仪
 - vii. In room safe (twice the size of guest room safe)
室内保险柜（大小为客房保险柜的两倍）
 - viii. Audio-visual equipment; amplifier, Public address system, wireless microphone etc
视听设备；功放、播音系统、无线麦克风等
- **Provide built-in cupboard for coat storage, safe, mini bar and general / stationary storage.**
安装一个放置保险柜、小餐柜和其他文具用品的橱柜
 - **Boardroom to have executive quality permanent rectangular conference table setting for 10 / 12 with ergonomic action chairs with arms / gas lift / tilt / swivel on castors.**
在董事会议室内放置一张高级永久使用的矩形会议桌，并摆设有 10/12 把符合人体工学要求的有脚轮的扶手座椅，座椅可通过气泵调节升降/倾斜。
 - **Boardroom to have executive quality permanent square conference table setting for 14 / 20 with ergonomic action chairs with arms / gas lift / tilt / swivel on castors.**
在董事会议室内放置一张高级永久使用的矩形会议桌，并摆设有 14/12 把符合人体工学要求的有脚轮的扶手座椅，座椅可通过气泵调节升降/倾斜。
 - **Boardroom table;** To be at least 1.5M wide, timber veneer finish with rounded / beveled edges. Table to feature built-in, concealed box at each end to house two power points and one telephone point each. These in turn must be wired into power / telephone pop-up outlets set into the floor beneath the table. No exposed cables are to cross the floor under any circumstance.
董事会议桌：会议桌的大小至少为 1.5M 宽，圆形/斜边边缘的木饰面。桌子的每一边安装一个内置隐藏的盒子以安装 2 个电源接口，一个电话接口。电线/电话线接入桌子下地面弹出式接口中。在任何情况下，地面都不允许有外露接线。
 - **Chairs to be medium or high backed office chairs on five pointed star wheeled bases, with leather fabric upholstery, armrests, gas-lifts and reclining backs.**
座椅为中等或高靠背的办公室座椅，座椅的脚轮为五星脚轮，座椅为皮革软包饰面、带有扶手、气压升降和调节靠背。

(f) For Audio Visual and Acoustics refer to Section IV, Engineering Design Criteria.

视听及隔音系统参见第四部分的工程涉及标准

- **Allow for VCR/DVD connections, suspended AV projector and 42" Plasma / LCD TV's (up-to three) TV's are to be visible from anywhere in the room.**
提供录像机/DVD、悬挂投影机和 42"等离子/液晶电视（总共三个）接口连接，在房间内各个位置都能看到电视。
- **Amplifier, connected to speakers mounted in ceiling or each corner of the room. All audio visual appliances are to be connected through the amplifier to the four speakers. A separate volume control is to be mounted on the control panel.**
功放连接至天花或者房间每个角落所设置的喇叭。所有的视听设备都必须通过功放连接至四个喇叭。在控制板上安装独立的音量调器。

(g) Lighting:照明

- **Provide** concealed indirect fluorescent strip lighting providing general shadow free illumination.
安装隐藏式条形荧光灯，无阴影照明。
- **Above** side and front wall presentation shelves, fluorescent strip lights should be concealed in profile of ceiling upturn / cornice to allow washing light down the walls onto presentation boards.
在侧墙和正面墙面的陈列架上，条形荧光灯必须隐蔽安装于天花拐角/天花檐口内，以便从上而下照射至墙面和陈列架。
- Evenly spread across the ceiling: independent downlighters spaced every 1.5M x 1.5M. All of these lights to be on dimmer switches located in two places – front and rear of rooms.
均布于天花：每隔 1.5M x 1.5M 安置射灯。所有这些灯具经由两处调光开关控制-两处分别位于房间的正面和背面。
- Provide fluorescent light with diffuser cover built-in above whiteboard/s.
在白板上安装荧光灯，荧光灯灯罩为散光型。

(h) Power:电源

- **Provide power** for Audio/Visual equipment connections in a concealed technical panel.
在隐蔽面板内安装视听设备的电源接口。
- **All power, telephone and data outlets** in rooms 40m2 and under shall be located flush mounted pop-up in the floor under modular meeting tables (i.e.: rooms where tables are NOT permanent).
所有小于 40m2 的房间内，所有的电源、电话和数据接口必须位于会议桌下地面弹出接口处（例如那些有非固定式桌子的房间）。
- **Provide power points** inside built-in cabinets for safe, mini-bar, and A/V equipment.
在固定橱柜内安装保险柜、迷你吧及视听设备的电源接口。
- **Provide power** above built-in work top in cupboard for coffee / tea makers, appliances etc.
在橱柜上安装用于咖啡机/茶壶和其他器具使用的电源接口。

(i) Control Panel/s:控制面板

- All lights switches (on / off plus dimmer switches), up / down motorized screen switch, A/C fan speed and temperature controls and amplifier/speaker volume control are to be located on a clearly labeled panel at the front of the room within easy reach of the person who is giving a presentation. A rack with all the remote controls (TV, VCR / DVD, slide projector, A/V projector) and a stand for the microphone should be part of this control panel. A second control panel without the screen up / down switch and remote control / microphone rack to be located at the rear of the room.
所有照明开关（开关和调光开关）、升降屏开关、空调风速调控和温控，以及功放/音箱音量开关，必须安装在房间的前面，贴上清晰指示标签，并能使与会者方便使用。放置有所有遥控器（电视机、VCR/DVD、幻灯投影仪以及影音投影机）的层架和麦克风架的控制都属于这个统一的控制面板。在房间的后面安装第二个控制面板，但是不包括升降屏、遥控器/麦克风的控制。

(j) Other:其他

- **Provide telephone, microphone, CCTV and MATV jacks in a central concealed technical panel.**

在每个小房间内，隐藏面板的中心安装电话、麦克风、有线电视和天线电视接口。

3.7 Ballroom 大宴会厅

Ballrooms are designed to provide flexibility for use as a meeting space for medium to large groups and for social functions. Lighting and audio / visual systems are critical to providing this flexibility.

大宴会厅需设计成可灵活使用于中到大型会议或聚会。相关照明和视听系统将起到关键作用。

- (a) The size and number of divisions in the Ballroom shall be determined by local market conditions and competition.**

宴会厅的大小和内部隔间数量由当地市场竞争情况决定。

- (b) Minimum ceiling heights shall be 5M clear minimum. Coffers shall be provided that shall raise the centre of each subdivision a minimum of 300mm. Ceiling heights required are net to the lowest obstruction (soffit, chandelier, etc.).**

天花最低高度为5M净高。设置藻井天花这样能够使每一个隔间的天花板最少能够提升300mm。

天花高度要求距离最低障碍物（如吊顶、装饰灯等）净空间高度。

- (c) Perimeter walls of the ballroom shall have a minimum STC rating of 54.**

大宴会厅四周墙面须有至少54隔音等级。

- (d) All doors shall be a minimum of 910mm x 2.13M, 2.44M to 2.74M door height preferred.**

所有门至少为910mm x 2.13M，最好为2.44M 至 2.74M高。

- (e) Provide double door vestibules to all doors leading into the BOH corridor to act as an air lock barrier to prevent BOH sound, cooking odours, bright light entering the Ballroom.**

在通向后台走道的地方设置双门前庭，作为空气阻隔室，以隔离后台内声音、厨房气味、以及强光进入宴会厅。

- (f) Operable partitions when open, and not in use, shall be concealed in pockets with doors.**

当可折叠式隔墙打开但不使用时，必须暗藏于门隔间内。

- (g) Operable partitions shall be designed such that the set up or break down of any individual partition can be performed without removing another operable wall.**

可折叠式隔墙的设计必须能够独立安装或拆除，而不需要移动隔墙。

- (h) It is recommended that, for ballrooms located at grade, provisions be made for vehicular access.**

建议位于底楼的大宴会厅，可提供车辆进出。

- (i) Provide automatic projection screens in each ballroom subdivision and one for use when two or more subdivisions are combined.**

在每个宴会厅小间安装自动投影屏幕，一个用于两间以上小间组合时使用。

- (j) Provide structural exhibit rigging / hang points to all salons of the Ballroom to accommodate exhibit lighting, displays and equipment. These should be around the perimeter of the Ballroom and on both sides of the operable walls just above the finished ceiling line.**

大宴会厅的所有沙龙设置结构陈列伸缩/挂钩，便于安装展示灯具、展示设备。这些设置必须环绕宴会厅四周安装，以及每个可折叠式隔墙面的两侧装饰天花线上。

3.8 Business Centre 商务中心

A facility providing internet, photo copying, fax and computer facilities for guest use with light secretarial services.

商务中心内设置网络、影印、传真以及电脑设施供客人使用，并提供少量秘书服务。

The business centre shall be located adjacent to the guest lifts, front desk or concierge station, banquet/meeting areas or administration offices to best serve the market demand and for the efficient use of hotel staff.

商务中心的位置须靠近客梯、前台或礼宾接待台、宴会/会议区域或者行政办公室，以便于提供最佳的服务，及有利于提高酒店员工的工作效率。

The size of the business centre shall be determined by the local market conditions and competition.

商务中心的大小由当地市场竞争情况决定。

3.8.1 Special Requirements特殊要求

(a) Provide semi-private work stations for use by guests. These stations should have complete computer facilities and dedicated or shared printers.

为客人提供半开放式工作空间。这些工作间必须配有完整的计算机设备以及专用或共享的打印机

(b) Other amenities small include a fax machine, copier and computer outlets.

提供一些其他便利设备，包括传真机、复印机和电脑接口。

(c) A meeting room seating 6 to 8 people should be provided. Design of this room shall meet the requirements of all other meeting rooms.

设置一间可容纳 6-8 人的会议室。该会议室的设计必须和其他会议室的设计要求一样。

(d) Telephones shall be provided with direct line access to the operator and with outside lines.

所提供的电话必须是直接拨入话务操作员，且不可拨外线。

(e) Coffee and tea facilities should be provided in a concealed pantry.

在暗藏式的餐柜内，放置咖啡机和茶水机。

(f) Provide a small utility room behind the staff work area for photo copying and binding etc of documents.

在员工工作区后设置一个小型杂物间，便于复印及装订文件等

(g) Provide a space for a small business reference library, including magazines and news papers.

提供一个小型商务阅览空间，包括提供杂志和报纸等。

3.9 Retail零售区

Gift Shop/Sundries (leased operation or hotel operated). Other Retail Spaces e.g.: travel desk, airline, car rental, beauty shop, etc. as appropriate for the hotel market and location.

礼品店/杂货铺（出租经营或酒店经营）。其他零售区由酒店市场和其坐落位置来确定，如开设旅游咨询台、航空票务、汽车租赁、美容美发店等。

Retail space shall be near the lobby and main elevator lobby for the convenience of hotel guest.

为了酒店客人的方便，零售区必须坐落于靠近大厅和主要电梯厅附近的位置。

3.9.1 Minimum Requirements最低要求

- (a) **Sundries/gift shop** shall provide space for items including, but not limited to, toiletries, snacks, cold drinks, newspapers, magazines, paperback books and local and other appropriate gift items.
杂货/礼品店必须设有, 但不仅限于如下物品: 洗漱化妆品、零食、冷饮、报纸、杂志、平装书籍和当地及其他有关礼品等。
- (b) **Gift shop size** shall be determined by local market conditions.
礼品店的大小由当地市场情况决定。
- (c) **Lease Space:** Stub out for a panel for termination of tenant installed electrical improvements. Provide a separate electrical meter.
出租区域: 为承租人安装电器设置配电板终端。安装独立使用电表。
- (d) **Operated by Hotel:** Provide power as indicated by the retail space designer.
由酒店经营的区域: 根据零售区设计师要求配置电源

3.9.2 Special Requirements 特殊要求

- (a) **Design and installation** of room finishes and equipment shall be provided by the tenant for all leased retail shops.
所有出租零售店内的房间内饰材和设备的设计及安装由租户提供
- (b) **Conduit** shall be provided for outside telephone service.
设置外部电话连接线路。
- (c) **Tenants** shall provide HVAC distribution including VAV boxes, fancoil units, etc.
租户需提供空调支管, 包括VAV盒、风机盘管等。
- (d) **In hotels containing retail space** in excess of 200M², provide one plumbing stub outlet (hot and cold water and waste) per 100M².
酒店内零售区超过200M²的, 每100M²需要设置一个给排水端口(冷热水及污水)。
- (e) **All doors, grilles, interior windows and security equipment** shall be provided by the tenant.
租户提供所有门、隔栅、室内窗和保安设备。

3.10 Recreation, Spa and Fitness Centre 娱乐、SPA 及健身中心

Due to the specialist nature and importance of durability of finishes in these areas, they are outlined here for easy reference.

由于这些区域内的特殊性质和材料耐用的重要性, 特此列出下列要点。

Refer to the IHG Spa Design Manual and the Fitness Centre Design Manual for detailed area requirements, style and ambience criteria, specification of required facilities and equipment.

区域详细要求请参见IHG温泉设计手册和健身中心设计手册、风格环境标准以及设施设备具体技术规范要求。

A well-appointed fitness centre is important to Crowne Plaza Hotels & Resorts as an amenity for business travellers. Location of the Fitness Centre should be adjacent to the swimming pool. The Exercise Room/Gym should have windows to the exterior and / or to the pool and provide an open and safe environment.

对于皇冠酒店及度假村的商务旅行者来说, 一个设备完全的健身中心可以为酒店带来良好的环境氛围。健身中心的坐落必须毗邻泳池位置。练习房/健身房必须建设有面对室外和或面对泳池的窗户, 并且需要提供开放而安全的环境。

All public areas of the fitness centre (doors, showers, toilets, lockers, telephone, water fountains, etc.) shall be accessible as required by International Disabled Regulations local codes and ordinances.

健身中心内的所有公共区域（门、淋浴、厕所、更衣室、电话、喷水池等）必须根据国际残障人法规和当地法规条例要求便于残障人士出入。

3.10.1 Materials and Finishes材料和饰面

(a) Floors: 地面

- **Reception, Office, Change Rooms:** Solution dyed antimicrobial carpet impervious to chlorine bleach.
接待台、办公室、更衣室：铺设可防止氯化物漂白的染色抗菌地毯。
- **Storage:** Vinyl tile.
储藏室：塑料地板
- **Toilets/Shower and Steam Room:** Ceramic tile with minimum coefficient of friction of 0.6.
厕所/淋浴房和蒸汽房：铺设最低防滑系数为0.6的瓷砖
- **Sauna:** Sealed concrete to receive removable cedar duck board.
桑拿房：封闭混凝土，上铺可移动式雪松条板。
- **Exercise Room:** Antimicrobial carpet. Provide cushioned flooring at free weights or timber.
练习房：铺设抗菌地毯。在举重区加铺软垫地面或木板地面。

(b) Walls 墙面

- **Spa:** Minimum vinyl wallcovering
温泉：至少要铺贴塑料墙纸
- **Indoor Pool:** Stone or Ceramic tile
室内泳池：铺设石材或瓷砖
- **Locker Room, Office, Massage:** Vinyl wallcovering.
更衣室、办公室、按摩房：铺贴塑料墙纸
- **Toilets/Shower and Steam Room:** Ceramic tile.
厕所/淋浴房和蒸汽房：铺设瓷砖
- **Sauna:** Cedar as provided by the manufacturer. Provide glass in cedar frames at the wall to the corridor.
桑拿房：安装由制造商提供的雪松木。在面向走廊墙面安装雪松木框窗。
- **Storage:** Paint on gypsum wallboard or concrete block.
储藏室：在石膏墙面板或混凝土隔墙上涂漆。
- **Exercise Room:** One wall shall have full height tempered or safety glass mirrored wall; the remaining walls shall be glass storefront or vinyl wallcovering.
练习房：其中一面墙为全高钢化玻璃或安全玻璃墙；其他墙面为店面玻璃墙或塑料墙纸铺贴的墙面。
- **Perimeter walls** adjoining guestrooms and any public areas (except swimming pools, locker rooms, etc.) shall have a minimum S.T.C. rating of 51.
连接客房和其他公共区域（除了泳池、更衣室等区域）的四周墙面，至少要达到51的隔音系数（S.T.C.）等级。

(c) Ceiling:天花

- **Reception, Treatment Room:** Painted gypsum board
前台、理疗室: 油漆饰面的石膏板。
- **Locker room, Office, Storage, Pantry, Exercise Room:** Acoustic tile in suspended grid.
更衣室、办公室、储藏室、备餐室、练习房: 安装隔音饰面吊顶。
- **Toilet/Shower Rooms:** Painted moisture resistant suspended gypsum board.
厕所/淋浴房: 安装油漆饰面的防潮石膏板吊顶。
- **Steam Room:** Ceramic tile sloped as required to prevent dripping of condensation.
蒸汽房: 瓷砖顶要设坡度, 以防冷凝水滴落。
- **Sauna:** Cedar, as provided by the manufacturer.
桑拿房: 铺设由制造商提供的雪松木。

(d) Doors:门

- **Locker Room, Massage, Storage:** Solid core wood door with stained or plastic laminate wood grain finish.
更衣室、按摩房、储藏室: 安装油漆或木纹层压板的实心木门。
- **Exercise Room:** Aluminium or wood frame door with glass.
练习房: 安装铝或木框的玻璃门。
- **Steam Room:** Aluminium frame door with glass.
蒸汽房: 安装铝框玻璃门。
- **Sauna:** Wood frame door with glass as provided by the manufacturer.
桑拿房: 安装由制造商提供的木制框玻璃门。
- **The Entry Door to the Fitness Centre:** shall be controlled with an electronic card key lock. The entry door shall have glass as allowed by code to provide full view of entry area.
健身中心入口门: 门必须有电子门卡控制进出。根据法规要求入口门安装玻璃门, 便于观察入口区域。

(e) Lighting照明

- **Spa:** Ambient; Refer to Spa Design Manual
温泉: 必须有安逸的环境气氛。参见温泉设计手册。
- **Locker room, Exercise Room, Storage, Office, Massage:** Lay-in fluorescent fixture with warm white bulbs.
更衣室、练习房、储藏间、办公室、按摩房: 安装暖白色调荧光灯。
- **Toilet Room:** See Public Restrooms.
厕所: 参见公共休息室部分。
- **Shower Rooms:** Recessed incandescent downlights. Provide moisture resistant
淋浴房: 安装嵌入式白炽射灯。需防潮。
- **Sauna:** As provided by the manufacturer.
桑拿房: 由制造商提供。
- **Steam Room:** Incandescent lighting rated for use in steam room applications.
蒸汽房: 可用于蒸汽房级别的白炽灯。

- **Lighting In The Fitness Centre:** Shall be designed to continuously illuminate during all hours of operations. For lighting levels refer to Section 10.6 of this document.
健身中心内的照明: 照明的设计必须能够维持营业时间内的连续使用。照明等级参见本文件10.6部分。

(f) Power Requirements 电源要求

- **Provide** power for exercise equipment, wall clock, television(s), water cooler and other specified equipment.
为健身设备、墙上挂钟、电视机、冰水机和其它设备提供电源。
- **Provide** an emergency house phone in the Exercise Room programmed to ring directly to PABX Operator.
在练习房内安装一部紧急内线电话，设定成直接拨入总机处。
- **Sauna and Steam Room:** Provide power as required per equipment specifications.
桑拿房和蒸汽房: 根据设备的具体要求提供相应电源。
- **Toilet Rooms:** See Public Restrooms.
厕所: 参见公共休息室描述。
- **Locker, Storage, and Shower Rooms:** Provide power as required for maintenance;
更衣室、储藏室和淋浴房: 根据维护要求提供电源。

3.10.2 Special Requirements 特殊要求

(a) Spa/Treatment Rooms: 温泉/理疗室

- **Provide** a change area with wardrobe and safe next to bath, shower, toilet within the Wet Treatment / Massage room.
更衣区加设衣柜，在浴室，淋浴房边加保险柜；在湿区理疗室/按摩房内设有厕所。
- **Provide** Wash basin, shelving,
安装洗手盆和层架。
- **Provide** storage for clean and used towels as well as other materials used for treatment/massage
提供放置干净和已使用的毛巾以及其他用于理疗/按摩的储藏柜。

(b) Locker Rooms: 更衣室

- **Provide** lockers with key locks and sloped tops or recessed with a bulkhead above.
提供可锁衣柜，顶面为斜坡或者有嵌入式跌级板。
- **Provide** wood bench seating throughout the locker areas.
在更衣室区域设置木长凳。
- **Provide** one framed full-length mirror, in locker rooms.
在更衣室安装一面带框全身镜。
- **Provide** locations to dispense fresh towels and disposal of used towels.
设置干净毛巾发放处和用过毛巾回收处。

(c) Toilet/Shower Rooms: 盥洗室/淋浴房

- **In the shower drying area,** provide bench seating, towel/robe hooks, shower rods and curtains and wall mounted hair dryers at grooming bench.
在淋浴干身区域，设置长凳、毛巾/长袍挂钩、冲淋杆和浴帘，以及在化妆长凳处墙面上安装电吹风。

- **Provide** floor drains in toilet and shower rooms.
在厕所和淋浴间内安装地漏。
- **Provide** locations to dispense fresh towels and disposal of used towels.
设置干净毛巾发放处和用过毛巾回收处。

(d) Exercise Room:练习房

- **Refer to Fitness Centre Design Manual** for exercise equipment.
参见健身中心设计手册中关于健身设备的内容。
- **Provide** water cooler or drinking fountain.
设置冰水机或饮水机。
- **Manufacturer's instructions** for the use of each piece of equipment must be clearly posted and/or displayed on each piece of equipment.
各种设备的制造商使用说明必须清楚的贴在每个设备表面上。
- **Provide** wall mounted LCD television(s) in Exercise Room as follows:
在练习房内的墙面上安装以下液晶电视设备：
- **Provide** a Bose Sound System with DVD connected to LCD TV's.
设置Bose音响系统连接DVD至液晶电视机。
- **Room signage** shall include the following instructions:
练习房内标示牌必须包括以下内容：
 - Consult and follow the advice of your physician prior to use.***
在使用前请先咨询和遵从医生建议
 - Improper use of this equipment may result in injury.***
设备使用不当将可能造成伤害
 - Review instructions prior to the use of any equipment.***
在使用任何器材前，请先阅读使用说明
 - The exercise room may not be supervised; use it at your own risk.***
练习房可能不会属于监控督导范围；请自行承担使用风险
 - This room is for the use of registered guests only.***
本练习房只对登记入住客开放使用
 - No one under the age of 14 is permitted to enter this facility without adult supervision.***
14岁以下无人监管将不得入内
 - Hours of operation must be posted.***
必须张贴使用时间
- **Accessories:** Provide a magazine / newspaper rack at entrance and a towel/robe hook at each piece of equipment.
杂项：在入口处提供一个放置杂志/报纸架，在每台器材旁设置毛巾/衣服挂钩

3.10.3 Risk Assessment & Safety风险评估与安全

Refer to Section 8 for more details
详情请见第八部分

A risk assessment, conducted by IHG Risk Assessment of the leisure, fitness facility is required prior to opening / re-branding of the Hotel. Hotels will implement all the requirements and recommendations that these risk assessments advocate.

在酒店开张/换牌更新之前，须由 IHG 休闲健身设施风险评估小组进行一次风险评估。酒店应遵照基于这些风险评估所有提出的要求和建议而进行整改。

- (a)** Where the risk assessment concludes that the facility does not need to be permanently manned, then an alarm system with direct connection to a manned reception/operator will be installed
当风险评估认为设施无需有人值守，则必须安装一个直接连接到接待台/总机的报警系统。
- (b)** An unattended fitness facility will have unobstructed views from outside to allow guests or staff to view the area without having to enter the facility
在无人值守的健身设施应能从外部看到室内，以便客人或员工不用进入，就可以看到内部情况。
- (c)** All leisure facilities should be fully manned at all times by a fitness centre attendant
所有休闲设施必须由健身中心专人全天候值守。
- (d)** All equipment will be installed and maintained in accordance with manufacturer's recommendations and to suit local/national codes. Inoperative equipment must be taken out of service immediately.
所有设备的安装和维护必须遵从制造厂商的建议和当地/国家法规。对于无法运行的设备必须立即撤离健身区域。
- (e)** All electrical outlets in the leisure areas within 12M of any water feature's edge will be protected by residual current devices and/or a ground fault circuit interrupter.
在休闲区任何水系设施 12M 范围内的所有电源插座，都必须安装剩余电流装置和或接地故障断流器进行保护。
- (f)** A single line emergency telephone will be installed in a clearly visible location in each leisure facility. These telephones will be configured as hotlines to an emergency phone in a 24-hour Guest Service Centre or other location that is monitored 24 hours a day.
在每个休闲设施旁清晰可见的位置，安装一部单线紧急电话。这些电话将作为 24 小时紧急热线，接入 24 小时客户服务中心或其他 24 小时服务系统中。
- (g)** Use of signing-in sheets that permit names and guestroom numbers to be viewed by others acts as a major violation and a threat to the safety of guests. Hotels are strongly recommended to ensure guests sign in on individual cards that can be dropped into a secure box
用签到登记表登记客人姓名和客房号，将会让他人知晓客人详情并因此造成安全威胁。酒店强烈建议客人签到于单独的卡片上，并放入安全盒内。
- (h)** Saunas must be operated to manufacturers' recommended operating temperatures and local ordinance, fitted with an operating limit timer, alarm, non-lockable door and outside observation window. Must be fitted with a shatterproof light fitting, capable of withstanding the heat and protected by a wooden cover. Stove must be guarded by a sturdy structure, fixed so that it cannot be moved. Where the hotel has a sprinkler system installed a high temperature sprinkler must be located in the sauna cabin. Appropriate health and safety information must be displayed outside the unit, in the local language and English
桑拿房的操作必须根据制造商所建议的操作温度和地方条例规定进行，并须安装一个时间控制器、警报、一扇不可锁的门和一扇可从外部察看内部的窗户。房间必须安装防碎、能够抵御热气，并由木制灯罩保护的照明灯具。火炉必须是固定不能移动并由坚实结构保护。在桑拿房内必须安装一个高温喷淋设施。在桑拿房外必须张贴由当地语言和英文书写的健康安全信息提示。
- (i)** Steam room must be operated to manufacturers' recommended operating temperatures and local ordinance fitted with a shatterproof light fitting, capable of withstanding the heat. Warning signs must be displayed around steam outlet area in the local language and English
蒸汽房的操作必须根据制造商所建议的操作温度和地方条例规定进行，并安装防碎、能够抵御热气的照明灯具。在蒸汽房外必须张贴由当地语言和英文书写的警示信息。

- (j) Other facilities Additional sports and / or leisure facilities i.e. Tennis Courts are permitted, subject to specific approval from IHG Design & Engineering.
其他附加运动/休闲设施，如网球场，必须得到 IHG 设计工程部的专项许可。

3.11 Swimming Pool游泳池

Indoor Pools and Outdoor Pools are required at resorts; indoor pools at all other locations.
度假村酒店应有室内游泳池和室外游泳池；其他地区酒店必须设有室内游泳池。

Provide a swimming pool for exercise and / or recreational swimming as appropriate for the market location.

根据市场位置提供锻炼游泳池和/或休闲泳池。

- (a) **Lap pools:** Pools should allow for minimum four lanes 23M long for lap swimming with maximum 1.52M deep.

来回泳池：此类泳池至少需要建设有4条泳道，23M长，最深为1.52米。

- (b) **Recreational pools** (existing construction, leisure markets): Minimum pool size shall be 200M².

休闲泳池（现有建筑、休闲市场）：泳池最小尺寸必须为200 M²。

- (c) **Deck areas** shall accommodate chaise lounges and upright chairs and tables, the number of which shall be based on facility size, market demand and the food and beverage concept. Provide a minimum 1.8M wide deck around the perimeter of the pool with a total area of .3M² of the total water surface.

池岸区域需要提供躺椅和立式椅子和桌子，其数量由设施大小，市场需求和餐饮方案决定。泳池周围岸边四周区域最小为1.8米宽，每平方水面要设置3M²的岸边区域。

- (d) **Safety is of prime importance** in the design of swimming pools and the surrounding areas. Pools and pool decks shall be designed in accordance with International Guidelines and all local codes and regulations.

在泳池和周边区域的设计中安全是主要重点。泳池和其岸边区域的设计必须要符合国际指南和所有地方法规要求。

- (e) **Pool Construction** shall be concrete with ceramic tile finish under / above water line and to underside of the pool coping. Stair access with handrails shall be provided at the shallow end of the pool and a tread ladder made of chrome-plated stainless steel shall be provided at the deep end.

泳池为混凝土结构，水线与泳池顶部下边缘之间带有瓷砖装饰。泳池的浅水区要设有带扶手梯，在深水区设有镀铬不锈钢踏板阶梯。

3.11.1 Materials, and Finishes材料和饰面

- (a) **Floors:**地面

- **Indoor:** “Kool Deck” or unglazed ceramic tile with a minimum coefficient of friction of 0.6.
室内：使用“Kool Deck”或无釉瓷砖，最小摩擦系数为0.6。
- **Outdoor:** Concrete pavers with non-slip surface or “Kool Deck”.
室外：铺设混凝土防滑表面地砖或“Kool Deck”。
- **Pool equipment room:** Sealed concrete.
泳池机房：加表面封闭剂的混凝土。

- (b) **Skirting:**踢脚线

- **Ceramic tile at indoor pool where ceramic tile flooring is provided.**

在铺设瓷砖地面的室内泳池内铺设瓷砖踢脚线。

- **Pool equipment room:** None.
泳池机房：没有要求

(c) Walls:墙面

- **Impervious material** as selected by the Interior Designer and Architect.
采用室内设计师和建筑师所选择的不透水材料
- **Provide** a minimum S.T.C. rating of 51 between indoor swimming pools and adjoining spaces.
在室内泳池和邻近区域之间的隔音系数至少要达到51。
- **Pool Equipment Room:** Moisture resistant gypsum board with paint finish.
泳池机房：涂料饰面的防潮石膏板。

(d) Ceiling:天花

- **Moisture resistant acoustic tile** with corrosion resistant exposed grid suspension system, moisture resistant gypsum wallboard or plaster. Exposed construction may be utilized depending on type. A moisture resistant finish is required.
防锈外露栅格防潮吸声板吊顶，防潮石膏墙板或抹灰墙面。取决于建筑类型可用明露结构。要求有防潮饰面。
- **Pool equipment room:** Exposed structure or moisture resistant gypsum board with paint finish.
泳池机房：明露结构或涂料饰面的防潮石膏板。

(e) Doors:门

- **Pools:** Aluminium and glass. Provide solid core wood doors on hold open devices with finish to match adjacent spaces where fire separation is required by code.
泳池门：铝框玻璃门。规范要求做防火隔离时，设置带有常开启装置的实心木门，饰面与邻近区域匹配。

(f) Lighting照明

Type:类型:

- Provide fluorescent or metal halide lighting. Overhead lighting shall not be located within 1220mm of the perimeter of the pool.
安装荧光灯或金属卤素灯。顶灯不能位于泳池周围1220mm的范围内。
- Provide surface mounted fluorescent lighting at the pool equipment room.
在泳池机房内用表面安装荧光灯。
- Provide a lighting level of 200 LUX at pool deck and verify that this is in accordance with minimum light levels of the local authority.
在泳池岸边安装一个200勒克斯照明等级的灯具，并须与地方政府规定的最低照明等级相符合。

(g) Power Requirements电力要求

- **As required** by code and equipment.
根据法规和设备要求。
- **Ground fault protection** is required.
要求有接地故障保护系统。
- **Provide** underwater lighting in pool (low voltage) as required by code.
根据法规要求在泳池安装水下灯（低电压）。

(f) Pool Copings:泳池压顶

- **Pool copings** shall be solid precast concrete copings with a minimum slip resistant of 0.6 when wet.

泳池压顶必须是预制混凝土压顶，潮湿时的最小防滑系数为0.6。

(g) Special Requirements:特殊要求

- **Pool Depth:** The minimum pool depth shall be 910mm; the maximum pool depth at the main drain shall be 1520mm. Slope of the pool floor shall be a maximum 1:12 in any direction.

泳池深度: 泳池最浅为910mm；在主地漏处泳池最深1520mm。泳池的斜坡度在任何方向的最大为1:12。

(h) Deck Drainage:池岸地漏

- **Pool decks** shall drain away from the pool with a minimum slope of 1%. Continuous deck drains shall be provided.

池岸地漏必须从泳池边向外以最低1%坡度排水。必须要设置持续池岸排水沟。

(i) Depth Markings:深度标记

- **Permanent depth markers** are required at all pools indicating water depth in meters at the shallow end, all points of slope change, the deep end and at every 300mm of depth increment. Letters shall be minimum 102mm high in a contrasting colour to the coping and / or tile. Incorporate "No Diving" markers adjacent to each depth marking. Markings shall be located such that they can be read from the water side and from the surrounding pool deck.

所有水池都要求有永久的深度标记，能够显示浅水区的水深，斜坡变化处的所有点位，深水区每增加300mm深度的标记。字母最小为102mm高，用与压顶或泳池瓷砖对比的颜色显示。在邻近每个深度标记处要有“禁止跳水”的标志。标志的位置必须是从水边和池边甲板能够看到的地方。

- **Floater lines** are required at the 1.52M depth line of pools with depths in excess of 1.52M.

在深度超过1.52M时要求在1.52M深度处设有悬浮线。

(j) Natural Light: 自然光

- **Provide** maximum exposure of indoor pools to daylight with perimeter window front and skylights.

用天窗和周边橱窗为室内泳池提供最大限度日光照明。

(k) HVAC:空调

- **Indoor pools** shall be provided with dehumidification control to prevent condensation at all times on walls and glazing.

室内泳池必须要有除湿控制系统，以防止在墙面和玻璃结露。

(l) Pool Heaters:泳池采暖设备:

- **Provide** pool heating equipment as required to maintain 22 ° C water temperatures, during all seasons and times of operation.

根据要求设置泳池采暖设备，以保证在所有季节和营业时保持22 ° C的水温。

(m) Pool Drains:泳池排水

- **Swimming pool and spas** shall be equipped with two main drains with anti-vortex covers.

游泳池和水疗温泉必须要装有两个带防漩涡顶盖的主要排水地漏。

- **Life guard stations** shall be provided only if required by local code.

只有在当地法规要求时设置救生员站。

(n) Whirlpool Spa: 涡流水疗池

- A whirlpool spa sized to accommodate at least 8 persons shall be provided in close proximity to the swimming pool. Spa heating equipment shall be designed to maintain 30 ° C water temperatures. A 15-minute operating timer must be fitted with a labelled manual shut-off control (for the water circulation pump) mechanism, accessible to the guest and installed in accordance with the manufacturer's instructions.
涡流水疗池的大小必须至少能够容纳8个人，其位置必须要靠近游泳池。水疗供热设备要设计成能够保持30 ° C的水温。根据制造商的说明设有一个15分钟的时间控制器，带有标记好的手动切断开关。

3.11.2 Security安全

All outdoor pools shall be fully enclosed by a minimum of 1.22M high fence (or taller if required by code) with no opening large enough to allow clearance of a 102mm diameter sphere. Pool enclosures shall be provided with self closing and self-latching gates. All indoor and outdoor pools shall be secured by locking and other devices to prevent unauthorized access to the pool deck when not in use.

所有室外的泳池必须有最低1.22M高的围栏（或根据法规要求更高），并没有能够允许102mm直径球体通过的开口空间。泳池的围栏要有自关和自锁的门。所有室内和室外的泳池必须有锁门保险和其他装置，以防非授权人士在非使用时间进入泳池池岸区域。

(a) Safety Equipment:安全设备

- **Provide** pool safety equipment and signage as required by local codes and regulations. Safety equipment should be posted for emergency use only.
根据当地法规和条例要求设置安全设备和标牌。安全设备应告示说明仅限于紧急情况使用。

3.11.3 Life Safety人身安全

Refer to Section 8 for more details
详情请见第八部分

A risk assessment, conducted by IHG Risk Assessment of the leisure, fitness facility is required prior to opening / re-branding of the Hotel. Hotels will implement all the requirements and recommendations that these risk assessments advocate.

在酒店开张/品牌翻新之前，须由 IHG 休闲健身设施风险评估小组进行一次风险评估。酒店须结合考虑这些风险评估所有提出的要求和建议。

- (a)** A single line emergency telephone will be installed in a clearly visible location adjacent to each swimming pool. These telephones will be configured as hotlines to an emergency phone in a 24-hour Guest Service Centre or other location that is monitored 24 hours a day.
在每个泳池旁清晰可见的位置，安装一部单线紧急电话。这些电话将作为 24 小时紧急热线，接入 24 小时客户服务中心或其他 24 小时服务系统中。
- (b)** Where the pool is closed for an extended period and not in a secure environment, it will be covered. The pool cover must be a minimum 12-gauge vinyl mesh and must be securely anchored in place.
当泳池长时间关闭且无安全保障时，则必须加盖池盖。泳池盖至少为 12 级聚乙烯网，并必须能锚固。
- (c)** Diving boards, diving platforms, trampolines and slides are prohibited.
不允许安装跳水板、跳水台、蹦板和滑板。

- (d) Underwater lighting, sufficient to allow viewing to the pool bottom, will be illuminated from dusk to dawn.
水下灯从清晨至黄昏都必须能够使人看清泳池底部
- (e) Children's pool walls will not extend more than 150mm above the water line.
儿童水池墙体不得超过水线以上 150mm。
- (f) Children's pools will have a maximum water depth of 600mm. The water depth at the perimeter must not exceed 500mm. All new children's pools will be equipped with two drains.
儿童水池最深不得超过 600mm。水池四周的深度不得超过 500mm。所有新建儿童水池必须装有 2 个地漏。
- (g) Professionally designed, fabricated and permanently installed signs depicting pool rules, hours of operation and 'No Diving' signage with the international no-diving symbol, will be prominently displayed where they can be seen from all areas in and around the pool and in a location noticeable when entering the pool area.
进入泳池区域后，必须设立专业设计、安装饰面的永久性标示牌，其上必须写明泳池使用说明、开放时间以及国际符号标记“禁止跳水”的标志；且位置必须设立在能从水边和池岸及进入泳池区能够看到的醒目地方。
- (h) The depth of the pool in metres will be clearly shown on the top and inside rim of the pool, or on wall-mounted signs for level water pools.
泳池上和边缘都必须清晰的表面泳池的深度米数，或者在墙上标示水池深度。
- (i) A minimum of two life safety rings, each connected to a rope that extends to over half the width of the pool, and one life hook, will be provided in prominent positions. Floater rope will be provided at the 1.5M depth line of pools that have depths in excess of 1.5M.
至少要提供两个救生圈，每个救生圈连接在一条超过一半泳池宽度的绳索上，在突出位置设一个安全钩。在深度超过 1.5M 时要求在 1.5M 深度处设有悬浮绳。
- (j) Anti-vortex drain covers are required in all swimming pools with single drains.
在所有单排水的泳池里，要求安装防漩涡排水盖。
- (k) Pool chemicals must be stored in a well-ventilated, locked area which prevents unauthorised access.
泳池化学剂必须储存于通风良好且上锁的区域内，以防止非授权人士进入。
- (l) **Spa pool (where provided) 水疗池（如设有）**
- 'No Diving' signage with the international 'No Diving' symbol must be prominently displayed on the spa pool coping. Anti-vortex drain covers are required in all spa pools with single drains.
标有国际符号标记的“禁止跳水”的标牌，必须设置在水疗池顶显著的位置。在所有单排水的水疗池，都要求安装防漩涡排水盖。
 - The spa pool must be enclosed within the swimming pool fence or a fence which meets the swimming pool enclosure requirements. An emergency alarm must be provided if the spa is not on the pool side.
水疗池必须设立在泳池围栏内，或者建立是与泳池围栏要求相同的围栏。如果水疗池不在泳池范围内，则必须设立一个报警器。
 - Appropriate health and safety information must be displayed outside the unit, in the local language and English.
在设备外必须张贴用当地语言和英文书写的健康安全提示信息。

3.12 Public Toilets / Restrooms 公共盥洗室

Provide clean and spacious restroom facilities for Main Lobby, Lobby Lounge, Restaurants, Bars, and Function / Meeting Areas. Restrooms may be combined where appropriate and if convenient for guest use. Restroom facilities for entertainment lounges, fitness centres and/or swimming pools must be separate from all other uses.

在酒店大堂、大堂酒廊、餐厅、酒吧以及功能厅/会议区域，提供干净、整洁、宽敞的盥洗室设施。盥洗室可以适当的组合，方便客人使用。娱乐休闲室，健身中心和/或游泳池的盥洗室设施必须独立于其他使用。

3.12.1 Minimum Requirements:最低要求

- (a) **All public restrooms** must meet International Disabled and local accessibility requirements.
所有公共盥洗室必须要符合残障人士法规和地方要求。
- (b) **Fixture quantities** for restrooms shall be as required by code for the facility typed served (meeting rooms, restaurant, etc.). Consideration should be given for additional fixtures above code required minimums in areas of high or concentrated use such as meeting rooms.
盥洗室设施的数量必须根据法规要求及所服务区域（会议室，餐厅等）来决定。在诸如会议室等高度集中使用场所，必须要考虑设置多于法规最低要求的额外设施。
- (c) **Floor Drain:** Provide one floor drain, located under the toilet partitions, in each restroom.
地漏：每间盥洗室内位于厕所隔断之下设一个地漏。
- (d) **Vanities:** Vanity tops shall be solid surface material or natural stone.
梳洗台：梳洗台面必须是实心表面材料或天然石材。
- (e) **Provide** an apron of the same or complimentary material to the countertop of sufficient depth to hide the plumbing below or other recessed screen. Recessed screens must be demountable for plumbing access and maintenance. Insulate or enclose all piping below vanity at disabled toilets.
为梳洗台设置相同或匹配材料制成的裙板，并且要有足够的高度以遮挡下面的管道或其它内嵌隔屏。为方便管线检修维护，内嵌隔屏必须是可拆卸的。残障人士厕所内梳洗台下所有管道并须隔离及围护。
- (f) **Toilet Partitions** shall be full height solid partitions. Doors shall be minimum 610mm wide with a sliding latch and coat hook. Full height gypsum board partitions with vinyl wall covering finish and louvered wood doors (minimum 712mm wide) are also acceptable.
厕所的隔断采用全高度实心隔断材料。门板最窄为610mm，装有滑动门闩和挂衣钩，也可以采用全高度的石膏板隔墙，面贴乙烯基墙纸和百叶木门（最窄为712mm）。
- (g) **Urinal Screens** shall be wall mounted and match toilet partitions. Provide wood blocking at all mounting locations.
小便斗屏风必须是壁挂式的，并且和厕所隔断相配。在所有墙面固定位置要设有固定木砖。
- (h) **Ventilation:** Provide continuous air exhaust over the toilet area as required by code.
通风：根据法规，在厕所区域要求设有持续的排风系统。

3.12.2 Special Requirements特殊要求

- (a) **Vestibules:** Vestibules shall be designed for all public restrooms to provide visual privacy from public areas.
门庭：所有公共盥洗室的门庭必须在设计上提供阻隔公共区域的私密性。
- (b) **Mirrors:** Decorative full height mirrors, one per rest room at entry / exit area is preferred.
镜子：安装全身带框镜，每间盥洗室进门或出门处最好设立一块镜子

- (c) **Provide** a full height framed mirror 610mm x 1520mm in women's restrooms.
在女盥洗室内安装一面全身带框镜（610mm x 1520mm）。

3.12.3 Risk Management & Safety 危险管理和安全

Refer to Section 8 for more details.

详情请见第八部分

- (a) Lights will remain on at all times or must be activated on entry of a guest. An un-switched circuit is required.
照明将全天候开启，或者在客人进入时开启。要求安装无开关电路。
- (b) Anti-scald fittings are required on all hot water outlets.
在所有热水出口处，要求安装防烫装置。

3.13 Public Elevator Lobbies & Lift Cars 公共电梯厅和电梯轿厢

Design must meet International Disabled and Local / national codes. Elevator cabs shall be designed as an extension of the main lobby in terms of quality and finishes. (See section 7 Vertical Transport)

在设计上必须符合国际残障人士和当地及国家的规定。在品质和饰面方面，电梯轿厢的设计必须是主大堂设计的延伸。（参见第七部分垂直运输）

3.13.1 Requirements 要求

- (a) **A speaker** shall be provided for background music and the fire alarm system.
必须为背景音乐和火警系统设置扬声器
- (b) **Two operating panels** are required, one on each side of the elevator door.
要求设置两个电梯操作面板，电梯门两侧各设一个。
- (c) **Advertising signage**, if provided, shall comply with operational standards.
如果有广告牌，必须要遵守营运标准。
- (d) **Provide** an emergency telephone in each cab which rings directly to the PABX.
在每个电梯轿箱内安装一部能直拨至总机的紧急电话。
- (e) **Provide** floor numbers on the elevator panel in Braille or raised numerals as required by International Disabled Regulations.
根据国际残障人士法规要求，在电梯面板上要有有用盲文书写或凸起数字的楼层号码。
- (f) **Provide** space adjacent to elevator call buttons for identification of restaurants, bars ballrooms, meeting rooms and the health club when they are not located on the main entry level.
当餐厅、酒吧、宴会厅、会议室和康乐俱乐部未设于主要入口楼层时，要在靠近这些电梯楼层按钮的地方留置辨识空间。
- (g) **Provide** a minimum of 3.5M between opposing banks of elevators.
两排对立的电梯之间间距至少要有3.5米。
- (h) **Elevator lobbies** should be an extension of the adjacent areas they serve (i.e., Main Lobby at Ground Level, Guest Corridors at Guestroom Levels) and should be designed with the same feeling of quality as the adjacent spaces.
电梯厅必须为其服务的临近区域的延伸（如位于一层的酒店大堂、客房楼层的客房走道），而且需要和邻近区域的设计风格相同

- (i) **Provide** a house telephone outlet in all elevator lobbies, on console table with chairs.
在所有电梯厅内摆放桌椅的地方，设置一部内线电话接口

3.14 Public Area Signage & Graphics 公共区域标牌及标识

Provide a cohesive signage package coordinated with the interior design to provide clear directions, identification of primary and secondary destination points and emergency information.
提供与室内设计匹配的标牌方案以提供清楚的指向、主要和次要方位指引识别以及紧急情况信息。

3.14.1 Minimum Requirements: 最低要求

- (a) **The services** of a professional graphics designer are required.
需要专业图标设计师的服务。
- (b) **All graphics** and signage must comply with International Disabled regulations.
所有的图标和标牌都必须符合国际残障人法规规定。

3.14.2 Materials and Finishes 材料和饰面

- (a) **Materials:** 材料
- **Acceptable materials** include stone, brass, metal, glass and wood
可选用的材料包括石材、黄铜、金属、玻璃和木材
 - **The entire graphics package** shall be submitted to Crowne Plaza Hotels and Resorts for approval.
整个图标方案必须要提交至皇冠酒店及度假村批准
- (b) **Finishes:** 饰面
- **Finishes** shall be used to achieve contrast between graphics and background materials as required by International Disabled regulations.
根据国际残障人法规规定要求，所使用的装饰饰面必须能够区分图标和背景材料。

3.14.3 Design and Installation 设计和安装

- (a) **Directional signage:** 方向标牌
- **Locate** directional signage at major decision points along circulation routes.
在人流往来线路的主要转折地点设置方向指示标牌。
 - **List** primary destination points (food and beverage area, meeting rooms, and recreation facilities) first, followed by secondary destination points (restrooms, telephones, retail areas and offices).
首先列出主要设施地点（餐饮区域，会议室和休闲设施），再是次要设施地点（盥洗室，电话间，零售区域和办公室）。
 - **List** nearby destinations first followed by further destination points.
先列出较近的设施地点然后是远一些设施地点。
 - **Alphabetize** items of equal importance.
同等重要的事项按字母顺序排列。
- (b) **Elevator Graphics:** 电梯图标
- **Provide** graphics in elevators and elevator lobbies as required by Life Safety regulations, building codes and local ordinances.
根据生命安全法规、建筑法规以及当地条例，在电梯和电梯厅需要内设置图标。

- **Provide** space adjacent to floor buttons in elevator cabs to identify major amenities such as restaurants and bars, meeting rooms and the fitness centre.
在电梯轿厢内楼层按钮附近留有空间来识别主要便利设施，如餐厅、酒吧、会议室和健身中心。
- **Advertising signage** in elevator cabs shall comply with Operations Standards.
电梯轿厢内的广告标牌必须遵循营运标准。
- **Provide** permanent emergency signage in each elevator lobby with the following message: ***"In case of fire do not use elevators. Use exit stairs"***. Coordinate the exact message with local requirements.
在每个电梯厅内设置永久性紧急标牌，内容如下：“如遇火灾请勿使用电梯。请走逃生楼梯。”与当地法规要求协调准确用语。
- **Provide** illuminated graphics were required by code.
根据法规要求设置发光图标。

(c) Food and Beverage Identification: 餐饮识别标牌

- **Identification** graphics shall coordinate with the operating theme.
识别图标必须和营运主题相协调。
- **Identification** graphics shall be unique to each food and beverage outlet. The graphics design shall coordinate with other printed materials (menus, advertising brochures, etc.)
识别标牌对于每个餐饮销售点是独特的。图标设计必须和其他印刷材料相协调（菜单，广告宣传册等）
- **Size** of the graphics shall be determined by the viewing distance required.
图标的大小必须由视觉距离决定。
- **Locate** graphics to maximize the viewing distance.
图标的位置应使视觉距离最大化。

(d) Meeting/Ballroom Identification: 会议室/宴会厅识别标牌

- **Design** of graphics for all meeting spaces shall follow the same format.
所有会议区域的图标设计必须遵循相同的版式。
- **Location** and size of graphics shall be designed for maximum visibility.
图标的位置和大小必须设计成将可视性最大化。
- **Meeting/Ballroom** spaces shall be designated by name with graphics located directly above or adjacent to the entry door.
会议/宴会厅应命名，并图标在位于进门的上方或附近位置。
- **It is recommended** that space be provided for insertion of changeable event identification graphics at each meeting space.
建议在每个会议室的标牌上，留有可更换事项插槽。

(e) Stairwell Signage: 楼梯间标牌

- **Provide** identification of each floor level inside stairwells. Numbers shall be minimum 150mm high with a reflective finish which contrasts with the background and located approximately 1520mm above the floor landing, visible when the door is in the open or closed position.
在楼梯间内设置每层楼的楼层号标牌。数字必须至少为150mm高，与背景具有反差的反射面饰，大约位于楼地面上1520mm的位置，并且在开或关门时的处于视线范围内。

(f) Daily Event Schedule: 日常事件时间表

- **Static systems** shall display information for all events in all areas for the current day with a changeable paper or other format. Event displays may be wall mounted or kiosk type in a prominent location.

在可更换纸或其它媒介上，以静态系统形式显示当天所有区域的所有事件信息。事件信息显示必须在一个显眼位置用壁式或亭式展示。

(g) Special Requirements特殊要求

- **All signage** shall be designed to be vandal resistant.
所有标牌必须设计成防破坏型。
- **All graphics** shall be engraved, embossed or otherwise permanently fixed. No applied lettering prone to delamination or removal by unauthorized personnel shall be allowed.
所有图标必须是雕刻、浮雕形式或其他永久性的形式标出。不能使用易于剥落或被非授权人士拿走的表面贴字。

4

Guest Accommodation

客房区域

Section 4.0	Guest Accommodation 客房区域
4.1	Design Philosophy 设计理念
4.2	Standard Guestrooms 标准客房
4.3	Suites 套房
4.4	Club Floor Rooms 俱乐部楼层客房
4.5	Guest Bathrooms 客房盥洗室
4.6	Fire and Life Safety 消防及人身安全
4.7	Disabled Guestrooms 残障人客房
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4.9	Guestroom Corridors and Elevator Lobbies 客房走道及电梯厅
4.10	Executive Club Lounge 行政俱乐部酒廊
4.11	Housekeeping, Service Areas & Service Elevator Lobbies 客房服务、服务区域及服务电梯厅
4.12	Exit Stairs 逃生楼梯
4.13	Guestroom Signage and Graphics 客房标牌及标识

Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

4.0 Guestrooms 客房区域

4.1 Design Philosophy 设计理念

A 5-Star Standard Room designed to create a positive and lasting impression without a sense of extravagance. Using 'tech' savvy room features and high quality furniture and finishes, without being ostentatious.....“Excellence without Extravagance”

一间五星级标准客房的设计，必须能够营造出一个积极且持久的印象，而不是过度奢华。采用当代技术的设施和高质量家具以及饰面，而不是卖弄炫耀。“精心装饰而不过分奢华”

Rooms to be designed to appeal and satisfy the Crowne Plaza Brands target market for “the savvy” corporate business traveler and small group meeting business.

房间的设计须满足皇冠酒店品牌目标市场——睿智的商务旅行者和小型会议团体的需要。

Guestroom modules should be minimum 36M² net for 'city-hotel' and 38M² net for resort hotel. The bathrooms must be 4-fixture at minimum 8m² net and where balconies are required add an extra 8M² net.

城市型酒店的客房的净面积最低为 36 M²，度假村型酒店的客房最低净面积为 38M²。盥洗室净面积最低为 8m²，必须安装 4 件套卫生设备，而且，如果有阳台，必须再增加 8m²的净面积。

Design of guestrooms must project a warm, comfortable and inviting atmosphere and be appropriate for the hotel's location and market demand.

客房的设计要适合酒店的市场需要和地理位置，必须体现出温馨，舒适和吸引人的环境气氛。

Club Floor guestrooms, when provided shall be distinguished in service, décor and amenities from the standard Crowne Plaza guestroom so that the guest perceives a tangible difference.

Suites shall be designed with different and upgraded décor.

当设有俱乐部楼层客房时，应该在服务、装饰和便利设施方面与皇冠酒店的标准客房有所区分，使客人能切实的感受到它们之间的区别。套房应当有明显不同并更高级的装修。

4.2 Standard Guestrooms 标准客房

4.2.1 Minimum Requirements 最低要求

- (a) Guestroom modules should be minimum 36M² net for 'city-hotel' and 38M² net for resort hotel. The bathrooms must be 4-fixture at minimum 8m² net and where balconies are required add an extra 8M² net.

城市型酒店的客房的净面积最低为36 M²，度假村型酒店的客房最低净面积为38M²。盥洗室的最低净面积为8m²，并且必须安装4件套卫生设备，如需要阳台必须再增加8m²的净面积

- (b) **Guestroom sleeping areas** shall have minimum clear dimensions of 4.3M wide by 5.9M long on bed head wall, or 25-27M². In existing structures shall have minimum clear dimensions of 3.9M wide by 5.7M long, or 22-24M² (these areas exclude the bathroom, foyer and closet).

客房睡眠区域，至少要有4.3米净宽，床头墙面至少要有 5.9米净长，或者25-27M²。在现有结构中，最小净宽3.9米，5.7米净长，或22-24M²（这些区域不包括盥洗室，入口门廊和衣柜）。

- (c) **Minimum ceiling height** throughout the bedroom area shall be minimum 2.6M. Soffits in entry foyers shall be minimum 2.4M.

整个卧室区域的**天花最低净高**为2.6米。入口门廊处的吊顶底部最低净高为2.4米。

4.2.2 Materials, Construction and Finishes 材料、施工和饰面

(a) Flooring地面

- **All floor materials** shall be appropriate for the design intent of the interior spaces made of commercial quality materials. Samples and specifications should be submitted to IHG Design & Engineering for approval.

所有地面材料须为符合室内空间设计要求的商业级材料。样品和技术规范必须提交至洲际酒店集团的设计工程部门批准。

- **Textile flooring** (carpets, rugs, carpet tiles, **broadloom**) in combination with 'under-lays' and installation should be specified to have a wear retention (appearance) life of minimum 7 years life, in a commercial trafficked environment. Care should be given to the appropriate combination of surface texture, fibre, underlay and installation to match the conditions of the location, e.g. Humidity, insect infestation, direct sunlight, and human comfort level - low static emission, particularly in lobby/elevator lobby areas, easy of cleaning and wheel trolley and wheel chair use.

织物地面（地毯、铺毯、地毯铺地、宽幅毯）包括其基层衬垫和安装，在商业区人流出入区域，在外观上，至少需有7年的使用寿命保证期。必须注意各种表面质地、构造、铺垫的综合使用，安装方面需满足当地的条件，如潮湿、虫害、日光直射和适合人类舒适等级的要求——低静电，尤其是在大堂/电梯厅区域，需要便于清洁和方便推车及轮椅的使用。

- **Suites and resort standard rooms** may use upgraded commercial quality floor materials such as hardwood timber, ceramic tile or stone tile in combination with area rugs or carpeting.

套房和度假村标准客房内可使用商业级品质的地面材料，例如与地垫和地毯结合使用的硬质木地板，瓷砖或石材地砖。

- **Floors at wet bars** in suites shall be ceramic or stone tile with a coefficient of friction of 0.6 (wet/dry) or greater.

套房内小吧台的地面，要使用瓷砖或石材地砖，并且摩擦系数不小于0.6（干/湿）。

- **Floors at pantries and kitchens** not open to the suite and intended primarily for use by the hotel staff may be vinyl tile.

不通向套房并且主要由酒店员工使用的备餐间和厨房的地面可以用乙烯基地板。

(b) Skirting: 踢脚线

- **Skirting** is required to all areas. With carpet a 100mm timber skirting is preferred. The skirting shall be a solid color to match the predominant background color of the floor carpet. Timber skirting is required at all timber floors. With ceramic or stone tile flooring, a skirting of a matching material or wood is required.

所有区域均要求安装踢脚线。有地毯的地方最好使用100mm的木踢脚。踢脚线必须是与地毯的主要颜色相符的纯色。所有木地板处都要求安装木踢脚。瓷砖或石材地面要求用相匹配的材料或木质材料作为踢脚线。

- **Ceramic or vinyl skirting** is acceptable in pantry kitchen areas.

在备餐室厨房区域可以使用瓷砖或乙烯基踢脚。

(c) Walls: 墙面

- **Vinyl wallcovering**, is required on all guestroom walls including closet interiors. Vinyl wall materials shall meet all relevant NFPA requirements and Class fire hazard regulations. Caulk vinyl wallcovering at joints with all dissimilar materials.

包括壁橱内墙面的所有客房墙面，要求采用乙烯基墙纸。乙烯基材料必须满足所有“美国国家防火协会”的相关消防规范要求。在乙烯基墙纸与其它所有不同材料的连接处要嵌缝。

- **Alternate wall finishes** such as paint or fabric may be appropriate depending on location or market condition.
根据地方或市场情况，有时也可以选择其它适当的墙面饰面，如油漆或织物。
- **Guestroom and corridor walls** shall have a minimum Sound Transmission Coefficient (STC) rating of 50STC. Partitions between guestrooms and partitions separating guestrooms from elevators, and club lounges shall have a minimum STC rating of 54STC. Fire rating for partitions shall be as required by code, but not less than one hour.
客房和走廊的墙，其最小隔音系数（STC）为50。客房与客房之间的隔墙，客房与电梯、俱乐部酒廊之间的隔墙的最低隔音系数为54。根据法规来决定隔墙的防火系数，但不得少于一小时。
- **Fire retardant wood blocking** shall be provided for anchoring all wall hung items such as headboards.
所有挂于墙面上的部件如床头板等，都要采用**阻燃木块**锚固。

(d) Ceiling: 天花

- **Standard ceiling finish** shall be plaster board suspended / fixed to battens on u/s of slab with enamel paint finish.
标准的天花饰面须为石膏板，悬吊/固定于，楼板下面的格栅条上，面饰瓷漆。
- **Dropped soffits in foyers and guestrooms** shall be gypsum board with an enamel paint finish.
入口门廊和客房内的下垂天花需采用瓷漆饰面的石膏板。
- **Decorative or plain cornices** at ceiling / bulkhead / soffit junctions are to be considered to suit the interior design scheme.
为符合室内设计主题，需要考虑在天花/跌级板/吊顶的连接处，采用**装饰的或简单的顶角线**。

(e) Doors and Frames: 门和门框

- **Entry doors** shall be minimum 900mm wide by 2.1M high by 45mm thick solid core wood with stain grade or wood grain plastic laminate. Fire rating shall be as required by local code, but no less than 20 minutes.
入户门的最低要求为：900mm宽，2.1M高，45mm厚的实心木门，带有着色的或木纹层压面板。根据相关法规决定防火等级系数，但不得小于20分钟。
- **Provide acoustic drop seals** to underside of door, and acoustic strip seals to door frame head and sides.
在门的底部**安装下落式隔音封条**，在门框的顶部和两侧安装隔音密封条。
- **Connecting doors** shall be minimum 850 / 900mm wide (1M at accessible rooms) by 2.1M high by 45mm thick solid core wood door, finish to be determined by Interior Design scheme. One door shall be provided at each connecting room. Fire rating shall be as required by code, but no less than 45 minutes (each door). Doors shall have a combined STC rating of 50STC. Door frames shall be painted hollow metal. Frames shall be 18 gauge fully welded or 16 gauge knock-down type. Knock-down frames with snap on trim are not acceptable.
连通门的最低要求为：850/900mm（残障人房间为1M）宽，2.1M高，45mm厚的实心木门，饰面由室内设计方案决定。每个相连通的房间都要设有一个门。根据相关法规决定防火等级系数，但是（每扇门）不小于45分钟。门隔音系数为50。门框采用漆饰空心金属框。门框应当是18级完全焊接，或16级可拆卸类型。不得使用饰条压接式可拆卸框架。

(f) Thresholds: 门槛

- **Provide stone or timber thresholds** at guestroom entry doors. Thresholds shall be the full width of the door frame. Carpet-to-carpet thresholds are not acceptable due to the automatic drop the threshold needs a 'hard surface' to achieve the acoustic seal.
客房的进户门采用石材或木材门槛。门槛应当与门框同宽。由于下落式门封条，门槛需要有一个硬质表面，才能达到声音密封的效果，不得采用地毯接地毯的门槛。
- **Timber or stone thresholds**, full width of door frames, are required at connecting doors.
在连通门处要求采用与门框等宽的木质或石质门槛。
- **Wood, marble, stone, or stainless steel strip thresholds** shall be provided at transitions between hard flooring and carpeted areas.
在硬制地板和地毯区域的过渡区域采用木制、大理石、石制或不锈钢条门槛。

(g) Hardware: 五金

Entry Doors to have: 进户门五金有：

- Heavy duty electronic card key locksets with lever handles and a deadbolt with a 25mm throw. All door locks shall be hotel commercial quality, or better. Refer to IHG HEOS Catalogue for current Recommended Suppliers List for the electronic locksets.
重型电子钥匙卡装置，执手柄，以及一个防盗锁，锁舌的伸出长度不小于25mm。所有的门锁都要求是酒店商业级品质，或更好等级的。目前的电子锁供应商推荐列表，请参见洲际酒店集团的《酒店设备和运行服务目录》。
- 1-1/2 pairs of hinges per door. Minimum 1 pair shall be spring hinges, or provide alternate closing device capable of closing and latching the entry door when released from any angle greater than 10 degrees.
每个门都要有1-1/2对铰链。至少有一对是弹簧铰链，或者采用其它的闭门器，必须能够关闭任何大于10度时放开的门。
- One door viewer (two at accessible guestrooms) with 180 degree viewing angle mounted at 1.5M off F.F.L. Refer to IHG HEOS Catalogue for current recommended model and supplier.
安装一个180度视角的猫眼（残障人房间要有两个），安装于距离地面装饰完成面1.5M高的位置。参见洲际酒店集团的《酒店设备和运行服务目录》中，目前所推荐的型号和供应商。
- A night security bar with rubber bump (to prevent damage) and refer to IHG HEOS Catalogue for current recommended model and supplier.
带有橡胶垫的晚间防盗链（以防损害），参见洲际酒店集团的《酒店设备和运行服务目录》中，目前所推荐的型号和供应商。
- A door stop. Wall mounted stop with blocking is preferred style and finish to compliment interior design scheme.
一个门碰。最好是固定于墙上的带有固定锚固块的门碰，饰面与室内设计方案相符。
- All door hardware shall have finish to compliment interior design scheme.
所有的门五金饰面都必须与室内设计方案相符合。

Connecting Doors to have: 连通门五金有：

- Passage sets with lever handles shall be provided on the guestroom side only of each door leaf.
只在门扇的客房一侧，安装有门执手。
- 1-1/2 pairs of hinges on each door.
每扇门上要有1-1/2对铰链。

- Mortise thumb turn dead bolt with a minimum of 25mm throw for each door. Provide a visible mean to determine if the dead bolt is in the locked or unlocked position.
每扇门上要安装无弹簧防盗锁，锁舌的伸入樘眼的长度不小于25mm。设置一个标志，以便判断防盗锁处于开或锁的位置。
- Door stops. Wall mounted stop with blocking is required.
安装门碰。要求是安装于墙上带有固定锚固块的门碰。
- Perimeter sound seals to sides and head of both doors.
每扇门的顶和两侧，都要安装隔音封边条。
- Automatic drop down seal over threshold at one door.
在一扇门上装有落到门槛上的下落式门封条。
- All door hardware shall have a finish to compliment interior design scheme.
所有的门五金饰面都必须与室内设计方案相符合。

(h) Lighting 照明灯具

Type: 类型

- **Lighting for guestrooms** should be in accordance with the Lighting Designers Concept, using a combination of recessed down lights, decorative bedside / standard lamps, specific task lighting on / over desk and over bed for reading.
客房内的照明灯具要求应符合照明设计师的设计理念，综合采用嵌入式筒灯、床边装饰灯/标准台灯、书桌工作和床头阅读专用灯。
- Lamps should use warm white bulbs throughout the guestroom, including desk lamps, bedside table lamps and reading lamps.
整个客房的照明灯具，包括书桌灯、床边灯和阅读灯，都必须采用暖白色灯泡。
- The entry foyer shall have a recessed ceiling fixture/s with compact fluorescent warm white bulb.
入口门廊要设有天花嵌入式灯具，配以暖白色节能荧光灯泡。
- The Closet shall have strip fluorescent lamps (warm white) concealed behind the slatted shelf downturn or 'front-skirt' to provide light downwards onto the hanging clothes and upwards into the closet 'hat-shelf' area.
壁橱板条架的下面或前沿，安装一个暗藏（暖白色）条形荧光灯，从上而下照亮壁橱内所挂衣服，以及从下而上照亮壁橱内的帽架区域。
- **Lighting design for guestrooms** will be recommended by Lighting Consultant and shall comply with all applicable national and local energy codes.
客房的照明设计将由照明顾问提供，并且要符合所有适用的国家和地方能源规定。

Level: 照明亮度

- **Refer to IHG Engineering Standards Manual 2005, Section 3.8 – Electrical.**
参见《IHG工程标准手册2005》，第3.8章节——电气。

(i) Electrical: 电气

- **Refer to IHG Engineering Standards Manual 2005, Section 3.8 for Electrical Power Outlets, Switching and Circuitry.**
电源插座、开关和回路，请参见《IHG工程标准手册2005》，第3.8章节。
- **Refer to APENDIX 'A' in this document for Guestroom Electrical Circuitry, switches and overhead lighting requirements.** Note: Exact locations of power outlets must be

coordinated with the interior design and furniture layout so that electrical cords are concealed from guest view.

关于客房回路、开关和顶灯要求，请参见本文件附录A。注意：具体电源插座位置必须与室内设计和家具布置相协调，以将电线隐藏于客人的视线之外。

- **Back-to-back power**, telephone, television or other electrical devices are not permitted between guestrooms. This will compromise the acoustic rating.
客房之间电源，电话，电视或其他电气装置不允许使用**背对背安装方式**。以保证防噪音等级不受影响。
- **Electrical devices** in adjacent guestrooms must be separated by a minimum of 150mm or by a wall stud.
相邻客房的**电气装置**，必须要有至少150mm的距离或一根墙龙骨的间隔。

(j) Closets: 壁橱

- **For closet rods and loose coat-hangers**, refer to IHG HEOS Catalogue for current recommended suppliers list. Include a stain or paint grade solid timber slatted shelf over.
壁橱挂衣杆和活动衣架，参见洲际酒店集团的《酒店设备和运行服务目录》中，目前所推荐的型号和供应商。包括着色或涂漆实心木隔板架。
- **All guestroom closets**, except at accessible guestrooms, must have solid or wood louvered doors stained or painted to suite the Interior Design scheme. Doors on closets preferably shall have hinged swinging doors; doors on closets wider than 1.2M or in restricted spaces can have horizontal sliding doors based on the interior design arrangement. Provide a full length framed mirror, minimum 450mm wide by 1.6M high adjacent to the dressing area in the guestroom.
所有客房壁橱，除了残障人客房，都必须采用着色或涂漆的实心门或木百叶门，以符合室内设计方案。壁橱门最好采用铰链平开门；根据室内设计安排，如果衣柜门宽度大于1.2M或者由于空间限制，则可采用水平移门。在客房穿衣区附近，安装一面带框的全身镜，至少450mm宽、1.6M高。
- **The minimum closet size** shall be 580mm deep (clear internal dimension) by 1.3M wide.
壁橱最小尺寸为580mm深（内部净深）、1.3M宽。
- **Closets** shall have the same carpet, stone, timber flooring and vinyl wall covering finishes as in the guestroom or guestroom foyer.
壁橱的地毯、石材、木地板，和乙烯基墙纸饰面，必须和客房或入口门廊一致。
- **Allow for iron, ironing boards and holders**. Refer to IHG HEOS Catalogue for current recommended suppliers list. Note: Irons shall have a safety switch that automatically shuts off the iron if it remains stationary for 15minutes.
预留放置熨斗、烫衣板和支架的空间。参见洲际酒店集团的《酒店设备和运行服务目录》中，目前所推荐的型号和供应商。注意：熨斗必须设有一个安全开关，如果熨斗持续静止15分钟，能够自动关闭电源。
- **In-room safes** are required of a size sufficient to secure a lap top computer. Refer to IHG HEOS Catalogue for current recommended model and suppliers. The safe should be mounted at eye-level (guest friendly position) and anchored to a shelf in the closet valet unit.
房间内保险柜的尺寸要求可容纳一台笔记本电脑。参见洲际酒店集团的《酒店设备和运行服务目录》中，目前所推荐的型号和供应商。保险柜必须安装于水平视线位置（方便客人的位置），固定于壁橱内衣物组合架的隔板上。
- **Built-in valet unit** is required in all closets to include draws, open pigeon holes, shoe rack and safe enclosure.

在所有壁橱内要求安装**衣物组合架**，包括抽屉、敞开搁架格、鞋架和保险箱格子。

(k) Windows and Sliding Glass Doors: 窗户及玻璃移门

- **Sliding windows and doors** must have an auxiliary locking device above the reach of children.
移动门窗必须在儿童触及不到的地方配置锁。
- **Window stops** are required to limit the opening to 100mm maximum.
要求设有最大开口宽度为100mm的**窗限位器**。
- **Floor-to-ceiling windows** require crash bars railings unless safety glass is provided.
除非安装有安全玻璃，**落地窗**都必须要求安装防撞栏杆。
- **All sills for exterior windows** shall be stone, cultured marble, solid surface or aluminum.
所有外窗的窗台应当采用石材，人造大理石，实心表面或铝制。

(l) Telephones: 电话

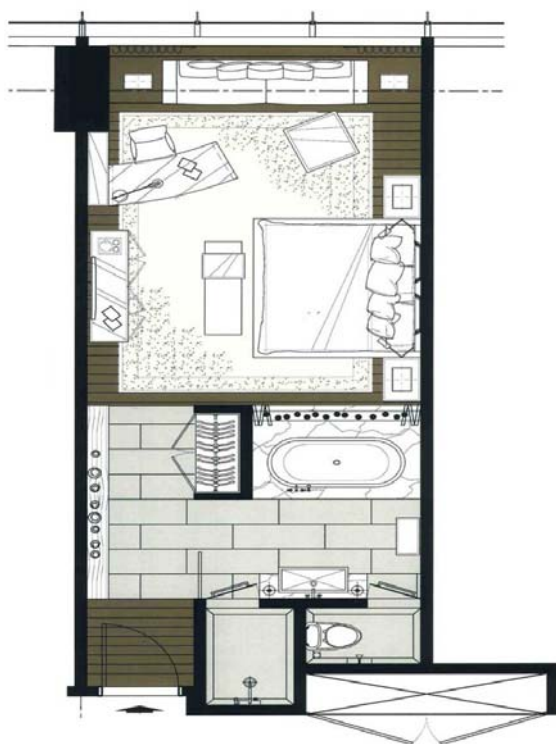
- **Telephones outlets** shall be provided at the desk, nightstand and bathroom in all guestrooms.
在所有客房内的书桌、床头柜旁和盥洗室都要有**电话接口**。
- **Each guestroom** shall be provided with two separate telephone lines, and two, two-line telephones.
每间客房内要求有两条独立的电话线，和两部双线电话。
- **Refer to IHG Engineering Standards 2005 Manual Section 3.13.5** for additional requirements for telephones and telephone systems.
关于电话和电话系统的附加要求，请参见《IHG工程标准2005手册》中，3.13.5章节。

4.2.3 Other其他

- Provide one 220V hair dryer in all Guestrooms and suites. Hair dryer shall be of compact design 1400W.
在所有客房和套房内，提供一个220V的电吹风。电吹风应当为1400W的紧凑型设计。

Guestrooms Layout 客房平面布置

Example 1: Standard 'King' Plan 例 1：标准大房平面



MANDATORY EQUIPMENT 必要设备

TWO 2-LINE TELEPHONES 两部双线电话

BATHROOM WALL TELEPHONE 盥洗室墙面电话

IN-ROOM SAFE 房内保险柜

ELECTRIC JUG 电水壶

ELECTRIC TORCH 手电筒

FULL LENGTH MIRROR 全身镜

MAGNIFYING MIRROR 放大镜

MIRROR DEFOGGER OVER VANITY 盥洗室台盆上镜子除雾器

SIDE AND OVER HEAD MIRROR LIGHTS 镜子旁边和顶部灯

RECESSED READING LIGHTS OVER BED 嵌入式床上阅读灯

HAIR DRYER (LOOSE) (活动) 电吹风

DIGITAL RADIO ALARM CLOCK 数字收音闹钟

MINI BAR (40L CITY & 60L RESORT) 迷你吧台柜 (市区酒店为 40L, 度假村为 60L)

IRONING BOARD 烫衣板

STEAM IRON 蒸汽熨斗

IRON ORGANIZER AND RACK 熨斗架

BUILT SPACE LUGGAGE RACK 行李架

INTERCONNECTING ROOMS TO HAVE: 连通房间必须有:

PORTABLE LUGGAGE RACK 便携式行李架

FURNITURE 家具

KING BED (BOXSPRING & MATTRESS)

大房床 (弹簧床垫)

NIGHT STANDS 床头柜

NIGHT STAND LAMPS 床头灯

DESK & RETURN 书桌及转角柜

ACTION DESK CHAIR 工作椅

VISITORS CHAIR AT DESK 书桌访客椅

DESK TASK LAMP 书桌灯

LOUNGE CHAIR & OTTOMAN 休闲椅和搁脚

BED END BENCH SEAT 床尾长凳

SIDE TABLE 角桌

FLOOR LAMP 落地灯

DRAPERY WITH VALANCE 窗幔窗帘

SHEER AND BLACKOUT CURTAINS 遮光帘

ARTWORKS (BED/LIVING AREA X 2)

艺术品 (床边/起居区域 X2)

ARTWORKS (BATH AREA X 1)

艺术品 (盥洗室区域X1)

NIGHT LIGHT/S 夜灯

ROBE & VALET DRAW UNIT 挂衣架和抽屉

MINI BAR CABINET (BUILT-IN OR FREE STA

迷你吧台柜 (固定式或活动式)

KEYCARD ACCESS 入门磁卡

ELECTRONIC DOOR LOCKS 电子门锁

ENTRY DOOR SECURITY BAR 进户门防盗链

ENTRY DOOR SECURITY VIEWER 进户门猫眼

ENTRY DOOR ACOUSTIC SEALS 进户门隔音条

ENTRY DOOR CLOSER 进户门闭门器

FIRE ESCAPE LOCATION PLAN 消防逃生示意图

BOSE WAVE MUSIC SYSTEM BOSE WAVE BOSE 音响系统

SEAKER & VOLUME CONTROL, WIRED TO RADIO/TV

连接收音/电视机的喇叭和音量控制系统、

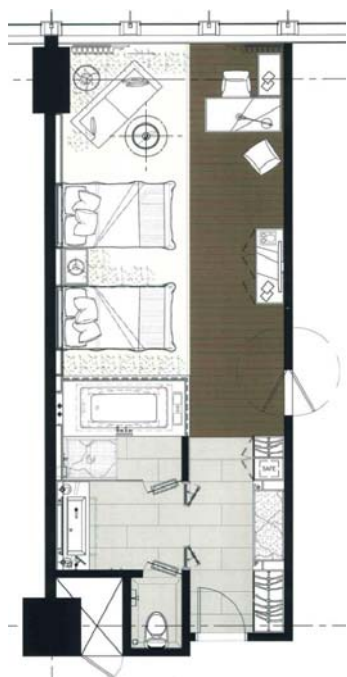
37" LCD TELEVISION 37" 液晶显示屏电视机

SINGLE LEVER BATH & SHOWER MIXER/SET

单柄浴缸和淋浴混合阀

Guestrooms Layout 客房平面布置

Example 2: Standard Double / Double Plan 例 2：标准双床客房平面



MANDATORY EQUIPMENT 必要设备

TWO 2-LINE TELEPHONES 两部双线电话

BATHROOM WALL TELEPHONE 盥洗室墙面电话

IN-ROOM SAFE 房内保险柜

ELECTRIC JUG 电水壶

ELECTRIC TORCH 手电筒

FULL LENGTH MIRROR 全身镜

MAGNIFYING MIRROR 放大镜

MIRROR DEFOGGER OVER VANITY 盥洗室台盆上镜子除雾器

SIDE AND OVER HEAD MIRROR LIGHTS 镜子旁边和顶部灯

RECESSED READING LIGHTS OVER BED 内嵌式床上阅读灯

HAIR DRYER (LOOSE) (活动) 电吹风

DIGITAL RADIO ALARM CLOCK 数字收音闹钟

MINI BAR (40L CITY & 60L RESORT) 迷你酒吧柜 (市区酒店为 40L, 度假村为 60L)

IRONING BOARD 烫衣板

STEAM IRON 蒸汽熨斗

IRON ORGANIZER AND RACK 熨斗架

BUILT SPACE LUGGAGE RACK 行李架

INTERCONNECTING ROOMS TO HAVE: 连通房间必须有:

PORTABLE LUGGAGE RACK 携带式行李架

FURNITURE 家具

D/D BEDS X 2 (BOXSPRING & MATTRESS)

双人床 X 2 (弹簧及床垫)

NIGHT STANDS 床头柜

NIGHT STAND LAMPS 床头灯

DESK & RETURN 书桌及转角柜

ACTION DESK CHAIR 工作椅

VISITORS CHAIR AT DESK 书桌访客椅

DESK TASK LAMP 书桌灯

LOUNGE CHAIR & OTTOMAN 休闲椅和搁脚凳

BED END BENCH SEAT 床尾长凳

SIDE TABLE 角桌

FLOOR LAMP 落地灯

DRAPERY WITH VALANCE 窗幔窗帘

SHEER AND BLACKOUT CURTAINS 遮光帘和窗纱

ARTWORKS (BED/LIVING AREA X 2)

艺术品 (床边/起居区域 X2)

ARTWORKS (BATH AREA X 1)

艺术品 (盥洗室区域X1)

NIGHT LIGHT/S 夜灯

ROBE & VALET DRAW UNIT 挂衣架和抽屉柜

MINI BAR CABINET (BUILT-IN OR FREE STANDING)

迷你酒吧柜 (固定式或活动式)

KEYCARD ACCESS 入门磁卡

ELECTRONIC DOOR LOCKS 电子门锁

ENTRY DOOR SECURITY BAR 进户门防盗链

ENTRY DOOR SECURITY VIEWER 进户门猫眼

ENTRY DOOR ACOUSTIC SEALS 进户门隔音条

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FIRE ESCAPE LOCATION PLAN 消防逃生示意图

BOSE WAVE MUSIC SYSTEM BOSE WAVE BOSE 音响系统

SEAKER & VOLUME CONTROL, WIRED TO RADIO/TV

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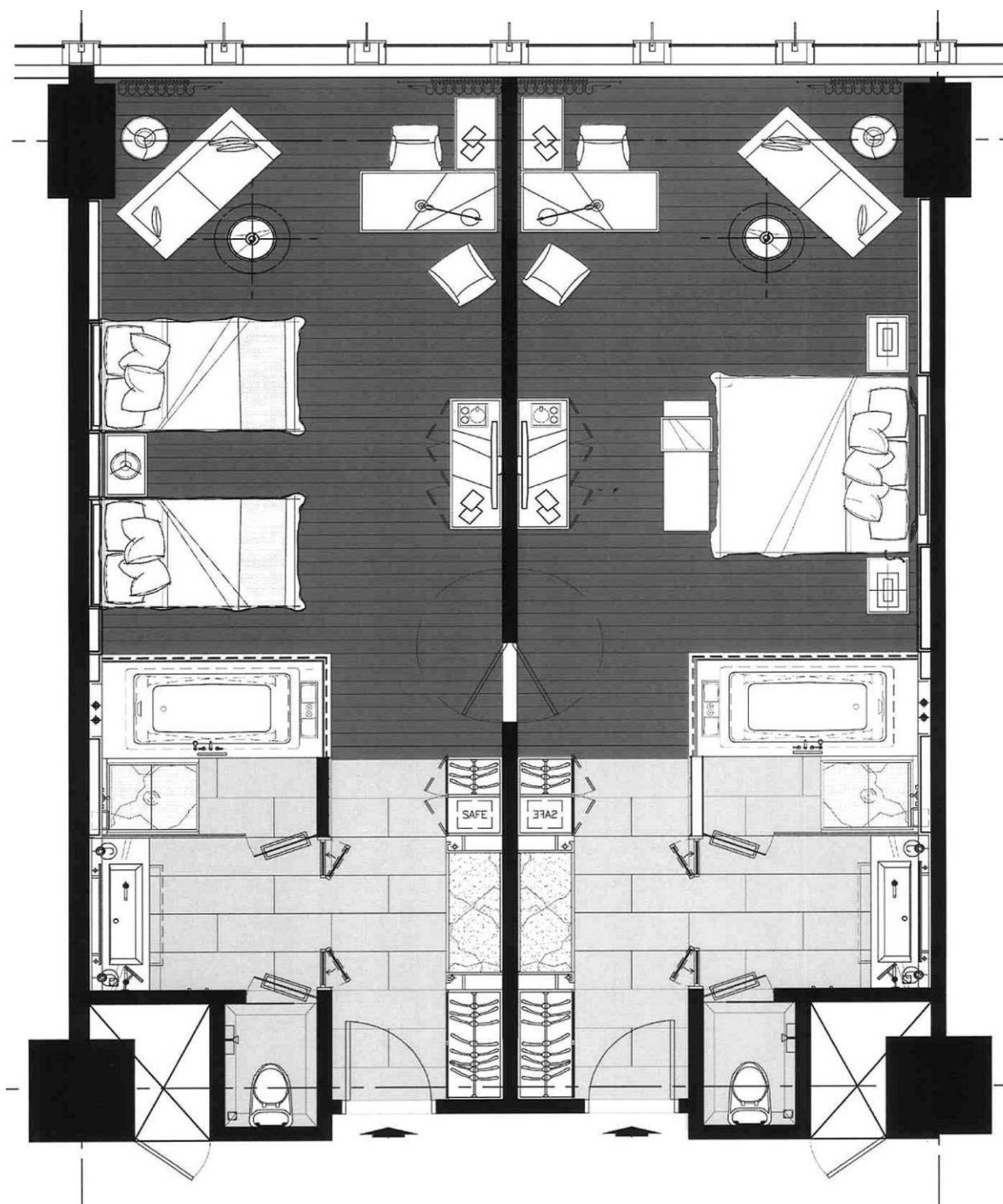
37" LCD TELEVISION 37" 液晶显示屏电视机

SINGLE LEVER BATH & SHOWER MIXER/SET

单柄浴缸和淋浴混合阀

Example 3: Standard King/Double-Double Plan

例 3：标准大房 / 双床客房平面图



4.3 Suites 套房

4.3.1 Suite Interior Design Objective 套房室内设计目标

The suite rooms are to exceed the quality of the standard room in materials, finishes and FFE. The design of the suites shall be distinguished from standard guestrooms using multiple modules in accordance with the IHG Facilities & Area Design Program.

套房内材料、饰面和家具、设施及设备的质量，都必须超过标房的标准。套房的设计必须要和标准客房的设计有所区别，采用符合《IHG 设施和区域设计方案》的多种式样。

The majority of customers requiring space larger than a typical guest room will use a suite for business entertainment purpose. To a lesser degree, heads-of-state or celebrities will also use the space as accommodation only. To satisfy the perceptions and the functional needs of these two distinct customer profiles requires both showmanship and practicality. Despite the frequency of use being lower than typical guestrooms, the suite rooms should be a facility that meets all of the functional requirements, and provides the guest with a level of positive experience and perceptions that are marketable. The suite guest's positive experience is a cumulative result of many features and amenities, but there should be a sufficient number of unique features to create excitement, comment and memorability.

大多数要求比一般客房更大空间的客人，都会选择套房，以达到商务娱乐的需要。还有较少的情况下，国家首脑或名人，也会选择这样的空间只是用来住宿。为了满足这两种独特的客人，对于客房功能和感觉上的要求，既需要装饰技艺的匠心，也需要功能实用的能力。尽管套房入住率低于普通客房的入住，但是套房内的设施必须满足所有功能使用的要求，能为客人提供具有市场竞争力的、高品质的服务。这些服务是通过各种设施和环境氛围的累积来体现的，但同时还需要有一些独特的设施可为客人带来精彩、值得回忆的入住体验。

4.3.2 Items and Features 套房内设施项目

For Consideration to Enhance the Marketability of Suites

为增强套房的市场竞争力，需考虑以下项目：

(a) Bathrooms 盥洗室

- Separate walk-in robe / dressing area
独立的可走入式衣柜 / 穿衣化妆区域
- Generous double basin vanity
大型双台盆
- Decorative wall sconces at vanity
台盆上安装装饰壁灯
- Towel warming rack
毛巾加热架
- Make-up area with Portable hair dryer
化妆区，安装有便携式吹风机
- Full length mirrors
全身镜
- Oversized showers with seats
特大型淋浴间，配有座椅
- Bidet

净身盆

- **Sauna**
桑拿
- **Oversized Jacuzzi or special tubs**
特大型按摩浴缸或特殊浴缸
- **Television viewing from tub**
在浴缸内观看的电视
- **Television mounted in vanity mirror wall**
安装于台盆镜墙面的电视机
- **Marble, granite finish for floor, vanity and tub enclosure**
地面、台盆和浴缸周边，使用大理石、花岗岩材料
- **Radio/television speaker in bathroom with volume control**
盥洗室内安装可进行音量调控的收音 / 电视机扬声器
- **Magazine rack in toilet**
厕所内设置杂志架
- **Lavish use of mirrors**
丰富的镜子装饰
- **Skylights**
天窗
- **His / her bath / toilet area with a common lavatory / dressing space**
单独男女浴室 / 厕所区域，带有公用的化妆区域
- **Special linens**
特殊布草
- **Artwork / plants / decorative accessories**
艺术品 / 植物 / 装饰附件
- **Electric shoe buffer**
电子擦鞋器
- **Hand-held type shower unit (this is not to replace regular shower head)**
手持式淋浴装置（并不是替代普通花洒）
- **Under-counter towel shelving**
台盆下毛巾架

(b) Bedrooms 卧室

- **Beds on a platform**
床铺位于地台上
- **Canopy beds**
床铺设置床帏
- **Wet bar with refrigerator**

带冰箱的吧台

- Chaise lounge or lounge chairs with ottoman
休闲沙发或休闲椅，带有搁脚凳
- Small love seat
小型双人沙发

(c) Entry 入口处

- Oversized entry door
特大型进户门
- Change in entry flooring material
入口处地面材料的变化
- Enlarged closet areas
扩大壁橱面积

(d) Parlor 客厅

- Variation in standard ceiling heights (coffers, clerestory windows, barrel vaults, skylights, mirrored or wood ceiling)
标准天花高度的变化（藻井天花、高侧窗、桶形穹顶、天窗、镜面或木质天花）
- Stylish decorative cornice, bulkheads and crown moldings
装饰时尚的顶角线、天花跌级和挂画线
- Custom wall finishes – wallcovering, mirror, fabric, wood paneling
定制的墙饰面—墙纸、镜子、布艺、木饰面板
- Custom floor finishes – Persian, Hand Tufted carpet. Hardwood, marble, granite, travertine with ‘inset’ or ‘top-set’ area rugs
定制的地饰面—波斯毯、手工织花地毯。硬木、大理石、花岗岩，洞石配以“嵌入式”或“铺盖式”区域小地毯。
- Unique window treatments – sliding decorative panels, shoji screens, timber adjustable louvers, wood-weave blinds etc
独特的窗户处理—装饰性移动面板、日式拉移屏风、木制可调节百叶、木编窗帘等
- Furnishings, fixtures and other elements
家具、设施等其他物件
 - i) Billiard or backgammon/chess/mahjong table
台球或西洋双陆棋 / 国际象棋 / 麻将桌
 - ii) Bose entertainment centre with concealed speakers
Bose娱乐中心，带有隐藏式扬声器
 - iii) 37" LCD television including DVD player
37" 液晶电视机，包括DVD播放器
 - iv) Piano
钢琴
 - v) Collections of anything – Chinese porcelains, antique vases etc with security enclosures as appropriate
其他一些收集品—中国瓷器、古董花瓶等，并设有适当的安全维护。

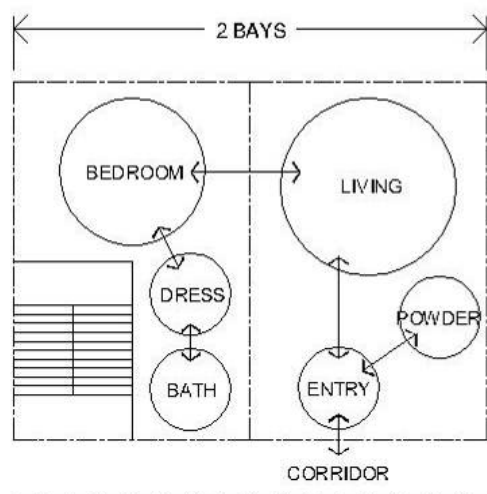
- vi) Large scale artwork with concealed illumination
大型艺术品摆设，并设有隐藏式照明
- vii) Large scale sculptures on pedestals with concealed illumination
安装于基座上的大型雕塑，并设有隐藏式照明
- viii) Allow for a selection of decorative light fixtures and concealed fittings to be on dimming control switch
可以选择各种装饰性的照明灯具及隐藏式的配件，并带有调光开关。

The following Suite space relationship diagrams are indicative only to assist the Interior Designer in the correct allocation of room bays and relationships with interconnecting rooms.
以下套房区域关系表仅为指导和辅助室内设计师，正确分配房间区域和连通房间之间的关系。

4.3.3 Junior Suite 小型套房

One and a half bays or odd shaped room modules that can be used as a studio room with shared living and bedroom areas or with separate bedroom.

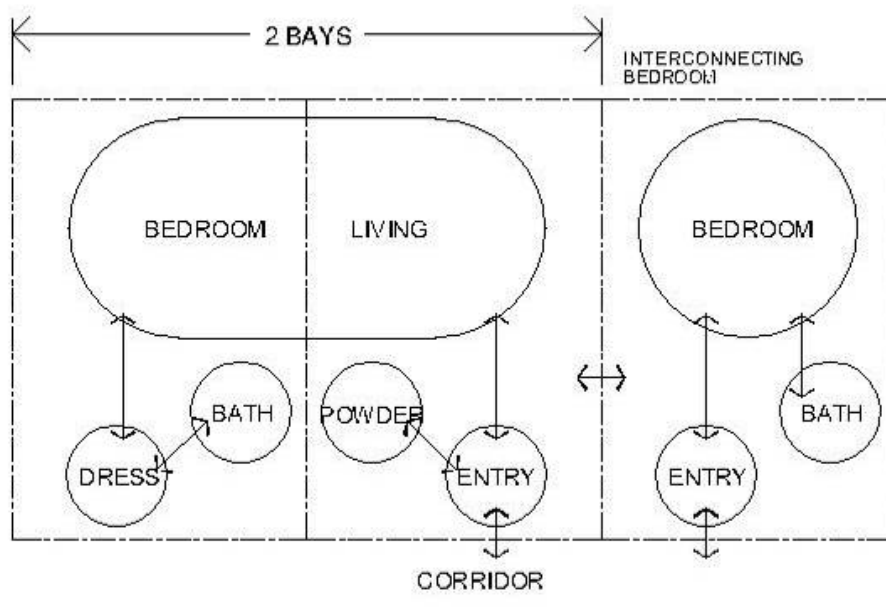
一个半房间结构分隔的空间或特异形状的空间，可以设置成个工作间，附带共享起居和卧室区域，或者带有独立卧室。



4.3.4 Executive Suite 行政套房

Two bays minimum with one bay dedicated as master bedroom and the other bay for seating and entertainment. This can connect into a double/double guestroom.

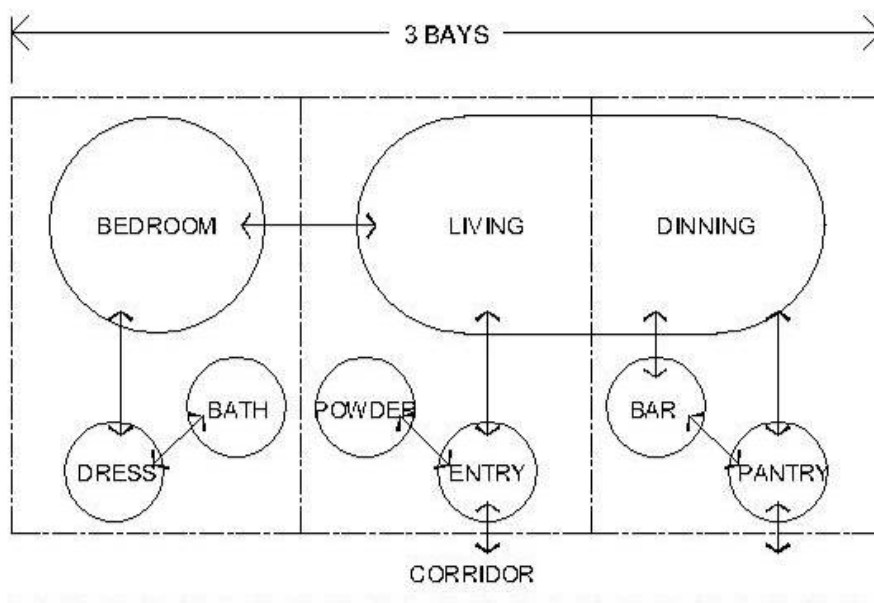
两个自然结构分隔空间，至少要有一个分隔间可以专门用作主卧室，并且另一个分隔间作为休息娱乐区域。它们可以与一个双床客房连通。



4.3.5 Deluxe Suite 豪华套房

Three bays in total, with one dedicated 'king' bedroom and two bays of seating, dining and entertainment arrangements, with connecting door to a double/double guestroom.

总共由三个自然结构分隔间组成，一个分隔间专门作为大房卧室区，另两个空间作为休闲、吃饭及娱乐区域，有连通门连接至一间双床客房。



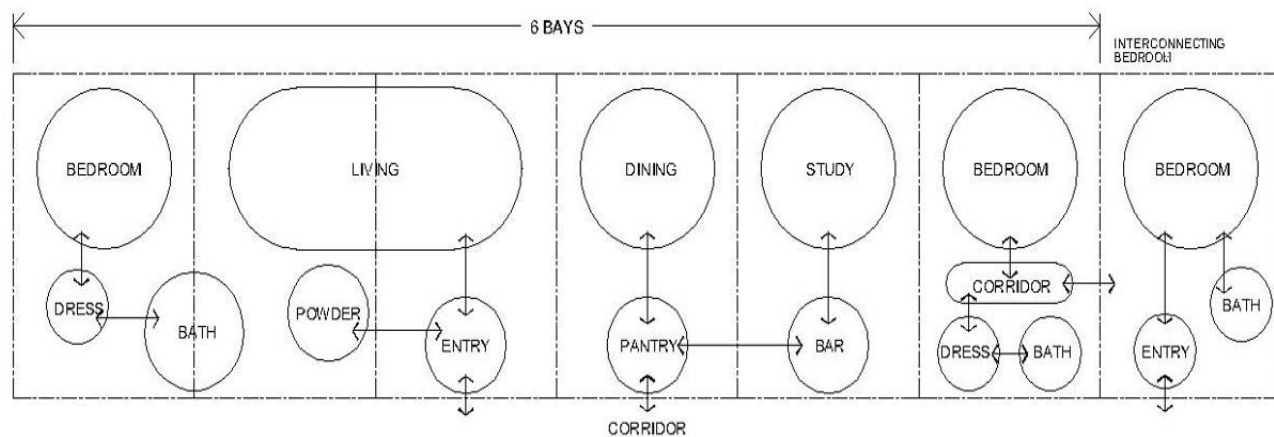
4.3.6 Presidential Suite总统套房

The Presidential Suite shall be six bays and provide a master bedroom in one bay with en-suite bathroom/walk-in robe. Three bays of living area seating/dining/entertaining arrangements, adjacent to two bays providing a study/utility room and second bedroom/en-suite bathroom with connecting door to double/double guestroom.

总统套房由六个自然间组成，一个自然间作为主卧室，带有主卧配套专用盥洗室和走入式衣柜。三个自然间作为起居室，安排休闲/吃饭/娱乐区域，邻近的两个区域可作为书房/工作间以及次卧，次卧配套专用盥洗室，并连通门连接至双床客房。

The kitchen/pantry shall have a full size refrigerator, double bowl sink, under-counter ice maker and additional kitchen equipment selected by the food service consultant as required to provide 'full-service' catering.

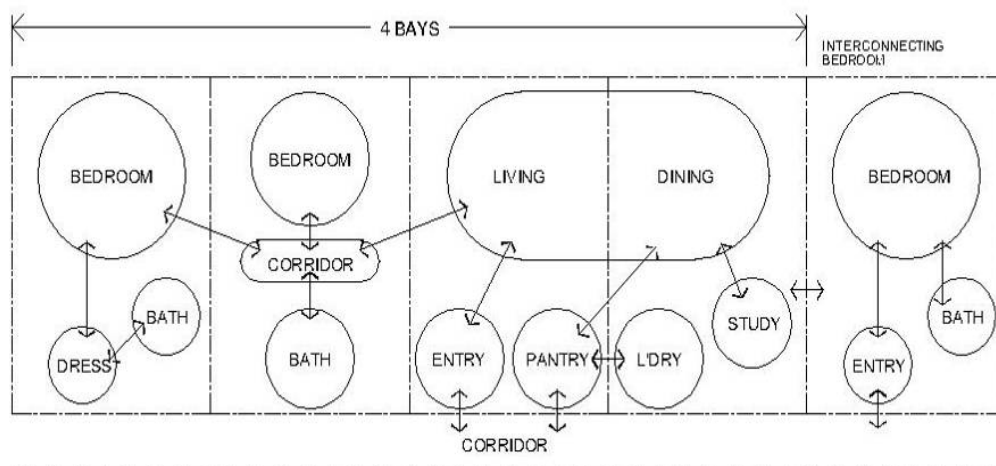
为了满足提供餐饮全面服务的需求，厨房/备餐室应配备，由食品服务顾问根据需求所选择的，标准尺寸的冰箱，双水槽、台盆下制冰机以及厨房附加设备。



4.3.7 G.M. Apartment 总经理套房

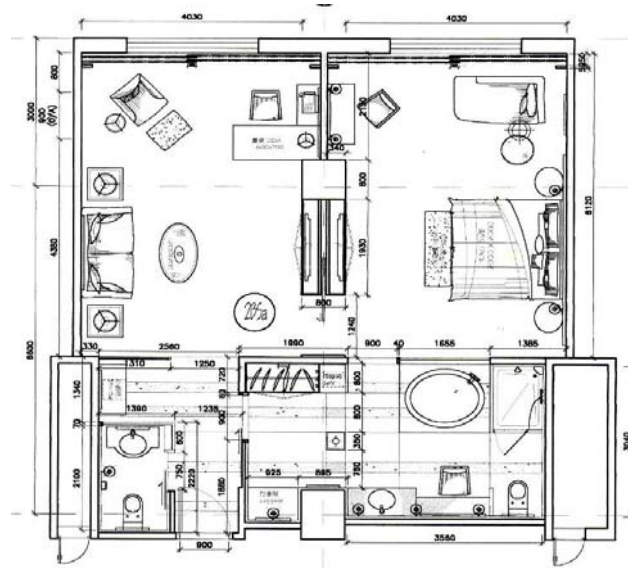
Three bays total, with one bay dedicated for master bedroom, two bays for seating, dining, and entertaining arrangements and a connecting door to a double/double guestroom.

总共有3个自然间，一个自然间专门作为主卧，另外两个自然间作为休闲、吃饭和娱乐区域，有连通门连接至双床客房



4.3.8 Example Suite Layout 套房平面布置样板

2-Bay Executive Room Plan 2房的行政套房



FURNITURE 家具

KING BED (BOXSPRING & MATTRESS)

大房床（弹簧床垫）

NIGHT STANDS 床头柜

NIGHT STAND LAMPS 床头灯

DESK & RETURN 书桌和转角柜

ACTION DESK CHAIR 工作椅

VISITORS CHAIR AT DESK 书桌访客椅

DESK TASK LAMP 书桌灯

LOUNGE CHAIR & OTTOMAN 休闲椅和搁脚凳

BED END BENCH SEAT 床尾长凳

SIDE TABLE 角桌

FLOOR LAMP 落地灯

DRAPERY WITH VALANCE 窗幔窗帘

SHEER AND BLACKOUT CURTAINS 遮光帘和窗纱

ARTWORKS (BED/LIVING AREA X 2)

艺术品（床边/起居区域 X2）

ARTWORKS (BATH AREA X 1)

艺术品（盥洗室区域X1）

NIGHT LIGHT/S 夜灯

ROBE & VALET DRAW UNIT 挂衣架和抽屉柜

MINI BAR CABINET (BUILT-IN OR FREE STANDING)

迷你酒吧柜（固定式或活动式）

MANDATORY EQUIPMENT 必要设备

TWO 2-LINE TELEPHONES 两部双线电话

BATHROOM WALL TELEPHONE 盥洗室墙面电话

IN-ROOM SAFE 房内保险柜

ELECTRIC JUG 电水壶

ELECTRIC TORCH 手电筒

FULL LENGTH MIRROR 全身镜

MAGNIFYING MIRROR 放大镜

MIRROR DEFOGGER OVER VANITY 台盆上镜子除雾器

SIDE AND OVER HEAD MIRROR LIGHTS 镜子旁边和顶部灯

RECESSED READING LIGHTS OVER BED 内嵌式床上阅读灯

HAIR DRYER (LOOSE) (活动) 电吹风

DIGITAL RADIO ALARM CLOCK 数字收音闹钟

MINI BAR (40L CITY & 60L RESORT) 迷你吧台柜（市区酒店 40L，度假村为 60L）

IRONING BOARD 烫衣板

STEAM IRON 蒸汽熨斗

IRON ORGANIZER AND RACK 熨斗架

BUILT SPACE LUGGAGE RACK 行李架

INTERCONNECTING ROOMS TO HAVE: 连通房间必须有：

PORTABLE LUGGAGE RACK 便携式行李架

KEYCARD ACCESS 入门磁卡

ELECTRONIC DOOR LOCKS 电子门锁

ENTRY DOOR SECURITY BAR 进户门防盗链

ENTRY DOOR SECURITY VIEWER 进户门猫眼

ENTRY DOOR ACOUSTIC SEALS 进户门隔音封条

ENTRY DOOR CLOSER 进户门闭门器

FIRE ESCAPE LOCATION PLAN 消防逃生示意图

BOSE WAVE MUSIC SYSTEM BOSE 音响系统

SEAKER & VOLUME CONTROL, WIRED TO RADIO/TV

连接收音/电视机的扬声器和音量控制系统、

37" LCD TELEVISION 37" 液晶屏电视机

SINGLE LEVER BATH & SHOWER MIXER/SET

单柄浴缸和淋浴混合阀

4.4 Club Floor Guestrooms 俱乐部楼层客房

Club floor guestrooms shall be distinguished from standard guestrooms by services and amenities. Case goods may be the same as standard guestrooms, but the FF&E decor package must be different (by design and colourway) to differentiate club floor guestrooms from standard guestrooms.

俱乐部楼层客房应该从服务和舒适度上超越标准客房。木制品可以和标准客房内的相同，但是活动家具的饰面必须和标准客房不同（设计和颜色上有所不同），以便区分俱乐部楼层和标准客房。

Provide different sanitary fixtures and fittings with different finishes to distinguish the design in the Club Room bathrooms from the standard guestrooms.

安装不同饰面的卫生洁具等设备，以区分俱乐部楼层房间盥洗室和标房盥洗室的不同设计。

4.5 Guest Bathrooms 客房盥洗室

4.5.1 Minimum Requirements 最低要求

- (a) **All standard guest bathrooms** shall have a full-size bathtub and oversized shower a water closet and a hand basin. Minimum size of bathroom with four (4) fixtures is 2.5M x 3.2M = 8m² in new construction and 2.0M x 2.5M = 5m² in existing buildings. Minimum ceiling height is 2.2M.

所有客房盥洗室要有一个标准尺寸的浴缸和超大尺寸的淋浴设施、抽水坐便器和洗手盆。容纳这四件套的盥洗室最小尺寸为：新建项目2.5M x 3.2M = 8m²，旧有建筑2.0M x 2.5M = 5m²。天花最低高度为2.2M。

- (b) **Bathrooms in suites (Presidential, Executive, Deluxe and Junior)** are to be upgraded in size, fittings and finishes from the typical guest bathrooms.

套房内的盥洗室（总统套房、行政套房、豪华套房和小型套房），在尺寸、装备和饰面等方面，都必须比普通客房盥洗室高级。

- (c) **Provision** should be made in suites for upgraded plumbing fixtures, vanities, Jacuzzi bathtubs, stall showers, as well as special plumbing fittings and toilet amenities and accessories.

套房盥洗室内，都必须采用高档次的给排水设施、盥洗设备、按摩浴缸、淋浴房，以及特殊给排水设施和厕具用品及配件。

4.5.2 Materials, Construction and Finishes 材料、施工和饰面

- (a) **Floors:地面**

- **Provide a 400mm or larger** stone or ceramic tile with a non-slip finish with a minimum static coefficient of friction of 0.6 and colored grout as selected by the Interior Designer. Provide a marble threshold with beveled edges at bath door. Refer to Supplementary Design Reference for shower door threshold details

铺设400mm或更大的防滑饰面石材或瓷砖，最小静态摩擦系数为0.6，并由室内设计师所挑选的彩色水泥浆灌缝。盥洗室门口采用大理石门槛，并做倒边。参见《补充设计说明》中，关于淋浴房门槛的详细说明。

- (b) **Skirting;** corresponding stone or ceramic tile.

踢脚：相应的石材或瓷砖

- (c) **Walls:墙面**

- **If not masonry construction** provide water resistant gypsum board at all stone or ceramic tile shower and tub surrounds.

如果不是砖墙结构，则在所有石材或瓷砖饰面的淋浴和浴缸周围，设防水石膏板。

- **400mm x 400mm glazed ceramic tile with white grout** is required on the walls of shower stalls and around bathtubs. The tile must extend one full course beyond the bath and shower enclosure at each end, and from the top of the tub to the underside of the ceiling.

淋浴房墙面和浴缸周围要求用400mm x 400mm的光滑釉面瓷砖和白色水泥砂浆灌缝。瓷砖贴面必须超出浴缸和淋浴房每端的外边沿，向外延伸一层砖，并从浴缸顶面至天花板底。

- **Caulk all** inside corners of shower enclosures, counter tops, between back splash and vanity plate glass mirror, plumbing fixtures, (to include the base of the water closet) and where vinyl wall covering meets dissimilar materials (base, ceiling surfaces, ceramic tile, etc.).

在淋浴房围墙内角，台面，防溅板及玻璃镜，卫浴管道设施（包括坐便器的底座），以及乙烯基墙纸与不同材料的连接处（基座，天花表面，瓷砖面等）等所有部位，**嵌缝以防漏**。

- **Note:** Use of any wall finish material other than stone or ceramic in guest bathrooms must be approved by IHG Design & Engineering.

注意：客房盥洗室内使用非石材或瓷砖的墙面饰材，都必须由洲际酒店集团的“设计&工程”部批准。

- **If masonry walls are** not provided use fire retardant wood blocking for use in fixing all wall hung items such as grab bars.

如果未采用石材类墙面，则安装所有如把手之类附墙部件，都必须使用防火木块。

(d) Ceiling: 天花

- **Suspended gypsum board** with two coats of semi gloss paint.
石膏板天花吊顶刷二度亚光涂料。
- **Access panels** must be corrosion resistant with stainless steel frames.
检修口必须防锈并带有不锈钢框。

(e) Doors: 门

- **Solid core, paint grade finish.**
实心、油漆饰面
- **Minimum door size:** 760mm x 2.1M [Minimum 810mm clear opening at disabled guestrooms. Doors to be under-cut 15mm for return air.
门的最小尺寸：760mm x 2.1M[残障人士房间，最小门洞尺寸为810mm]。门下留缝15mm，以便空气流通。

(f) Hardware: 五金

- **Lever handle privacy latchsets** are required.
要求采用带伸缩锁舌的执手锁。
- **Door stops** type and finish to be selected by ID and mounted on the door or wall. Floor mounted door stops are not allowed.
门碰的型号和饰面由室内设计师选择，镶于门或墙上。不得使用固定于地上的门碰。
- **1-1/2 Pairs of hinges** are required on each door.
每扇门都必须安装1-1/2对铰链

- **All bath door hardware must** match the finish of faucets and accessories on interior side of bath door, and be compatible with the guestroom hardware on guestroom side of bath door.
所有盥洗室门五金，内侧都必须和水龙头及卫浴配件饰面相匹配，外侧，也要与客房五金相协调。

(g) Lighting:照明灯具

Type:类型

- **Guest bathrooms** shall have two incandescent wall sconces, located one on each side of the vanity mirror with one recessed down light centered over the basin.
在客房盥洗室，要安装两个白炽壁灯，设置在装饰镜两边各一个，同时，在台盆上天花中间位置安装一个嵌入式筒灯。
- **Additional recessed down lighting** (vapor proof) over the tub and shower enclosure shall be provided where necessary to maintain minimum required light levels. Refer to IHG Engineering Design Criteria.
要在浴缸或淋浴房上面增加额外的嵌入式筒灯（防蒸汽），以保证达到最低照明要求。参见《IHG工程设计标准》。

Level:照明等级

- **Refer to IHG Engineering Standards 2005 Manual, page 103 for required LUX levels.**
参见《IHG工程标准手册2005》，第103页所要求的照明LUX等级。

(h) Power Requirements:电力要求

- **Provide** one multi voltage shaver outlet with ground fault circuit interrupter adjacent to the basin for use by guests.
在洗脸盆附近，安装一个带电路故障接地断流器的多电压剃须器，供客人使用。
- **Provide** one 220V 10 amp circuit to supply one hair dryer in all guestrooms and suites. Hair dryer shall be of compact design, 1400W express cold shot, 2 heat, 2 speed and airflow settings with easy clean filter. Refer IHG Procurement for current Recommended Suppliers List.
在所有客房和套房内，配备一条220V 10安培的电路给电吹风。电吹风应为紧凑型设计，1400W急速冷风、2级热度、2档吹风速度，带有便于清洗的过滤网。参见《IHG采购》中，目前的“推荐供应商列表”。

4.5.3 Special Requirements 特殊要求

- (a) Provide solid** natural stone, granite or toughened glass vanity tops with white china bowl (under-slung or top mounted) and minimum 100mm back and side splashes. The vanity shall be minimum 560mm deep and 1.5M minimum in length). ‘Reconstituted stone’ or ‘cultured marble’ vanity tops are not acceptable.
使用实心天然石材、花岗岩或者强化玻璃洗脸盆台面，带陶瓷台盆（下挂式或顶置式），并设有至少100mm的背面及侧面的防溅板。梳洗台最小尺寸为560mm深，1.5M长。梳洗台面不得使用“再生石材”或“人造大理石”。
- (b) Basin top** shall be set at 800mm above floor. Where interior design concept has basin mounted on vanity top, reduce height of vanity accordingly.
台盆顶部应当距离地面800mm。当设计要求台面顶置式洗手台盆时，请相应地降低台面高度。
- (c) An apron** shall be provided of sufficient depth to hide plumbing (approximately 230mm; however, handicapped bathrooms will require different dimensions). The material must be the same as the counter top.
应设置一个有足够深度，能有效隐藏管道系统的挡板（大约230mm；但是残障人士所用的盥洗室要求不同尺寸）。所用材料必须和台面所用的相同。

- (d) **Telephones** shall be mounted adjacent to the water closet at 1M off FFL. Ensure the telephone cord is concealed behind the phone mounting receptacle.
电话应当安装在坐便器旁，距离地饰表面以上1M处的位置。确保电话线隐藏于电话插座后。
- (e) **Provide two** (2) robe hooks in the bathroom. Finish and selection of hook style by Interior Designer.
在盥洗室内**安装两个**挂衣钩，由室内设计师选择饰面和挂钩样式。
- (f) **Provide retractable clothes line** in polished stainless steel over bath or in shower enclosure. Refer IHG Procurement for current Recommended Suppliers List.
在浴缸或淋浴房，**安装可收缩挂衣绳**，抛光不锈钢表面。参见《IHG采购》中，目前的“推荐供应商列表”。
- (g) **Towel rack** (in chrome finish) or stone or ceramic shelf over the bath either mounted to wall or recessed minimum 610mm wide. Alternative materials such as glass and solid surface material to match the vanity are also acceptable.
在浴缸上面，**安装毛巾架**（镀铬饰面）或石材、瓷砖架，可以安装于墙面，也嵌入墙面至少610mm宽。亦可采用和台盆饰面相配的，其他材料，如玻璃和实心面材等。
- (h) **Soap Dishes:** Preferably recessed into wall in same material as wall finish. Avoid china inserts.
皂碟：通常为嵌入式安装于墙面上，材料与墙面饰材相同。避免嵌入瓷器皂碟。
- (i) **Grab Bar:** 460mm long vertical grab bar mounted above the outer edge of the tub is recommended to help prevent slipping by guests when entering and exiting the tub.
扶手：为防止客人在进出浴缸时滑倒，建议在浴缸外边沿上部，安装长460mm的垂直扶手。
- (j) **Wall mirror:** The vanity mirror for all new construction shall be a framed, decorative mirror. (Refer to Décor and FF&E Standards.) The mirror shall extend from the top of the basin counter backsplash to the underside of the ceiling and shall extend the full width of the counter. The mirror shall be glued with mastic or attached in some other manner without exposed clips or fasteners. Provide anti demisting heating element to be installed at head height above basin.
墙面镜：所有新建项目中的标准梳妆镜，应是带框的装饰镜（参见《装饰及活动家具设施标准》）。镜子的范围，应该从洗脸台背面防溅板顶部，到天花底部，并且与台面等宽。镜子要用胶粘剂粘合或用其他不外露出夹子或扣件的方法固定。镜子防雾加热器，安装在台盆上方人的头部高度位置。
- (k) **Toilet tissue dispenser:** To be selected by Interior Designer to match the sanitary fittings.
厕纸架：由室内设计师选择与卫生洁具匹配的装置。
- (l) **Facial tissue dispenser:** Provide a box cover to be placed on vanity – to be selected by interior designer to complement the accessories.
面纸盒：台盆上放置一个面纸盒，由室内设计师选择匹配装置
- (m) **Towel Bar:** Chrome fitting 610mm long, ideally mounted on a wall adjacent to the basin. Towel bar shall be mounted so that towels do not cover switches or receptacles. To be selected by Interior Designer to match the sanitary fittings.
毛巾架：610mm长，镀铬饰面，最好安装于靠近台盆的墙面上。安装毛巾架的位置必须防止所挂的毛巾遮盖开关或插座。由室内设计师选择，匹配卫生洁具装置。
- (n) **Wall mounted make-up / shaving mirror.** Refer IHG Procurement for current recommended suppliers.
壁式梳妆镜/剃须镜。参见《IHG采购》中，目前的“推荐供应商列表”。

- (o) **All accessories** shall be polished chrome.
所有配件都必须为抛光镀铬饰面。

4.5.4 Bathroom Plumbing Fixtures 盥洗室给排水装置

- (a) **Basin**; under vanity white vitreous china bowl, or above vanity white vitreous china bowl as per interior design.

台盆：根据室内设计要求的白色玻璃瓷台下盆或台上盆。

- Single lever faucet: Kohler Fairfax K-12182PC, polished chrome faucet, or equal, with pop-up drain and flow restrictor.
单手柄：型号为科勒Fairfax K-12182PC，抛光镀铬饰面龙头，或者同等的饰面，带有弹出式排水和限流器。
- Widespread faucet: American Standard Cadet Prestige model 2280.232, or equal.
花洒龙头：美标Cadet Prestige model 2280.232，或与之同等的型号。
- All exposed plumbing shall be either polished stainless steel or chrome plated.
所有外露的卫浴管线必须是抛光不锈钢或镀铬。

- (b) **Toilet (WC)**: White vitreous china, floor mounted tank type, power flush, elongated siphon jet bowl with white solid plastic open front seats, cover, and check hinges; low flow, dual flush toilets or as required by local codes: Kohler Wellworth K-3422, or equal.

坐便器（WC）：白色陶瓷，地面安装带水箱式，动力冲水，拉长式虹吸冲力恭桶，带前端敞开式白色实心塑料坐垫、桶盖及铰链；低水流，双重冲水或根据当地法规要求：科勒Wellworth K-3422，或与之同等的型号。

- (c) **Tub Enclosure**: 1.65M x 800mm x 450mm deep white enameled cast iron tub only with slip resistant surface and floor outlet: Kohler K-715/716 “Villager”, or equal. Single handle pressure balanced control anti-scald valve Kohler KT-12007-4S-CP/K-304-K, or equal with Sloan AC-11 shower head or equal.

浴缸：只能采用1.65M x 800mm x 450mm深白色搪瓷铸铁浴缸，带防滑表面和底部出水口，型号为：科勒 K-715/716 “Villager”，或与之同等的型号。科勒 KT-12007-4S-CP/K-304-K单柄防烫压力平衡控制阀，或与之同等的型号，以及Sloan AC-11淋浴喷头，或与之同等的型号。

- (d) **Shower Enclosure**: 淋浴房

- 900mm x 1M minimum with marble, granite or ceramic tiles on walls / floors; slip resistant floor finish; tempered frameless glass door with quality chrome combination pull / push handle & towel rail. Provide stone seat where possible and where shower enclosures are larger than the minimum stated.
最小为900mm x 1M，墙面/地面为大理石、花岗岩或瓷砖饰面；防滑地饰面；钢化无框玻璃门，门上安装高品质的镀铬推/拉门把手和毛巾架多用杆。在合适的地方、并且淋浴房尺寸大于最小尺寸时，可以安装石制座椅。
- Provide full length shelf preferably recessed alcove to take soap, shampoo and conditioner.
安装标准长度的层架，最好为嵌入式壁龛安装，以放置肥皂、洗发液和护发素。
- Lighting to be single fluorescent (vapor resistant type), down light above shower.
照明采用单个荧光灯（防蒸汽），在淋浴室上方。
- Shower Threshold: 20mm high curbed stone hob to shower enclosure with chamfered edge with fall back into shower. Refer to example detail in the IHG Supplementary Design Reference.

淋浴房门槛：20mm高石材门槛，向淋浴房内倒边，以便水流回淋浴房。实例详见《IHG补充设计资料》。

- (d) **Shower Head:** With hand held option, pressure balanced anti-scald control valve, Kohler model KT-12014-4-CP/K-304-K, or equal, and Sloan No. AC-11, or equal, refer IHG Procurement for current Recommended Suppliers List, shower head mounted 1.98M above shower floor. Pulsating type residential shower heads are not accepted.

淋浴喷头：可手持式、压力平衡防烫控制阀，型号为科勒KT-12014-4-CP/K-304-K，或与之同等的型号，以及Sloan No. AC-11，参见《IHG采购》中，目前的“推荐供应商列表”，淋浴喷头安装于淋浴地面上1.98M高的位置。不得使用脉动型家用淋浴喷头。

4.6 Fire and Life Safety 消防及人身安全

Refer to section 8 for further details.

更多细节，请参见第八部分

- (a) Fuel-burning fireplaces are not permitted in guestrooms.
客房内不得采用烧燃料的壁炉。
- (b) A non-flammable and washable waste bin is required in all guestrooms.
所有客房内要求放置一个不易燃的、可洗的垃圾箱。
- (c) Irons in guestrooms must be provided with timed safety cut-out facility and be attached to the ironing board.
客房内的熨斗，必须装有定时安全关闭装置，并且与烫衣板配套使用。
- (d) Candles or nightlights (with the exception of electric nightlights) must not be placed in guestrooms.
客房内不得放置蜡烛或夜灯（除了电子夜灯外）
- (e) All cribs / cots must be of commercial quality and meet IHG Design & Engineering requirements.
所有的婴儿床/摇篮，必须为商业等级，并符合《IHG 设计和工程》的要求。
- (f) Balconies and any roof to which people have access must be provided with a permanent barrier where it is necessary to protect people in or about the building from falling. The barrier must be robust and difficult for children to climb. It must be at least 1.1M high and, where vertical rails are used to form the barrier; the space between the rails must not exceed 100mm.
阳台和可进入的屋顶，都必须安装永久性的围栏，防止建筑物内及周围的人跌落。围栏必须坚固并且不易被儿童攀爬。围栏的高度至少为 1.1 米高，并且，如果使用垂直栏杆，栏杆间的间距不得超过 100mm。

4.7 Disabled Guestrooms 残障人客房

Provide full accessibility to guests confined to wheelchairs and guests with sight, hearing or other impairments. Finishes and design of disabled guestrooms shall match standard guestrooms and baths wherever possible to achieve the same aesthetic feeling and level of quality. Every effort should be made to provide the same experience to disabled guests for room types and amenities as offered to able-bodied guests.

必须要为坐轮椅，以及有视觉，听觉及其他伤残的客人，提供全面通达性服务。残障人士客房的饰面和设计必须和标准客房相一致，并且，如果可能，盥洗室也要达到相同的审美感受和同等品质。尽所有力量为残障人士提供和正常人相同的，在房型和设施上同样的感受。

Disabled guestrooms shall be provided as required by IHG Facilities & Area Design Program, i.e.: 1% of key count.

根据《IHG设施区域设计方案》的要求，设置**残障人客房的数量**。也就是：房间总数的1%

4.7.1 Minimum Requirements 最低要求

Disabled guestrooms and baths shall meet all requirements of the International Disabled Standards and any additional local codes, in quantity and design. Locate disabled rooms as close as practical to elevator lobbies in Tower Building or Main Facility Building in Resorts.

残障人客房及盥洗室的数量和设计，必须符合国际残障人标准法规和其他附加地方法规的所有要求。客房大楼或其他度假村主要设施建筑内，残障人客房必须尽可能位于临近电梯厅的位置。

4.7.2 Material Construction and Finishes 材料施工和饰面

See Guestrooms and Guest Bathrooms.

参见客房及客房盥洗室。

(a) **Lighting**照明灯具

See Guestrooms and Guest Bathrooms.

参见客房及客房盥洗室。

(b) **Power Requirements**电力要求

See Guestrooms and Guest Bathrooms.

参见客房及客房盥洗室。

4.7.3 Special Requirements 特殊要求

- (a) The following requirements are in addition to the special requirements outlined in the standard guestroom/guest bathroom design criteria. All such requirements shall be coordinated with the International Disabled Standards.

以下要求是对标房/客房盥洗室设计标准中特殊要求的补充。所有这些要求都必须和国际残障人标准相一致。

- (b) **Guestrooms** shall be designed such that the furniture layout provides a 1530mm diameter turning radius within the bedroom area and minimum 910mm clearance on one side of the bed.

残障人客房的家具布置设计，必须能够在卧室区域提供直径为1530mm的回转空间，并且床的一边的最少要有910mm的净空间。

- (c) **All accessible guestrooms** shall have a connecting door to a standard guestroom with D/D Bed configuration or a parlor with a sofa bed.

所有残障人客房都需要设置一扇连通门，连接至一间标准客房，标准客房内配有双人床、或连通至客厅，内有沙发床。

- (d) **The minimum clear width of all entry, bathroom and connecting door openings** shall be 910mm.

所有进户门、盥洗室门和连通门的净宽最小为910mm。

- (e) **Doors** shall be positioned such that all required clearances at the strike side of door are met. 门的位置，应该使在关门的一边留有的空间，满足最低净空要求。

- (f) **Lever handle hardware** shall be provided on all doors.

所有门上都必须安装**手柄**。

- (g) **Provide** an additional door viewer at the entry door mounted at 1.06M off FFL.

在进户门上，距离地饰面1.06M的位置，**加装**一个额外的猫眼。

- (h) **All mounting heights** for electrical switches, electrical outlets provided for guest convenience, thermostats, etc. shall meet International Disabled Standards.
所有为客人提供方便的电源开关, 插座, 调温器的**安装高度**, 都必须符合国际残障人法规标准。
- (i) **Closet doors are** not required. Mount closet rod and shelf as required by International Disabled Standards.
壁橱不需设门。根据国际残障人标准法规要求, 安装壁橱挂衣杆和层架。
- (j) **Accessible bathrooms with tubs** shall have a 380mm deep integral or removable seat.
残障人房内的浴缸, 要有一个380mm深的整体式或可移动的座椅。
- (k) **Showers in disabled bathrooms** shall be the roll-in wheel-chair type with a fold-down seat and grab bars on wall.
残障人客房淋浴房内, 必须可让轮椅驶入, 并带有一个可折叠座椅, 墙面上安装扶手。
- (l) **Tub / shower and toilet grab bars** shall be provided with required backing plates or anchoring to support the specified load requirements. Configuration of grab bars shall be as required by International Disabled Standards and local regulations.
浴缸/淋浴及便厕扶手, 必须安装有衬盘或者锚定装置, 以承载规定的重力要求。扶手的构造必须根据国际残障人标准法规和地方条例要求确定。
- (m) **Provide a Toilet (WC)** with seat height as required by International Disabled Standards. Location and clearances at water closets shall be as specified by International Disabled Standards.
坐便器(WC)的设置, 应根据国际残障人标准的要求确定座位的高度, 以及坐便器所需空间。
- (n) **Provide wheelchair access** in the bathroom, including proper clearance under the vanity and vanity skirt and a 1520mm diameter turning radius.
在盥洗室内要**提供轮椅通道**, 包括在梳洗台下和侧板下设置适当的空间, 并且有直径为1520mm的回转空间范围。
- (o) **Insulate or enclose** all plumbing pipes below vanity.
台下所有管线都必须加**绝缘及裹覆**。
- (p) **Mount toilet accessories**, bath mirror, electrical switches and outlets...etc all at accessible height.
盥洗室镜子、电源开关和插座等**附属固件的安装位置**, 都必须设在方便残障人使用的位置。
- (q) **Tubs and showers** shall be equipped with an anti-scald valve, Kohler K-304-K, or equal, Kohler KT-12007-4S-CP, or equal, control, and American Standard 1662.601, or equal, hand-held shower.
浴缸和淋浴设备都必须安装防烫阀门开关, 采用科勒 K-304-K型号, 或与之同等的产品, 控制器为科勒KT-12007-4S-CP, 或与之同等的产品; 手持花洒为美标1662.601, 或与之同等的产品。
- (r) **Faucets:龙头**
- **Single lever:** same as typical room.
单手柄: 与标房相同
 - **Widespread faucet:** American Standard “Monterey” model 6502.140 with lever handles.
花洒龙头: 美标 “Monterey” 型号6502.140, 并带杠杆手柄。

4.8 Fire and Life Safety for Guestrooms for Travellers with Disabilities

残障人士客房的消防及人身安全

Refer to Section 8 for further details.

详见第八部分

- (a) Doors into facilities where access for disabled travellers is required will be fitted with delayed action self-closing device. Guestroom doors must have one-way door viewers mounted at 1.2M & 1.5M above the floor
残障人士所需通过的门，都必须根据要求，安装延时自动关门器。客房门上，于地面 1.2 米和 1.5 米位置处，必须安装单向可视猫眼。
- (b) Emergency lighting and a flashing alarm warning lamp are required, in addition to a sounder alarm
除了安装声音报警器外，还需安装应急灯和闪光警示报警灯。
- (c) A portable visible alarm or vibrating alarm unit will be provided for guests with impaired hearing
为听力伤残的客人，提供便携可视报警设备或振动报警设备。
- (d) Grab rails and towel bars in bathrooms must be securely anchored to withstand 110kg pull
盥洗室内的扶手栏杆和毛巾栏杆，都必须可靠地锚定安装，并能够承载 110kg 的拉力。
- (e) Devices for the use of hearing and / or visually impaired guests, for example, fixed or portable induction loop systems or clipboard loop systems, will be available in the hotel
酒店内需安装为听觉或视觉障碍客人所提供的设施，如固定或携带式感应回路系统或夹板回路系统。

4.9 Guestroom Corridors and Elevator Lobbies

客房走道及电梯厅

Corridors providing access to guestrooms shall be well lit and of the same quality as, and compatible with, the design of the guestrooms.

通往客房的走廊，必须有良好的照明，并且要和客房的设计相协调并具有相同的品质。

4.9.1 Minimum Requirements 最低要求

- (a) The minimum corridor width shall be 1500mm in conversion of existing buildings; and 1.83M minimum width in new construction.
在现有结构改建项目中，走道最小宽度必须为1500mm；在新建项目中，走道最小宽度为1.83M.
- (b) The minimum ceiling height is 2.44M.
天花最低为2.44M

4.9.2 Materials, Construction and Finishes 材料、施工和饰面

(a) Floors: 地面

- Corridor shall be carpet
走道地面应为地毯。
- Corridor carpet shall be releasable double glue down installation.

走道地毯必须使用易于清除的双胶进行安装。

(b) Skirting:踢脚

- **A 200mm timber / stone skirting** to ID detail are required on all walls.
所有墙面需按室内设计要求安装200mm木/石踢脚。

(c) Walls:墙面

- **Vinyl wallcovering** is required on all walls.
所有墙面要求采用乙烯基墙纸。
- **Full-height**, 50mm resilient plastic corner guards, color coordinated with adjacent wallcovering, are required on all outside corners in elevator lobbies, at service elevators, at guestroom door alcoves and where corridors change direction. All corner guards shall be installed with adhesive. Exposed fasteners are not acceptable.
在所有电梯厅、服务电梯厅、客房门凹室处以及走廊转向处的外部拐角，都需安装全高的、50mm弹力塑料墙角护条，颜色要和邻近的墙纸相协调。所有的墙角护条都要用粘合剂安装。不能使用外露的紧固件。
- **An STC rating of 50** is required for all walls / partitions separating guestrooms and corridors. Fire resistance rating of the partitions shall be as required by code, but no less than one hour.
分隔客房和走廊的所有墙/隔墙，要求隔音系数等级为50。隔墙的防火指数按照法规的要求，并且不小于一小时。

(d) Ceiling:天花

- **Corridor ceilings** shall be concrete sprayed with a light textured acoustical finish or painted suspended gypsum board. Acoustical tile ceilings are not allowed.
走道的天花，应在混凝土上喷涂轻质的隔音饰面，或者用涂料饰面石膏板吊顶。不得使用隔音砖天花。
- **The minimum acceptable corridor ceiling height** is 2.44M. Allowances will be made for soffits which conceal fire sprinkler piping.
天花板最低高度为2.44M。应为隐藏喷淋管道的拱腹留出足够的天花空间。

(e) Doors:门

- **Guestroom doors** are to be solid core stain grade or wood grain plastic laminate. Doors shall be rated as required by code, but not less than 20 minutes.
客房门必须是实木，着色或木纹塑料层压面板。门的防火要根据法规要求，但不小于20分钟。
- **Smoke doors**, where required, shall have hold open devices connected to the fire alarm system. Stair, service and all other doors shall match the finish of guestroom doors and shall meet fire ratings as required by code. Where double doors are used a 'sequencing selector' shall be installed.
如果要求有排烟门，必须要将保持开门装置连接至火警系统。楼梯门、服务门和其他所有的门，都要和客房门的饰面相匹配，并且要满足法规规定的防火等级。双开门必须安装开门顺序选择器。

(f) Hardware:门五金

- See guestrooms for guest entry door hardware.
客房进户门的五金，参见客房。
- See individual sections (stairwells, housekeeping rooms etc.) for corridor door hardware requirements.

走廊门五金件要求，参见各部分（楼梯间，客房服务房等）。

- **All door hardware in guestroom corridors** shall match in terms of design and finish.
所有客房走廊的门五金，必须要和设计装饰相匹配。

(g) Lighting: 照明

- **Type:** Corridor lighting to be designed by Lighting Designer and a combination of recessed down lights, recessed wall washers for artwork, decorative wall sconces located at guestroom entrances and between guestrooms as required to maintain specified light levels. Wall sconces shall be a combination of incandescent and compact energy saving lamps.

型号: 由照明设计师设计走道灯具，以及嵌入式筒灯，嵌入式洗墙灯提供艺术品照明，在客房进门处及房间与房间之间设置装饰性的壁灯，以保持一定的照明亮度。壁灯需综合采用节能灯及白炽灯。

- **Level: Refer to IHG Engineering Standards Manual 2005, Section 3.8 – Electrical.**
照明亮度: 参见《IHG工程标准手册2005》，第3.8部分 —— 电气。
- **The lighting layout** shall ensure that dark areas do not occur.
照明布置，必须保证没有黑暗区域产生。

(h) Power Requirements: 电力要求

- **Outlets** shall be provided for housekeeping equipment (20A 115V), placed not greater than 5M apart and circuited independent of general purpose outlets.
为客房服务部清洁用电设备（20A 115V）提供**插座**，间距不超过5米，并且，回路要与一般插座单独分开。
- **Mounting height** of outlets shall be 400mm to centerline off FFL.
插座的高度，为地面以上400mm至中心线的位置。

4.9.3 Special Requirements: 特殊要求:

- (a) Provide** a house phone at all public elevator lobbies, preferably located on a credenza flanked by waiting chairs.
在所有公共电梯厅内，需**设置**一部内线电话机，其位置最好放在两侧带休息座椅的案桌上。
- (b) Provide** fire extinguishers and fire hoses in recessed cabinets as required by code.
根据法规要求，在嵌入式壁橱内放置灭火器及水龙带。

4.10 Executive Club Lounge 行政俱乐部酒廊

For Executive Club Lounge; Refer to IHG Supplementary Design Reference Section 6.
行政俱乐部酒廊，请参见《IHG补充设计参考》第六部分。

Where club floor guestrooms are offered, the club floor lounge shall provide a living room atmosphere for casual conversation, business services, quiet reading lounge & library, TV lounge, continental breakfast and afternoon tea and / or cocktails.

当俱乐部楼层设有客房时，俱乐部楼层的酒廊，需为闲谈、商务服务、安静阅览区、电视区域、以及欧陆早餐和下午茶或鸡尾酒，提供一个相应的客厅氛围环境。

4.10.1 Minimum Requirements: 最低要求

Provide a minimum of 5-6 guestroom bays for club lounges serving up to 40-80 guestrooms. Refer to the IHG Facilities & Area Design Program for exact size of the Club Lounge.

至少要有5-6个客房自然间的俱乐部酒廊，能够服务多至40-80间客房。俱乐部酒廊的具体尺寸大小，请参见《IHG设施与区域设计规划》。

4.10.2 Materials, Construction and Finishes 材料、施工和饰面

(a) Floors:地面

- **Carpet, wood parquet, ceramic or marble tile** (coefficient of friction of 0.6 or greater), or a combination of these is acceptable.
可铺设地毯、镶木地板、瓷砖或大理石（摩擦系数不小于0.6），或以上材料的综合使用。
- **Carpeting in the club floor lounge** shall be a continuation of, or be compatible with, the corridor carpeting.
俱乐部楼层酒廊的地毯必须是走廊地毯的延伸，或者与之相匹配。
- **Flooring in the pantry area** not exposed to guest view may be vinyl or ceramic tile.
备餐室的地面，客人视线所不及的地面，可以采用乙烯基塑料地板或瓷砖地面。

(b) Skirting: 踢脚

- **100mm painted or stained wood.**
100mm高涂漆或着色木料
- **Stone / Ceramic:** 200mm matching stone / ceramic.
石材/瓷砖：200mm高相配的石材/瓷砖。

(c) Walls: 墙面

- **Vinyl wallcovering** with painted or stained crown molding to match wood skirting.
带有与木踢脚匹配的油漆或着色挂画线的乙烯基墙纸。
- **An STC rating of 54** is required at partitions between the lounge and adjacent guestrooms. Fire resistance rating of all demising partitions shall be as required by code, but no less than one hour.
酒廊以及邻近客房隔墙的隔音系数应为54。所有分隔墙的防火等级，要根据法规要求，但不得小于一小时。

(d) Ceiling: 天花

- **Ceilings** shall be paint finish on suspended gypsum board.
天花板为油漆饰面的石膏板吊顶。
- **The minimum ceiling height** shall be 2.44M. Dropped soffits to 2.20M are acceptable at entry areas to conceal plumbing.
天花最低高度为2.44M。进门区域可采用2.2M高的吊顶以隐藏管线。

(e) Doors: 门

- **Entry doors**, if provided, shall be solid core stain grade wood or glass, or a combination of both. Fire rating of entry doors shall be as required by code. Sound seals are not required.
如设有进户门，必须采用实心着色等级木材或玻璃，或者是两者的组合。所有进户门的防火等级都必须按照规定要求。不要求用隔音封条。

(f) Hardware: 门五金

- **Heavy duty full mortise electronic lockset** (hotel function) with full escutcheon.
带有完整锁眼盖的重型全榫眼电子锁（酒店功能）

- **Wall mounted door stops.**

安装壁式门碰。

- **1-1/2 pairs of hinges** are required on each door. If required by code, provide minimum one pair of spring hinges or other closing device with hold open devices connected to the fire alarm system.

在每个门上都要求安装1-1/2对铰链。如果法规要求，至少要安装一对弹簧铰链，或其它的闭门装置，并带有与火警系统相连的保持门开启装置。

(g) Lighting:照明

Type: 类型

- Table lamps, wall brackets, recessed down lights and wall washers similar to guestrooms. Refer to Decor and FF&E Standards and ID design concepts.

采用与标房相似的台灯、墙面灯、嵌入式筒灯及洗墙灯。参见《装饰及活动家具标准》和《室内设计理念》。

Level:照明等级

- Lighting shall highlight artwork and foliage and be flexible enough to accommodate the various uses of the space.

灯光必须着重强调艺术品和植物，并且有足够的灵活度以配合空间的不同使用。

(h) Power Requirements:电力要求

- **Refer to IHG Engineering Standards Manual 2005, Section 3.8 for Electrical Power Outlets, Switching and Circuitry.**

电源插座、开关和回路的要求，请参见《IHG工程标准手册2005》，第3.8章节。

- **Power Outlets** shall be mounted 400mm to the center line off FFL. Placement of outlets must be coordinated with the furniture layout. And located throughout the seating area for guest convenience for laptop computers and other portable equipment.

插座必须位于距地面以上400mm至中线的位置，插座的位置要和家具布置相协调。整个座位区域，都要设置插座以方便客人使用笔记本电脑和其他便携式设备。

- **Include Power/MATV outlets for a large 42" LCD screen television.** The television shall be positioned on a decorative casepiece, built-in shelving unit or directly on the wall.

设置大型42"液晶电视机的电力/主天线插座。电视机必须放置在装饰性电视柜，或其他固定柜层架上，或者直接挂于墙面上。

- **Include telephone outlets throughout the lounge seating area.**

在整个休息座椅区域，设置电话的接口

- **Include power/data outlets, as required, for fax /copier / printer in the utilities room for use by staff or guests.**

根据要求，在设备间内为员工或客人使用的传真/复印机/打印机，设置电源/数据接口。

4.10.3 Special Requirements特殊要求

- (a) **Provide** a service pantry, with storage. Food services consultant to advice on equipment layout. Provide equipment, as required, to meet Operation Standards. All equipment to be approved and equipped with ground fault circuit interrupters.

设置一间服务餐室，带有储藏室。由餐饮顾问建议设备摆放布置。根据要求所提供的设备，必须符合《操作标准》。所有设备须经批准，并且必须配有接地故障断路器。

(b) **A buffet / service counter** is required and shall be granite, marble or solid surface material. Millwork within the lounge shall be paint grade (without visible knots and defects) or stain grade wood. Pantry cabinets and countertops not visible to guests may be plastic laminate.

需要设置冷餐柜/服务台台面，并采用花岗岩、大理石或实心的表面材料。酒廊内的细木工制品必须是油漆等级（没有可见斑点和瑕疵）或者是着色等级的木料。客人视线所不及的备餐室厨柜和柜台表面，可以是塑料层压板。

(c) **Provide** 4-6 computer stations as determined by the IHG Facilities & Design Area Program.
由《IHG设施与设计区域规划》确定，设置4-6台计算机。

(d) **Provide** Bookcase shelving for DVD / book collection in the library adjacent to the TV as well as 'coffee table style' books.

阅览室内，在电视机附近，设置摆放DVD/书籍的书架，并提供咖啡桌风格书籍。

4.11 Housekeeping, Linen Rooms, Service Areas and Service Elevator Lobbies

客房服务、布草房、服务区和服务电梯厅

4.11.1 Typical Maids Room标准服务间

(a) **Provide** one house keeping / linen room (Maids Room) per guestroom floor.

每层客房楼面，设置一间客房服务间/布草房（服务间）。

(b) **Allow** for one housekeeper cart for every 12 guestrooms.

每 12 间客房设置一部客房服务推车。

(c) **The Maids Room** should be around 30M² incorporating ALL the necessary equipment / storage / staff toilets etc - refer to list below

服务间面积在 30 M²左右，放置所有必要的设备/储藏/员工厕所等-参见以下列表。

(d) **The Linen Chute** should have direct access from the Maids Room

布草间的滑槽必须能够直接连通服务间。

(e) **The Maids Room** is 'most efficient' when directly attached to the Service-Lift Lobby.

服务间如果直接设在服务电梯厅旁，是最能有助于提高服务效率的。

(f) **Allow** for two (2) 900mm single door leaf to each Maids Room to take the 800mm wide trolleys.

每间服务间安装两扇 900mm 的单门，以保证 800mm 宽的推车出入。

(g) **These rooms shall be sized to accommodate the following:**

这些房间的尺寸必须能够容纳以下物品：

- Full height slatted timber shelving on metal frame, 2M x 600mm
安装于金属框上的全高度木层板，尺寸为2M x 600mm。
- Full height steel shelf for cleaning supplies, 2M x 600mm
放置干净物品的全高度钢架，尺寸为2M x 600mm。
- Dirty Linen trolley, 1M x 800mm
放置用脏的物品的推车，尺寸为1M x 800mm。
- Room Service cleaning trolley, 1M x 800mm
客房服务清洁推车，尺寸为1M x 800mm

- Parking space for 'maids' cart, 1.25M x 750mm
服务推车停放区域，面积为1.25M x 750mm
- Fold down ironing board and iron
折叠式烫衣板和熨斗
- White board(wall mounted)
(壁挂式) 白板
- Phone (wall mounted)
(壁挂式) 电话机
- Work shelf 1m wide x 600mm deep x 900mm. above the floor
工作层架，尺寸为：1m宽 X 600mm深 X 地面以上900mm高
- Cleaners sink,600mm x 700mm
清洗槽，尺寸为600mm x 700mm
- Mops/brooms/buckets racks
拖把/扫帚/垃圾桶放置架
- Linen chute and Sprinkler riser, 750mm Ø: accessible through fire door.
布草滑槽和喷淋，直径750mm：连通消防门
- Storage cupboard for roll away bed and baby crib 2M x 600mm
放置折叠床和婴儿床的储藏柜，尺寸为2M x 600mm
- Guest supplies and amenities with lockable steel cupboard 2M high x 2M wide x 600mm deep
客房供给物品所用的带锁钢柜，尺寸为：2M高 X 2M宽 X 600mm深。
- Staff toilet with WC and hand basin
设有坐便器和洗手盆的员工厕所
- Ice making machine allow 750mm x 600mm space
制冰机要求有750mm X 600mm的放置空间

4.11.2 Materials, Construction and Finishes 材料、施工和饰面

(a) Floors:地面

- Vinyl tile or non-slip ceramic tiles
铺设乙烯基塑料地砖或防滑瓷砖

(b) Skirting:踢脚

- 100mm coved vinyl. Provide skirting rolls not 1.22M strips.
100mm的凹角塑料踢脚。设置踢脚卷材，而不是1.22M的直条型踢脚。

(c) Walls:墙面

- Painted gypsum board, concrete or concrete block.
采用油漆石膏板，混凝土或混凝土块

(d) Ceiling:天花

- **BOH Corridor ceilings** shall be concrete sprayed with a light textured acoustical finish or painted suspended gypsum board. Acoustical tile ceilings are not allowed.
后场走道天花采用喷涂轻质吸声饰面的混凝土，或者油漆面石膏板吊顶。不允许使用隔音矿棉板天花。

- **The minimum acceptable corridor ceiling height** is 2.40M. Allowances will be made for soffits which conceal fire sprinkler piping.
走道天花最低允许高度为2.4米。必须为隐藏消防喷淋管线预留吊顶空间。

(e) Doors: 门

- **Doors leading directly** to guest corridors shall match the finish of guestroom doors.
直接通向客房走道的门的饰面，必须和客房门的饰面相匹配。
- **Doors** shall be rated as required by code.
门的防火等级必须依据法规规定。
- **Smoke doors**, if required, shall have hold open devices connected to the fire alarm system. Stair, service and all other doors shall match the finish of guestroom doors and shall meet fire ratings as required by code.
如有要求安装排烟门，则必须安装保持开门的装置，并连接至火警系统。楼梯门、服务门及其它门的饰面，必须和客房门饰面相匹配，并且符合法规要求的防火等级。

(f) Signage shall be vandal resistant.
标牌必须为抗破坏类型

(g) Thresholds: 门槛

- **Vinyl transition strip.**
乙烯基塑料门槛

(h) Hardware: 五金

- **All door hardware in guestroom corridors** shall match in terms of design and finish.
客房走道内的所有门五金，必须在设计和饰面上相匹配。
- **Electronic card key lock** to match guestroom door lock system.
电子门卡锁必须和客房门锁系统相一致。

(i) Lighting: 照明

Type: 类型
Surfaced mounted fluorescent.
表面安装型荧光灯。

Level: 照明亮度

Refer to IHG Engineering Standards Manual 2005, Section 3.8 – Electrical.
参见《IHG工程标准手册2005》，第3.8部分 —— 电气。

(j) Power Requirements: 电源要求

- **Outlets** shall be provided for housekeeping equipment (20A 115V), placed not greater than 5M apart and circuited independent of general purpose outlets.
为客房服务设备设置（20A 115V）的插座，插座之间的间距不得超过5米，且为单独电路。
- **Mounting height** of outlets shall be 400mm to centerline off FFL.
插座的安装高度必须位于地面以上400mm至中线的位置。

4.11.3 Special Requirements 特殊要求

- **Provide** fire extinguishers and fire hoses in recessed cabinets as required by code.
根据法规要求，在嵌入式柜子内**放置**灭火器和消防水管。
- **Laundry chute:** 760mm in diameter with fire rated door and shaft as required by code.
洗衣房滑槽：直径760mm，根据法规要求安装防火门和滑道。

4.12 Exit Stairs 逃生楼梯

Stairwells shall provide emergency egress as required by code from the guestroom tower and public areas.

根据法规要求，楼梯井必须设置从客房大楼和公共区域外出的紧急出口。

4.12.1 Minimum Requirements:最低要求

Stairs, stair enclosures, handrails, and guardrails shall be designed per all applicable codes.

楼梯、楼梯栏杆、扶手和护栏的设计都必须符合所有适用规范

4.12.2 Materials, Construction and Finishes:材料、施工和饰面

(a) Floors:地面

- **Terrazzo** or non slip ceramic tiles with nosing (Broom finished concrete may be allowed subject to IHG Approval).
采用带有金属防滑条的**磨石子地面**或者防滑瓷砖地面（如果经IHG批准，可采用扫毛混凝土地面）

(b) Skirting:踢脚

- **Use 100mm** terrazzo or ceramic tile skirting at all floor landings.
所有楼梯平台地面上，**采用100mm高磨石子或瓷砖踢脚**。

(c) Walls: 墙面

- **Painted** gypsum board, concrete or concrete block. Partition ratings shall be as required by code. Partitions shall have a minimum S.T.C. rating of 54.
油漆石膏板、混凝土或混凝土砌块。隔墙的防火等级必须符合法规要求。隔墙的隔音系数至少要达到54。

(d) Ceiling:天花

- **Exposed** structure.
明露结构。

(e) Doors: 门

- **Solid core wood doors**, minimum of 910mm wide, shall be provided. Public side of stair doors shall match the finish of surrounding doors; the stair side of the door shall be painted. The door rating shall be as required by code.
采用实心木门，最小宽度为910mm。面向公众一侧的楼梯门，饰面必须和周围门的饰面相匹配；面向楼梯一侧的门，油漆饰面。门的防火等级必须符合法规要求。

(f) Thresholds: 门槛

- **Provide** a threshold appropriate to the public side floor finish. Thresholds shall be located under the door and hidden when the door is closed.
设置一个适合于公众一侧地饰面的门槛。门槛的位置设置于门下，并且当门关闭时，必须能够隐藏于门后。

(g) Hardware: 五金

- **Hardware** shall be as required by code. At minimum provide panic hardware and closer with finish to match the surrounding doors.
五金必须符合规范要求。按最低要求安装太平门闩和闭门器，饰面要与周围的门相配。

(h) Lighting: 照明

Type: 类型

- **Surface mounted** fluorescent or incandescent.
表面安装型的荧光灯或白炽灯
- **Stairwell lighting** shall be connected to an un-switched circuit.
楼梯井的照明必须接入不带开关的电路中。

Level: 照明亮度

- **Refer to IHG Engineering Standards Manual 2005, Section 3.8 – Electrical.**
参见《IHG工程标准手册2005》，第3.8部分 —— 电气。

4.12.3 Special Requirements: 特殊要求

- (a) Stairs exiting directly to the exterior** shall have an alarm and contact tied into the security system. No entrance shall be allowed from the exterior directly into stairwells.

直接通向室外的楼梯，必须安装一个报警器，并接入保安系统。不得从室外直接进入楼梯间。

- (b) It is recommended** that a security camera be provided, connected to a DVD recorder activated by a motion detector, at stair exit doors.

在楼梯出口门处，建议安装一部保安摄像头，由一个运动监测器启动，并连接至DVD录像机。

- (c) Handrails and guardrails** shall be continuous, or ends must be returned to the wall. Handrails are required at all changes in elevation. Handrails and guardrails shall be designed for height, spacing and load requirements per all applicable codes. If the staircase is greater than 1.20M the handrails both sides are required.

扶手和护栏必须是连续的，或其末端连接到墙面。所有高度变化的地方都必须设有扶手。根据所有适用的规范设计扶手和护栏的高度、间隔和承载要求。如果楼梯宽度大于1.2米，则楼梯两侧均要求安装扶手。

- (d) All floor levels** must be clearly numbered in stairwells at each landing. These letters must be a minimum of 150mm in height and be painted with reflective paint.

每层楼梯平台，都必须清晰地标示楼层数。这些楼层数字的高度至少为150mm，并涂有反光涂料。

4.13 Guestroom Signage and Graphics 客房标牌及标识

The services of a professional signage & graphics designer are required. Provide a professionally coordinated signage package consistent with the interior design scheme to direct guests, identify guest rooms and provide emergency egress information.

要求由专业标牌及图标设计师进行设计。提供与室内设计方案相一致的专业标牌系统，以便能够给客人指引方向，辨识客房和提供紧急出口的指示信息。

Facilities Included: 设施包括

- **Guestroom Evacuation Plaques.**
客房疏散指示牌
- **Guestroom Numbers.**

客房号码牌

- **Guestroom Corridor Egress, Directional and Identification Signs.**
客房走道出口、方向及辨识标牌

4.13.1 Materials and Finishes材料和饰面

(a) Materials:材料

- **Acceptable materials include** stone, stainless steel, brass, metal, or wood.
可采用的材料包括石材、不锈钢、铜、金属或木材。
- **Guestroom evacuation plaques** shall be laminated in frames and mounted on the back of guestroom doors.
客房疏散牌必须层压于框内，并且要安装在客房门的背面。

(b) Finishes:饰面

- **Finishes** shall be used to achieve contrast between the graphics and background as required by International Disabled Standards.
根据国际残障人标准的规定，饰面必须使图标和背景产生足够对比度的效果。

(c) Design and Installation:设计和安装

- **Locate directional signage** to be clearly visible to guests as they arrive at elevator lobbies and at other major decision points.
必须设置当客人到达电梯厅和其他主要决断位置时，能够清晰可见方向指示标牌。
- **The scale of the sign and message** shall be according to intended use.
标牌的大小及信息应当由使用目的来决定。
- **Numbers** shall be arranged in ascending order or according to the prevailing local custom.
数字应当以升序排列或者依据当地主流习惯排列。
- **Alphabetize** items of equal importance.
同等重要性的项目，应以字母顺序排列。
- **Identify nearby destinations first**, followed by further destination points.
首先要指明附近的目的地位置，然后是远一些的地方位置。
- **Clearly identify all spaces** provided for use by guests including vending rooms and guest laundries.
清晰指示所有供客人使用的空间，包括自动售货亭和客用洗衣房。
- **Provide Braille** markings as required by International Disabled Standards.
根据国际残障人标准规定的要求，设置盲文标识。

4.13.3 Special Requirements特殊要求

(a) Guestroom Evacuation Plaques:客房疏散指示牌

- All guestroom emergency signage shall be written in bi-lingual English and Chinese.
所有客房的紧急疏散标牌必须用英语和中文双语书写。

(c) Guestroom, Number, Directional and Identification Signs:

客房，数字，方向指示和辨识标牌：

- All numbers and identification information shall be permanently engraved or embossed. No applied lettering prone to de-lamination or removal by unauthorized personnel shall be allowed.
所有数字和辨识信息，都必须是永久的雕刻或浮雕于标牌上。不可使用易于脱落或让非授权人员拿走的外贴字母。
- All signage shall be designed to be vandal resistant.
所有标牌必须设计成耐破坏型的。
- All guestroom door signage and other identification signs shall have Braille markings as required by the International Disabled Standards.
所有客房的门牌和其他辨识标志，都要根据国际残障人标准规定的要求，设置盲文标识。
- All guestroom door signage shall be mounted on the wall adjacent to the door strike. Mounting height and location shall be as required by the International Disabled Standards.
所有客房门牌应安装于靠近门锁一侧的墙面上。安装高度和位置要根据国际残障人标准规定设置。

Administration Offices

行政办公室

Section 5.0 Administration Offices 行政办公室

- 5.1 Executive Offices 行政办公室
- 5.2 Accounting Offices 财务办公室
- 5.3 Function Concierge Office 聚会礼宾办公室

Crowne Plaza Design Standards Manual 皇冠酒店设计标准手册

5.0 Administration Offices 行政办公室

The following offices are classified as 'Public Areas' and must be designed by the Project Interior Designer as they will be accessed by the public and should have the same quality level of fit-out in materials, finishes and FFE as the Business Centre or Function Rooms.

以下办公室都归属为“公共区域”，该类区域作为公众流通区域，由项目室内设计师进行设计，并且其装饰材料、饰面和活动家具都必须和商务中心或功能厅的材料品质相同。

Refer to the Facilities & Area Design Program which gives guidelines on the M² areas required for reception, meeting rooms, offices, open plan workstations, pantry, and utility / storage areas including circulation spaces.

参见《设施与区域设计规划》，其中所提供的接待、会议室、办公室、敞开式工作区、备餐室和设施 / 储藏区包括流通区域的平方米面积要求。

Refer to the IHG Generic Layouts in Appendix 'C' of this document for a guide to the layout of these areas.

参见附件 C 中《IHG 平面布置图》关于此类区域的布置概要。

Use the M² areas listed below for hotels between 300 and 500 Keys.

以下平方米面积列表，适用于 300 - 500 个钥匙的酒店。

5.1 Executive Office 行政办公室

(a) General planning Criteria:

总体布置标准

- This facility should be located adjacent to the Public Elevators preferably on one of the podium floors with easy access from the public areas.
该办公室必须位于临近公共电梯的位置，最好位于能够方便到达公共区域的裙房楼层。
- Plan the GM Office next to the Conference Room and Pantry with secretarial workstation areas placed near the external walls to take advantage of the natural light if possible.
总经理办公室相邻于会议室及备餐室，文书工作区则设在靠外墙位置，以利于自然采光。
- Locate storage space near to Sales / Catering / Reception Areas.
储藏室的位置需临近销售/餐饮/接待区域
- Locate Sales Meeting room off main reception and near sales team.
销售会议室应远离主接待区，而靠近销售部门。
- Provide reception area with waiting area for guests visiting executive staff.
为访问管理层员工的客户，设置带有等候区域的接待区。
- Must be able to secure Reception after hours.
非工作时间，接待区必须可以关闭。
- Include coat closets and coffee alcove adjacent to Reception Area for visitors and staff.
在接待区附近，为访客和员工提供衣橱和咖啡设施。
- Provide built in joinery and full height shelving for Reservations Office.
为预订部办公室设置固定家具和全高度的层架。
- The 3 sales executive should have open plan workstations with screens and allow 6m² per workstation.
三间销售办公室必须设置敞开式、安装屏风的工作区，每个工作区面积为 6 平方米。

• Allow for: 设有	
General Manager	20M ²
总经理室	
GM Secretary	10M ²
总经理秘书处	
Reception	16M ²
前台	
Resident Manager	14M ²
住店经理	
F&B Director	14M ²
餐饮主管	
F&B Secretary	8M ²
餐饮部秘书处	
Director of Sales & Marketing	14M ²
销售市场部主管	
Marketing Analyst	11M ²
市场分析师	
Reservations Office	16M ²
预订部	
Sales Executives	18M ²
销售部	
Sales Secretary	8M ²
销售部秘书	
Sales Meeting Room	14M ²
销售部会议室	
Groups Coordinator	10M ²
团队协调员	
Public Relations	10M ²
公关部	
Conference Room	30M ²
会议室	
Store	14M ²
储藏室	
Toilet	10M ²
盥洗室	
Communications Room	14M ²
通讯房间	
Pantry Tea / Coffee	8M ²
茶/咖啡备餐间	
Deputy General Manager	12M ²
副总经理办公室	
Circulation 20%	55M ²
通道 20%	
TOTAL:	330M ²
总计面积	

5.2 Accounts Offices 财务办公室

(a) General planning Criteria:

总体布置标准:

- These Offices should be adjacent to the Executive Offices dependent on allowable space.
空间许可的话，该类办公室应当位于临近行政办公室的位置。

- The General Office should have open plan workstations with screens and allow 6M² per workstation.
总办公室必须有敞开式、安装屏风的工作区，每个工作区面积为 6 平方米
- Provide duress alarm at PABX control room from Front Desk AND Payroll Office.
前台和结算办公室，设置连通至自动电话交换机控制间的报警按钮。
- Computer Room to have raised floor, separate 24 hour A/C and requires key card access.
电脑房需抬高地面，独立的 24 小时空调系统和磁卡门禁设施。
- UPS Room to be ventilated.
不间断供电系统室必须保持通风
- Provide full height built in storage cabinets.
设置全高度的储藏柜。

Allow for:

设有:

Director Finance	16M ²
财务主管办公室	
Assistant Director Finance	12M ²
助理财务主管办公室	
General Accounting Office	40M ²
财务总办公室	
Secretary	8M ²
秘书处	
Computer / PABX Room	50M ²
电脑室/专用自动电话交换机房	
UPS Room	5M ²
不间断供电系统室	
Photocopy / Store Room	34M ²
复印/储藏间	
Circulation 20%	25M ²
通道 20%	
TOTAL:	190M ²
总计面积	

5.3 Function Concierge Office: 聚会礼宾办公室

(a) General planning Criteria:

总平面布置标准:

These Offices and the concierge reception spaces should be visually and easily accessible from Convention Centre / Conference / Ballroom / Function Room Main Entry.

该类办公室和礼宾接待区域，必须能够从会议中心 / 会议室 / 宴会厅 / 功能厅的主进口处，看见并轻松到达。

Provide a permanent registration / concierge desk at the entry to the Ballroom / Banqueting / Function Room area.

在宴会厅 / 宴会厅 / 功能厅区域的入口处，设置一个永久性的登记 / 礼宾台。

The design style and finishes of the area shall be a continuation of the pre-function.

该区域的设计及饰面，应当是功能厅前庭的延续

Provide a 42" LCD TV for use as the events board adjacent to the registration desk.

在登记台附近安装一台 42"LCD 电视机，作为事务公告牌。

Registration areas shall be closed off from view and secured when not in use.
登记区应设置在视线以外，并在不使用时能关闭以保证安全。

Allow for:

设有:

Banquet Sales Manager	12M ²
宴会销售经理室	
Banquet Sales Executives	16M ²
宴会销售部	
Conference Concierge	12M ²
会议礼宾部	
Reception Secretary	15M ²
前台秘书	
Meeting Room	12M ²
会议室	
Store	5M ²
储藏间	
Circulation 20%	16M ²
通道 20%	
TOTAL:	88M ²
总计面积	

Back-of-House

后场

Section 6.0 Back Of House 后场

- 6.1 General 概述
- 6.2 Service Corridors/ Banquet Corridors 服务走道/宴会厅后场走道
- 6.3 Kitchen Food Preparation and Support 厨房备餐及辅助区
- 6.4 Employee Facilities, Human Resources and Support 员工设施、人力资源和支持区
- 6.5 Laundry and Housekeeping 洗衣房及客房服务部
- 6.6 Engineering Services Area 工程部
- 6.7 Fire and Life Safety 消防及人身安全

Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

6.0 Back Of House 后场

6.1 General 概述

Refer to the Facilities Program which gives area guidelines and Departmental Flow Chart showing facilities relationships and **<Supplementary Design Guidelines>** for circulation spaces and reference layouts.

参见《设施计划》中的区域概要和显示各设施之间关系的“部门流程图”，以及《补充设计指导》中的流通区域和参考平面布置。

6.2 Service Corridors / Banquet Corridors 服务走道/宴会厅后场走道

The Main Service Corridors and Banquet Service Corridors should be 3M wide and all Secondary Service Corridors 2M wide minimum.

主要服务走道和宴会服务走道必须为 3 米宽，所有次要服务走道最小为 2 米宽。

Walls to be masonry protected with continuous (high and low) buffer railings, at skirting and at 1M off FFL. Protective guards to be used at all corridor corner intersections. Refer to IHG BOH Finishes Boards in Appendix 'C'.

在踢脚和装饰地面上 1 米处，安装连续（高和低）的缓冲扶手，以保护墙体。所有走道拐角交汇处，都必须安装保护角。参见附件 C 中的《IHG 后场饰面表》。

6.3 Kitchens Food Preparation & Support 厨房备餐及辅助区

(a) General:概述

Locate Kitchen for efficient and beneficial utilization of hotel staff and equipment. Consider the relationships of Restaurants, Ballroom(s), Receiving Dock, Service Elevators, Lounges, Meeting Rooms, and Employee Dining, Room Service and Executive Lounge.

厨房的位置必须有利于提高酒店员工的工作效率，及各种设备的方便使用。必须考虑餐厅、宴会厅、收货平台、服务电梯、休息厅、会议室、和员工餐厅、客房送餐服务及行政酒廊之间的相互关系。

Provide new commercial quality food production facilities and equipment to meet International and governing jurisdictional requirements. Design with a high priority for efficiency, sanitation, safety, low maintenance, and durability appropriate to the demands of use.

根据国际及当地法规要求，必须采用商业等级的食品加工设施设备。设计应采用高效率、卫生清洁、安全、低维护成本、持久耐用的设施设备。

Consolidate food production facilities so that major functions are maintained within a single block of space allowing for most efficient utilization by hotel staff.

综合食品加工设施，以便于主要的加工功能可以在同一个区域内进行，使酒店员工发挥最高的工作效率。

If Kitchen Facilities are on multiple levels provide convenient connection by means of service lifts.

如果厨房设施位于多个楼层中，则必须设置便捷连接各厨房的服务电梯。

Provide for:设有

- Floor troughs, floor sinks, and floor drain to accommodate kitchen equipment and maintenance.

配合厨房设备的设置和维护，设置地面沟槽、地面水槽和地排水

- **Floor depressions: Walk-in freezers and refrigerators.**
下沉地面：走入式冰库和冰箱。

To accommodate project specific themed food concepts the kitchen design, fixtures and fittings should be supplied by an experienced qualified Kitchen Designer.
为实现特定的主题食品概念，厨房设计、设备和设施，应由经验丰富的专业厨房设计师设计。

Functional Areas:功能区域:

Main Food Production Line

主食加工线

Food Pick-up Line

食品提取线

Specialty Restaurant Food Production Line

特色餐厅食品加工线

Service Bar

服务吧台

Banquet Beverage Station

宴会饮料区

Pre-prep Area (Meat Prep, Vegetable Prep, Fish Prep)

准备区域（肉食、蔬菜、鱼类准备）

Cold Prep Area

冷食准备区

Room Service

客房送餐服务

Banquet Prep

宴会准备区

Executive Lounge Pantry

行政酒廊食品室

Banquet Plating

宴会装盘区

Pot Washing

罐类洗涤

Ware Washing

器皿洗涤

Ice Production

冰类制品

Chef's Office

厨师长办公室

Chef's Refrigerator

厨师长冰箱

Butchery, can be located remote from main kitchen if directly connected by service corridors

如果肉类处理区直接连接于服务走道，则其位置可以远离主厨房

Bakery

面包房

Dry, Refrigerated and Frozen Storage

干货，冷藏和冷冻储藏间

Liquor Storage

饮料储藏间

Can Wash

瓶罐洗涤

Refrigerated Trash Room

低温垃圾间

Staff dining kitchen

(b) Banquet Kitchen:宴会用厨房

Provide separate food production facilities to service Ballroom with banquet prep, banquet plating and food preparation line, dry and refrigerated storage, ware washing, pot and silver washing area when one or more of the following occur:

当以下一种或多种情况发生时，须为宴会厅提供独立的食品加工设施，包含宴会准备、宴会装盘和食品准备线、干货和冷藏、器皿洗涤、罐盆银器洗涤区。

- Ballroom is located on a different floor than main kitchen.
宴会厅与主厨房位于不同的楼层。
- Main Kitchen size, capacity, design, location, or operation is not capable of efficiently servicing the Ballroom.
主厨房的大小、容积、设计、位置或操作不能有效地为宴会厅服务。
- Banquet seating capacity exceeds 2,000 seats.
宴会厅的座位数超过 2,000 个

(c) Kitchen Equipment:厨房设备

Equipment specifications and quantity require adjustment and additions to accommodate project specific themed food concepts. These should be specified by IHG recommended kitchen consultant.

需要调整设备技术规范 and 数量，以适合项目具体的主题食品概念。这些应当由 IHG 推荐的厨房顾问来具体制定。

- **Fuel:** Use natural gas cooking equipment, when available.
燃料: 条件允许的话，采用天然气厨房设备。
- It is mandatory to install “waste equipment system” at every dishwashing area. Refer to the **<Holiday Inn F&B Concept>** for equipment list reference.
在每个洗碗区，必须设置安装“垃圾设备系统”。参见《假日酒店餐饮概念》中的设备清单。

(d) Chef's Office:厨师长办公室

- Locate near main food production line
位于靠近主食加工线的位置
- Include clear glass window on open sides of office or visual control of kitchen
办公室敞开处安装透明玻璃窗，可以目视控制厨房。

6.4 Employee Facilities, Human Resources and Support

员工设施、人力资源和支持区

At the staff entry accessing the hotel / staff facilities / Human Resources Administration area, provide magnetic encoded card electronic operated lock access outside Timekeepers Office.

在员工进入酒店/员工设施/人力资源行政区的入口处，位于考勤办公室的外面，设置电子磁卡门锁。

(a) Employee Entrance:员工入口

- Employee entrance should be adjacent to the Security Office providing controlled access to Service Area. Arrange so that hotel employees do not cross or otherwise interfere with the receiving and loading activities. If possible, visually separate employee entrance from receiving and loading area.

员工入口的位置必须靠近保安办公室，以控制进入服务区的人群。同时，酒店员工的出入，应不干扰收货卸货等活动的位置。如有可能，从视觉上分隔收卸货区和员工入口。

- Time-Clock Station should be located in Service Corridor alcove near the Employee Entrance.

考勤站应设置于服务走道的壁龛处，靠近员工入口处。

(b) Locker / Change / Shower / Toilet Rooms:更衣柜/更衣室/淋浴/厕所

- Accommodate separate male and female spaces. Refer to **<Facilities Program>** for ratio of male and female staff.

设置独立的男女更衣区。参见《设施方案》中男女员工比例。

- Provide 1 shower stall for 25-30 staff; provide 1 toilet cubical for 40-50 staff. Include urinals and wash hand basin in compliance with local codes

每 25-30 名员工设置一间淋浴间；每 40-50 名员工设置一间厕所。根据当地规范要求，设置小便池和洗手盆。

- Plan the entry through the Locker / Change rooms and not via the Toilet or Shower Rooms. Provide one locker for every employee with timber benches for changing.

设计成通过更衣柜室/更衣室进入，而不是经过厕所或淋浴间进入。为每名员工设置一个更衣柜，并配有木质长凳，方便更换衣物。

- Provide full length mirrors at the entry / exit for final grooming check. Provide grooming vanity / mirror at basin area.

在入口/出口处安装一面全身镜，以便员工在出门前做最后的形象修饰检查。在台盆处设置化妆台/装饰镜。

- Refer to the IHG **<Supplementary Design Guide Section 11>** for detailed requirements.

参见 IHG《补充设计概要第十一部分》中的详细要求。

- Provide separate Management Locker / Change / Toilet areas - exact split to be determined but approximately 10% of total.(ONLY FOR CHINA HOTELS)

设置独立的主管更衣柜/更衣室/厕所区域 — 具体的分配比例有待确定，大约为总数的 10%（只对中国区酒店适用）

(c) Employee Dining Room:员工餐厅

- Locate food line for self service; dish drop and wash area. Provide Water cooler/s beverage dispense station at end of tray race.

设置自助服务的食品线；碗碟堆放和洗涤区。在每条取食餐盘道的末端，设置冰水饮料机。

- Include a combination of individual banquet style and loose seating creating a bright vibrant dining ambiance with one or two 37" LCD TV/s and internet stations.

设置一个融合了单独宴会形式和随意座位形式的就餐区，营造明亮充满活力的就餐环境。并安装一或两台 37"液晶电视机和网络设施。

- Refer to the IHG **<Supplementary Design Guide Section 10>** for detailed requirements.

参见 IHG《补充设计概要第十部分》中的详细要求。

(d) Human Resource (HR) Offices:人力资源（HR）办公室

- Locate near Employee Entrance where possible and within visual control of Security Officer. Employee should have direct access to the HR Office from the Main Service Corridor or Service Lifts.

尽可能设置在临近员工入口、保安可见的区域。员工应当可以从主服务走道或服务电梯处，直接进入人力资源办公室。

- Ideally prospective employee applicants should have direct access to the HR Office from a public area (e.g.: car park lift lobby) rather than be allowed to walk through the secure Hotel BOH areas.

理论上，前来应聘的人员须从公共区域（如车库电梯厅）直接进入人力资源办公室，而不应通过酒店后场区域进入。

Allow for: 设有

Reception space with desk or counter and area for supporting clerical Facilities and space to welcome applicants and process employee applications

设有接待桌或接待台的**接待区域**，设置办公设施的区域，以及欢迎应聘者 and 办理员工申请流程的区域。

Interview Room

面试间

Training Room (to seat up to 40 in 'classroom' setting)

培训室（设置 40 个以“教室型”排放的座位）

Provide audio / visual facilities* in training room for training activities

在培训室内**设置**影音设备，以进行培训活动。

Training Manager (next to Training Room with connecting door)

培训经理室（由连通门连接，位于培训室隔壁）

Secretary

秘书处

Director of Personnel

人事主管

Assistant Director of Personnel

人事助理

Storage space to accommodate personnel records and related files

文档储存区，储存人事记录和相关文件

Nurses Office / Sick Bay

医务室/病房

- cupboards / enclosures for retractable screens, white boards, A/V equipment and too be part of the A/V Consultants Scope of Work.

可放置卷入式投影屏、白板和音响设备的橱柜，此部分为影音顾问的工作范围。

(e) First Aid Station:急救站

- Locate near Personnel Office to allow shared clerical and staffing support.
位于临近人事办公室的位置，以共享办公设备及人手资源。
- Provide: First Aid / Examination Room with controlled access by nurse, single bed, chair and secure storage of medical supplies and limited medications. One unisex toilet adjacent to First Aid / Exam Room to be accessible
设置：由护士控制出入的急救站 / 检查室、单人床、椅子、放置医药用品和限用药物的安全储藏室。在急救站/检查间旁设置一个男女共用的厕所。

6.5 Laundry and Housekeeping 洗衣房及客房服务部

6.5.1 Laundry洗衣房

A laundry comprises the following:

洗衣房由下列部分组成:

Linen Chute / Sorting Room

布草滑槽 / 分拣间

Washing

洗衣处

Drying

干衣处

Pressing/ironing

熨烫处

Folding

折叠处

Clean Laundry Storage

干净衣物储存

Laundry manager

洗衣房经理室

Storage/Compressor

储藏室/压缩房

Chemical Store

化学剂储存室

Uniform Issue

制服间

(a) Sound Control:噪音控制

- Spring isolate ducts, pipes, and equipment suspended from structure above if sound transmission is a problem.

如果有的噪音传输问题, 则需在管路、管线和垂挂设施与上面的结构之间, 用弹簧隔绝。

(b) Weight and Vibration:重力和震动

- Due to equipment weight and vibration, design floor slab with structural engineer in coordination with the laundry equipment supplier. Equipment support at floor must have sufficient mass to prevent or dampen vibration between laundry equipment and building structure.

由于设备的重量和震动因素, 结构工程师在设计楼面层板时, 须与洗衣设备供应商相协调。设备在地面上的基座, 必须具有足够的体积, 以避免或减缓洗衣设备与建筑结构间的共振。

(c) Washing:洗涤区

- Locate Washing equipment near sorting area. Provide trough drain at rear of machines: size to accommodate total combined rinse cycles. Space and access requirements are to coordinated with the supplier/manufacturer.

洗涤区的设备放置在临近分拣区。在机器后部设置排水沟: 排水沟的大小需能应付所有洗涤程序的排水量。空间和通道的要求, 则与供应商 / 制造商相协调。

(d) Drying:干衣区

- Locate dryers at outside wall, and provide a fire-rated enclosure with at least 60cm clear service access at rear of machines. Verify service access points, lint capture requirements with manufacturer and coordinate with enclosure requirements and Fire Life Safety requirements.

干衣机设置在外墙处, 在机器后部须留有至少 60cm 净空的维修通道, 并设置防火围护结构。与制造商协调维修通道配置和棉绒线头收集要求, 以及围护结构要求和消防安全要求。

(e) Pressing/ironing:熨烫区

- Coordinate with supplier/manufacture for space requirements.
与供应商 / 制造商协调空间的要求。

(f) Storage:储藏室

- Provide an area to temporary store clean linen on trolleys prior to distribution adjacent to folding area.
在折叠区附近，设置一个可以临时存放，在分发前放置于推车中的干净布草的区域。
- Provide storage space for storage of chemicals and cleaning solutions include as appropriate: eyewash station, emergency shower, exhaust system, outside air source, hose bib and floor drain.
设置储存化学剂和清洁剂的储藏间，包括：洗眼处、紧急冲淋间、排气系统、室外空气源、软管接水口和地排水。

(g) Chemical Store:化学剂储藏

- Provide a dedicated enclosed (2hr fire rating) room to accommodate items such as thermal fluid heater equipment. Provide operational/safety features and devices.
设置专用的封闭房间（2 小时防火），放置诸如液体加热设备等。设置操作 / 安全设备装置。

(h) Uniform Issue: 制服间

- Locate in close proximity to Employee Locker Room and Laundry area.
尽量靠近员工更衣室和洗衣区。
- Provide pass through counter at service corridor to facilitate uniform distribution through 3M long counter with lockable roll down screen.
在服务走道设置发放台，设置 3 米长的制服分发台，带有可锁下拉式屏风。
- Use Railex or similar two tiered electronic storage / uniform retrieval system requiring 50m2 area which includes the sewing, marking, button repair area.
采用 Railex 或类似的两排电子储存柜 / 制服检索系统，要求有 50 平方米面积包括缝纫、标记、补扣修补区域。

6.5.2 Housekeeping 客房服务

- Locate adjacent to Laundry for staff efficiency and as near as possible to Service Elevators and Uniform Issue.
靠近洗衣房以便于员工高效的工作，且尽可能靠近服务电梯和制服间。
- Provide an enclosed secure room for storing cleaning equipment and supplies, vacuums, floor care products, carpet and floor cleaning equipment etc. Locate near a shared mop sink to allow for convenient servicing and cleaning. Provide eyewash station.
设置一间安全封闭的房间，储存清洁设备和用品，吸尘器、地板维护用品、地毯和地面清洁设备等。位于共用拖布池附近，便于提供服务和清洁。设置洗眼站。
- Enclosed secure storage area for bulk supplies and guest related equipment
设置安全封闭的储存区域，储存客房易耗品和客用设备。
- The Housekeeping Department comprises the following areas:
客房服务部由以下区域组成：

Executive Housekeeper 客房总管	14M ²
General Office	20M ²

办公室	
Operating Supplies Store	18M ²
用品储存室	
Clean Linen Store	100M ²
干净布草储存室	
Lost & Found	5M ²
失物招领	
Uniform Issue	67M ²
制服间	
Cleaning Equipment Store	22M ²
清洁设备储存室	
Chemical Store	11M ²
化学剂储存室	
Carpet Store	33M ²
地毯储存室	

6.6 Engineering Department 工程部

Provide good access to the receiving dock area for movement of materials, supplies, equipment from the hotel.

工程部需要能够通往收货区的便捷通道，便于从酒店搬运材料、用品和设备。

- Locate adjacent to MEP areas for convenient access to monitor building systems.
位于机电控制区附近，以方便监控大楼的各种系统。
- Have easy access to guest tower service elevators for service calls.
接到服务要求时，可便捷到达客房大楼的服务电梯
- Access the space through a pair of 900mm double doors to the following areas:
通过一扇 900mm 的双开门，进入以下区域：

Chief Engineer	14M ²
总工程师	
General Workshop	40M ²
工作间	
Electrician	12M ²
电工间	
Painter	14M ²
油漆工房	
Paint Store	10M ²
油漆储存间	
Handyman	12M ²
杂工间	
General Store	14M ²
总储存间	
General Office	18M ²
办公室	
Light Bulb Store	10M ²
灯泡储存间	
Spray Booth	11M ²
喷漆房	
Carpenter	30M ²
木工间	
Plumber	12M ²
水管工房	

Refrigeration / A/C	12M ²
冰箱/空调	
Computer Station	8M ²
计算机房	
Landscape /Equipment Store 2	5M ²
景观/设备储存间 2	
Circulation	32M ²
通道	
TOTAL	300M ²
总计面积	

6.7 Fire and Life Safety 消防及人身安全

(a) Eye wash facilities, for example eye wash bottles and showers will be provided in all locations where hazardous chemicals are stored or used.
洗眼设施，例如在所有储存或使用危险化学剂的地方，设置洗眼瓶和冲淋设施。

(b) As a minimum, first aid kits will be kept in the following places
作为最低要求，以下区域必须配备急救包。

- Front desk
前台
- Kitchen
厨房
- Housekeeping/Laundry
客房服务部/洗衣房
- Maintenance and engineering areas
维修工程区域
- Leisure facilities including swimming pool
休闲设施，包括泳池等
- Chemical storage areas
化学剂储存区
- Security office
保安办公室

First aid instructions will be held in first aid kits. Provide built-in cupboards, easily identifiable with first -aid graphic in each of the above facilities
急救指南必须和急救包放在一起。在以上各处，提供固定式橱柜，并标明易于辨识的急救符号。

(c) A designated staff smoking area is required. The health, safety and well being of non-smokers must come first and hotels should implement their own staff smoking policies and procedures in accordance with local laws and regulations
要求设置一个员工吸烟区。酒店以健康、安全和非吸烟者的福利为首要，根据地方法规和条例，制定实施员工吸烟的政策和程序。

(d) Provide a smoking room next to the Staff Change Facilities and Staff Dining Room
在员工更衣室和餐厅旁设一间吸烟室。

(e) Lint traps in laundries will be inspected and cleaned on every shift
每次轮班时，必须检查和清理洗衣房内的棉绒线头收集器。

(f) Light fittings in laundries and linen rooms will be covered
洗衣房和布草间内的灯具必须安装灯罩

(g) All Crowne Plaza Hotels must comply with the Local Authority Food Safety & Hygiene Standards

所有皇冠酒店都必须遵循地方政府部门的食品安全卫生规定。

- (h) All hotels will be planned with separate 'clean' & 'dirty' BOH Corridors**
所有酒店都必须设有独立的清洁和脏物后场走道
- (i) BOH Planning must include 'clean' corridors from the loading dock delivery area to the Commissary Kitchen and Service Lifts to any other F&B Kitchens above**
后场的规划必须包括，从卸货分发区到物资厨房，以及服务电梯至上面其它餐饮厨房区域的，清洁走道。
- (j) BOH Planning must include 'dirty' corridors from the F&B Kitchens, Commissary Kitchens, Service Lifts to the loading dock refuse areas**
后场规划必须包括，从餐饮厨房、物资厨房、服务电梯到卸货垃圾区的，脏物使用走道。
- (k) Crowne Plaza Hotels will implement all the requirements and recommendations that the HACCP (hazard analysis and critical control point) document advocates**
皇冠酒店将实施所有 HACCP（危险分析及关键控制点）文件所提出的要求和建议。
- (l) Floor surfaces in food storage and preparation areas will be of sound construction, slip resistant and waterproof**
食品储藏室和准备区的地面，需采用良好结构的、防滑和防水的地面

7

Vertical Transport

垂直运输

Section 7.0 Vertical Transportation 垂直运输

- 7.1 General 概述
- 7.2 Operating Criteria 操作标准
- 7.3 Elevator Design 电梯设计
- 7.4 Escalators 自动扶梯

Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

7.0 Vertical Transportation 垂直运输

7.1 General 概述

The following minimum standards are to be used as a guide in designing elevator systems for new or conversion properties as appropriate. A Lift Traffic Analysis should be prepared by the Owners MEP or Specialist Lift Consultant on the proposed Elevator Design or existing as built condition.

以下最低标准，适用于新建或翻新项目的电梯系统设计。根据电梯设计或现有建筑状况，由业主机电部门或专业电梯顾问，提供“电梯交通分析”。

7.2 Operating Criteria 操作标准

7.2.1 Passenger Elevators 客梯

When studying any Crowne Plaza Hotel, the evaluation of vertical transportation needs to involve two primary measures of elevator performance. The first relates to the frequency of service (average interval) and is a measure of the quality of service. The other relates to the quantity of service (handling capacity). For the purpose of these criteria all requirements are to be met in a 5-minute peak period (normally during check out).

在对皇冠假日酒店进行研究时，垂直运输的评估，需要包含对电梯性能的两个主要评估。第一个是使用的频率（平均间隔时间），作为对服务质量的衡量。另一个是服务的数量（运行的容量）。必须在“5分钟高峰时段”（一般在退房时）中，满足这些标准的所有要求。

(a) **Average Interval** is the average time increment between elevator departures from the terminal floor during a heavy traffic period. This calculation should not exceed 40 seconds.

平均间隔时间，是指在繁忙时段中，电梯从枢纽楼层出发的平均间隔时间。这个时间不能超过40秒。

(b) **Handling Capacity** is the number of persons or percentage of building population that can be transported by vertical systems during this same period of heavy traffic. This handling capacity shall not be less than 12% of the estimated population.

运行容量，是在相同的繁忙时段中，电梯能够运送的人数或建筑内总人数的百分比。这个运行容量不能低于估计总人数的12%

(c) **Assume an average** of 1-1/2 persons per room in business hotels and 2 persons per room in resort properties at 100% occupancy.

在入住率为100%时，设定商务酒店平均每间房间1-1/2人，度假村酒店平均每间房间2个人。

(d) **Typically provide** a minimum of one elevator for every 100 Guestrooms with a minimum of 3 Passenger Elevators.

电梯的配置标准，每100间客房至少要配有一部电梯，但不得少于三部客梯。

7.2.2 Service and Freight Elevators 服务和货运电梯

The number of “main” service elevators should be a ratio based on the number of passenger elevators and typically is 1 service car for every 2 passenger elevators.

“主”服务电梯数量的比例，是根据客梯的数量计算的，一般为每两部客梯配一个服务电梯。

These service elevators are usually rectangular “hospital shaped” with capacities of up to 1800kg. In addition to the “main” service elevators there may be a need for additional special service support elevators between kitchens, loading docks, function space, etc.

这些服务电梯通常为长方形的“医院类型”，容量为1800kg。除了“主”服务电梯外，还需提供来回于厨房、卸货区、功能区域等的专用电梯。

The freight elevator size will depend upon functionality and may be sized to carry motor cars, forklifts or other special sized loads.

货梯的大小应根据其功能性决定，且可能要设计成一定的尺寸以承载机动车、叉车或其他特殊尺寸的货载。

7.3 Elevator Design 电梯设计

(a) Passenger Elevators:客梯

- Passenger elevators shall be centrally located and visible from registration desk.
客梯需位于中央位置，且从前台可看得到。
- For all matters concerning the control and operation of the Elevators please refer to the IHG Engineering Standards 2005.
所有关于电梯控制和操作的问题，请参见《IHG工程标准2005》。
- This document describes the minimum physical dimensions, capacity and speed criteria as well as Finishes and Fittings.
本文件描述了电梯的最低物理尺寸、容积和速度标准，以及饰面和装置。

(b) Door Opening Finish:电梯门洞饰面

- Main Lobby: Stainless steel or bronze or as decorative etching as specified by Interior Designer.
酒店大堂：采用由室内设计师指定的，不锈钢或铜制，或者装饰蚀刻。
- Typical Floors: Stainless steel.
标准层：采用不锈钢。

(c) Threshold: Stone or Aluminium (optional nickel silver at lobby).

门槛：采用石材或铝制材料（大堂处可采用镍银）

(d) Floor Identification: Raised Braille plates and numbers.

楼层标识：采用突起的盲文字盘和数字。

(e) Lift Lobby Fixtures:电梯厅装置

- **Call Buttons** (at all floors): Manufacturer's standard with stainless steel or bronze finish with handicap approved heights. Manufacturer shall also incorporate in the faceplate Phase I fire service key switch, Fireman's phone jacks (as required in fireman's lift) and emergency signage.
呼叫按钮（在所有楼层）：制造商标准的不锈钢或青铜饰面，且符合残障人要求的高度。同时，制造商应当参与协调在面板安装第一阶段火警开关、消防员听筒塞孔（消防员电梯中要求设置）及紧急标识。
- **Lift Lobby Lanterns** (at all floors): Manufacturer's standard with handicap approved chimes.
电梯厅信号灯（所有楼层）：制造商标准、符合残障人要求的报站音。
- **Lift Lobby Position Indicators**: Required at main lobby terminal and shall be clearly visible from all car locations.
电梯位置指示：要求设置在酒店大堂电梯终点站，并且从所有轿箱位置都能清晰可见。

- **Fire Service/Security Panel:** As required by code or requested by Owner.
消防服务/安保控制面板：根据法规或业主要求进行安装。

(f) Car Operating Panels: 电梯轿厢操作面板

- **Two in each car** with all necessary operating buttons, service cabinet, telecom or telephone unit (which must be answered 24 hours / day, 365 days / year), position indicator and necessary verbiage engraved. Finish shall be stainless steel or bronze to match cab front and car doors. Floor numbers shall correspond with guestroom numbers.
每个轿厢内有两块，带有所有必须的操作按钮、检修盒、通信装置或电话（必须每天24小时，每年365天在线）、楼层指示器，以及必要的文字。必须采用不锈钢饰面或铜饰面，并要和轿厢正面及梯门相匹配。楼层号码必须要和客房号码相关联。

(g) Cab Design: 电梯轿厢的设计

- **Finishes of floors, walls and ceiling** shall be as selected by Architect and / or Interior Designer.
地面，墙面和天花的饰面，应当由建筑师和 / 或室内设计师选定。
- **Typical Floor finish** is stone or carpet. However, elevator equipment shall be designed to accommodate the weight of stone tile or other flooring when specified.
标准地饰面，采用石材或地毯。不过，有些时候，电梯设备的设计必须要考虑石材地面或其它地面材料的重量。
- **Elevator contractor** will be required to furnish the shell, finished front returns, car operating panels and cab doors in his base contract.
电梯承包商的基本合同，要求其提供电梯轿厢毛坯、完成装饰的侧转边、轿厢内操作面板和电梯门。

(h) Additional Features: 附加设施

- **All related emergency features** (i.e., fire service, emergency power, etc.).
所有相关的应急设施（如消防，应急电力等）
- **Wiring for card readers** and/or CCTV cameras.
读卡器接线和 / 或闭路电视摄像头
- **Emergency telecom units** shall be “handsfree”.
紧急通信装置必须是“免提式”的
- **Car position indicator**, convenience outlet, and certificate frame.
电梯位置指示器，便利插座，和证书框
- **Fire control** and or security panels.
火警控制和 / 或安保控制面板

7.3.1 Service and Freight 服务和货运电梯

Service elevators shall be adjacent to main back of house service corridor and separated by a vestibule. All of the service elevators must be ‘banked’ – i.e.: one call button to call all of the lifts to ensure efficient wait times.

服务电梯要靠近的主要后场操作区的服务走廊，并由一个前厅隔开。所有服务电梯必须“串联”，也就是说，一个呼叫按钮等同于呼叫所有电梯，以确保最少的等待时间。

(a) Door Finish: 门饰面

- **Doors & Frames:** Brushed stainless steel.

门及门框：采用拉丝不锈钢

- Threshold: Aluminium.
门槛：采用铝制材料

(b) Hall Fixtures: 电梯厅装置

- Call Buttons: Vandal resistant design with stainless steel finish.
呼叫按钮：采用防破坏型不锈钢饰面材料
- Hall Lanterns (at all floors): Manufacturer's standard.
电梯厅信号灯（在所有楼面）：采用制造商标准
- Hall Position Indicator: None required.
电梯位置指示：没有要求。
- Fire Service/Security Panel: As required by code or requested by Owner.
消防/安保控制面板：根据法规或业主要求

(c) Cab Finishes: 轿箱饰面

Car Operating Panel: Vandal resistant fixture, one in each car with all necessary operating buttons, service cabinet, phone cabinet, position indicator and necessary verbiage engraved.
电梯轿厢操作面板：采用防破坏型装置，每个轿厢内有一块面板，带有所有必需的操作按钮、检修盒、电话箱、楼层显示器和必要的文字。

(d) Cab Design 轿箱设计

- Side and rear walls shall be manufactured with 14 gauge 5WL rigidized stainless steel. Top shall be 12 gauge furniture steel with reflective finish. Cab shall also include two rows of solid hardwood bumper rails on side and rear walls, resilient rubber tile floor with recessed coved skirting, and recessed vandal resistant fluorescent lighting.
轿箱的侧壁及后壁用14级5WL加强不锈钢制成。厢顶为12级家具钢材反光饰面制成，轿厢内还需安装，两侧壁及后壁上的两排实硬木防撞杆、弹性橡胶地板和嵌入式弧形踢脚、及嵌入式防破坏荧光灯。

(e) Additional Features: 附加设施

- All related emergency features (i.e., fire service, emergency power, etc.).
所有相关的应急设施（如消防，应急电力等）
- Wiring for CCTV cameras.
闭路电视探头接线
- Emergency phones.
紧急电话
- If hydraulic elevators are to be used, the cylinders shall be protected with a sealed PVC outer casing.
如果使用液压式电梯，活塞顶柱应当用聚氯乙烯密封外壳保护。
- Special usage equipment may require additional features or modifications to the above. Discuss any special needs with the consultant.
特殊用途的设备，可能会需要对以上要求进行添加或修改。与顾问协商讨论任何特殊需要。
- Lift/Elevator Specifications
电梯的具体技术规范

Application 应用位置	Guestroom 客房	Room Service 客房服务	Freight 货运电梯
Capacity 容量	1600kg	1800kg	1800kg
Speeds 速度			
Levels 2-3 served 服务 2-3 层	30mpm – 0.5mps	30mpm	30mpm
Levels 4-12 served 服务 4-12 层	105mpm -1.75mps	105mpm	105mpm
Levels 13-22 served 服务 13-22 层	150mpm – 3.5mps	150mpm	N/A
Levels 23-32 served 服务 23-32 层	210mpm – 3.5mps	210mpm	N/A
Levels 33 + 服务 33 层以上	300mpm – 5mps	210mpm	N/A
Platform 平台			
Width 宽	2200mm	2400mm	2200mm
Depth 深	2000mm	2000mm	2000mm
Application 应用位置	Guestroom 客房	Room Service 客房服务	Freight 服务电梯
Entrances 入口			
Width 宽	1200mm	1200mm	2200mm
Height 高	2100mm	2100mm	2100mm
Type 类型	Centre open 中间开门	Centre Open 中间开门	Vertical Bi-part 垂直开门
Cab height 轿箱高度			
To Canopy 至顶棚	2750mm	3000mm	2750mm

7.4 Escalators 自动扶梯

The installation of escalators should be used only when connecting the main (lobby) floor with a high traffic first or basement level. Escalators are effective when large groups are required to be moved quickly from one level to another and where this large group will negatively impact the main passenger elevators.

自动扶梯只会应用于，连接主（大堂）楼层与高客流的第二层，或地下室楼层。当有大量客人需从一个楼层快速移动到另一个楼层，并且这样大批量的客人会使主客用电梯应接不暇时，自动扶梯就会非常有效了。

(a) Escalator Design: 自动扶梯设计

- Size: Minimum tread width 1M
尺寸：最小梯级宽度为1米
- Speed: 0.4 mps.
速度为0.4mps
- Finishes: As selected by Architect. Provide typical glass balustrades for freestanding units.
饰面：由建筑师选择饰面。独立式自动扶梯采用标准的玻璃扶手。
- Vertical Rise: Not to exceed 6M.
垂直上升高度：不超过6米

(b) Additional Features: 附加设施

- All code required safety devices.
所有法规规定的安全装置
- Controlled stop braking.
可控制的刹车停止装置
- Discuss additional specific needs with the consultant.
与顾问协商具体所需的附加设施

(c) Maintenance 维护

The Elevator Contractor shall provide maintenance pricing breakdown as shown below. The Owner should always retain the right to accept or reject these proposals.

电梯承包商需要提供以下维护费用详细清单。业主应当总是可以保留，接受或拒绝这些提案的权力。

- Twelve months installation service to coincide with 12 month warranty.
与12个月的保质期一致的12个月的安装维保
- An additional 5 year maintenance contract including pricing.
外加5年维护合同包括报价。

Architectural Fire Life Safety

建筑消防安全

Section 8.0 Architectural Fire Life Safety 建筑消防安全

- 8.1 Introduction 介绍
- 8.2 Structure and Material 结构和材料
- 8.3 No Waivers Allowed 不得免责的项目
- 8.4 Windows and Balconies 窗户及阳台
- 8.5 Doors 门
- 8.6 Means of Escape 逃生疏散方式
- 8.7 Stair Enclosures 楼梯间
- 8.8 Lifts/Elevators 电梯
- 8.9 Other 其他

Crowne Plaza Design Standards Manual 皇冠酒店设计标准手册

8.0 Fire and Life Safety 消防及人身安全

8.1 Introduction 介绍

For the purposes of these standards the Architectural Life Safety Standards incorporates fire, health and safety, food safety, security and leisure safety for guests, employees and visitors (including contractors).

建筑人身安全标准结合了消防、健康安全、食品安全，以及客人、员工和访客（包括承包商）的人身安全。

Each Crowne Plaza Hotel must have in place a Fire and Life Safety risk assessment and a fire prevention and protection strategy to be approved by IHG Design & Engineering

每家皇冠假日酒店，都必须拥有 IHG 设计与工程部审核通过的《消防及人身安全风险评估》以及《防火保护策略》。

Approved local regulations will apply in conjunction with the requirements. In case of conflict the more stringent standards will apply. Any variation must be brought to the attention of IHG Design & Engineering

所有要求都必须和当地法规结合实施。当法规要求有冲突时，则采用其中比较严格的标准要求。任何变更都必须提交至 IHG 设计与工程部审阅。

InterContinental Hotels & Resorts reserves the right to request a report from an independent consultant to verify that national/local regulations are equivalent to or more stringent than the InterContinental Hotels & Resorts standard. Costs associated will be borne by the hotel licensee/applicant

洲际酒店及度假村，有权要求独立顾问提供核实国家/地方条例的报告，以核实国家/地方条例是否与洲际酒店及度假村标准同等或更严格。相关成本，由酒店执业人/申请人承担。

Additional care must be taken with regard to special events (including exhibitions, speciality banquets and so on) to ensure all additional Fire and Life Safety risks are correctly managed.

当举办一些特殊活动（包括展会、特殊宴会等）时，必须确保所有相关于消防及人身安全的额外措施，都已妥善地落实。

Each Crowne Plaza hotel must have up to date all necessary operating licences issued by the relevant controlling authority. These licences, together with an English language translation, where appropriate, must be available for inspection before a hotel is opened and on a regular basis by InterContinental Hotels & Resorts or its appointed agents

每家皇冠假日酒店，必须拥有最新的，由相关政府机构颁发的营业执照。这些执照，及其英文翻译，必须在酒店开业前，以及日常检查中，随时提供“洲际酒店和度假村”或其指定代理，现场察看。

8.2 Structure & Materials 结构和材料

(a) A minimum fire resistance rating shall be achieved in the building structure including but not limited to the following areas: floors, columns, beams, load-bearing walls, stairs and lift/elevator shafts, chimney and plumbing service shafts, and refuse enclosures

建筑机构必须要达到防火等级的最低要求，包含但不限于以下区域：地面、柱、梁、承重墙、楼梯及电梯井、烟囱，及给排水检修井，和垃圾间。

(b) Low-rise structures (less than 10M) will have a minimum fire resistance rating of 60 minutes
低楼层结构（低于 10 米），要求至少有 60 分钟的防火时间。

(c) Medium-rise structures (between 10M-25M) will have a minimum fire resistance rating of 90 minutes

中等高度楼层结构（高度在 10 米至 25 米之间的），要求至少有 90 分钟的防火时间。

- (d) High-rise structures (greater than 25M) will have a minimum fire resistance rating of 120 minutes
高层建筑（高度大于 25 米的），要求至少有 120 分钟防火时间。
- (e) Building height is measured from external fire brigade access level to finished floor level of the highest inhabited floor. Note that this may vary around the perimeter of the building
建筑高度的计算，是从室外消防通道地饰面，到有人居住的最高楼层地饰面的高度。注意，沿建筑物外墙的不同位置，建筑物高度的数值可能会有所不同。
- (f) A minimum fire resistance rating of one hour (60 minutes) must be provided between
以下区域之间，要求至少有 1 小时（60 分钟）的防火时间
- Guestrooms 客房
 - Guestrooms and corridors 客房和走道
 - Public areas, service areas and guestrooms 公共区域、服务区域和客房
- (g) All openings between floors and adjacent areas, for example, openings around pipes, ducts, services or floors, must be fire stopped
楼面和交界区域之间的所有开口处，例如，在管线、管道、维修或楼层处，必须做防火封堵。
- (h) All materials used in guestrooms and public areas will be inherently flame retardant or pre-treated to meet or exceed minimum statutory requirements, local fire and building codes. Wall coverings must be flame retardant type and comply with local fire and building codes
客房和公共区域所使用的所有材料，都必须具有阻燃或防火性能，或经过防火处理，并达到或超过法定、地方消防和建筑法规的最低要求。所采用的墙纸必须为防火类型，且符合地方消防建筑法规。
- (i) Where ground conditions generate gas (such as methane), or where a gas intake point is located such that any escape could have serious consequences, gas escape monitoring equipment and/or special venting systems will be installed
如果地面条件容易产生气体（如沼气），或者煤气接入点所处位置，使得万一发生泄露会造成严重后果时，必须安装漏气监测装置，和 / 或特殊排风系统。
- (j) All electrical outlets in corridors, or that are exposed to weather elements that are within 6M of a water source, must be protected by a residual current device and / or a ground fault circuit interrupter
所有设置于走道、或暴露在天气因素中，处于水源范围 6 米内的电源插座，都必须采用残余电流装置，和 / 或接地电流断路器，进行保护。

8.3 No Waivers Allowed 不得免责的项目

The following items are a strict must do - No Waivers Allowed

以下项目必须严格执行 —— 不得免责的项目

- (a) **Guestrooms** equipped with a hard-wired smoke detector that sounds an alarm audible in the guestroom. (Battery operated detectors are not acceptable)
客房必须安装由电源直连的烟感探测器，且带警报。（不得采用电池供电的烟感探测器）
- (b) **All other habitable areas** of the hotel provided with a smoke detection system connected to a central alarm panel
酒店内所有其它居住区域，都需安装连接到中央报警面板的烟感探测系统
- (c) **Activation** of an alarm sounds an alarm on the floor of origin, at the constantly attended alarm panel and all areas immediately exposed to the fire

火警时，在起火的楼层，和 24 小时有人值班的警报控制中心，以及所有即将被火势蔓延的区域，都要启动有声警报。

- (d) **Dead end corridors cannot exceed 9M for new build and 15M for conversion**
在新建项目中，没有出口的走道长度不得超过 9 米；改建项目中则不得超过 15 米。
- (e) **Each floor provided with two exits remote from each other**
每层楼面，需设有两个彼此相隔很远的安全出口。
- (f) **The maximum travel distance between exits does not exceed 60M**
各出口之间的距离不得超过 60 米。
- (g) **Illuminated exits signs** with a secondary source of power placed so that the exit from the building is clearly marked
应妥善设置带有第二电源供电的**发光出口标牌**，以使建筑内的安全出口能够清楚地标示。
- (h) **Emergency lighting** with a secondary source of power is to be provided in all exit paths, places of assembly, and in staff, plant and service areas
在所有出口通路、集散区域以及员工、设备服务区域，都要求安装配有第二电源供电的**应急灯**。
- (i) **The above secondary source provides lighting (power) for at least 60 minutes**
以上所述供应照明（电力）的**第二电源**，必须能够至少保持 60 分钟。
- (j) **Fire stairs exit outside** the building or into an area protected by sprinklers, which leads to the building exterior
消防楼梯直接通向户外，或通向一个连接户外的，由喷淋设施保护的区域。
- (k) **No combustible material** installed/stored in exit stairs
逃生楼梯处，不得安装 / 储存可燃材料。
- (l) **Fire exit doors swing out in the direction of egress**
安全逃生门，应该朝疏散方向向外开启。
- (m) **Any place of assembly** for over 50 people has not less than 2 exits of appropriate size
任何一个超过 50 人的集散区域，至少要设置两个以上，大小合适的安全出口。
- (n) **Fire rating of 1-hour** is required if building structure (highest inhabitable floor level) is less than 25M above grade level or fire department access level
如若建筑结构（最高居住楼层）低于 25 米楼层或消防可至楼层，**要求设有 1 小时防火等级**。
- (o) **Fire rating of 2-hours** is required if building structure (highest inhabitable floor level) is more than 25M above grade level or fire department access level
如若建筑结构（最高居住楼层）超过 25 米楼层或消防可至楼层，**要求设有 2 小时防火等级**。
- (p) **Fire separation** between guestrooms is 1 hour rated
客房之间**防火阻隔**的时间为 1 小时
- (q) **Fire separation** between public areas, service areas and guestrooms is 1 hour rated
公共区域、服务区域和客房之间的**防火阻隔**时间为 1 小时
- (r) **Fire separation** between different occupancies, e.g. shops and public areas, is 1 hour rated
其他不同区域，如商店和公共区域，之间的**防火阻隔**时间为 1 小时。
- (s) **Smoke containment** for service or other openings in walls, floors or between fire areas
墙面、地面的维修或其它开孔，或消防区域之间，需设置**烟雾阻隔**措施。

- (t) **Minimum 20 minutes** fire rated doors and frames for guestrooms
客房门及门框必须**至少要有 20 分钟**防火等级。
- (u) **All guestroom doors** to be self-closing and latching. No hold open mechanism allowed
所有客房门必须自动关闭并上锁。不得使用机械装置维持其打开状态。
- (v) **All furnishings**, textiles and finishes to be flame retardant
所有的家具、织物布料和饰面必须为阻燃材料。
- (w) **Sprinkler protection** if building has floors more than 25M above grade level or fire department access level
如果建筑物有高于水平面及消防通道平面 25 米以上的楼层，则需安装**消防喷淋保护设施**。
- (x) **Wood frame construction** buildings with two floors or more to be provided with sprinkler protection
两层楼以上的**木框架建筑**，必须安装消防喷淋保护设施。
- (y) **Automatic fire suppression** system provided in all kitchen extraction hoods above cooking areas
所有厨房烹饪区上面的排烟罩，都必须设置**自动灭火系统**。

8.4 Windows and Balconies 窗及阳台

- (a) Windows and doors opening onto to a balcony area must have an auxiliary locking device located out of the reach of children and restricting the initial opening of the window or door to 100mm
面朝露台区开启的窗和门，必须安装辅助锁装置，且安装于孩童不可触及的地方，并且开窗或开门的初始宽度限定为 100mm。
- (b) Where auxiliary locking devices are not permitted, signs will be fixed at windows and balcony doors warning guests that the opening of the window or the balcony door is not restricted and pointing out the inherent dangers regarding unaccompanied children. The message will be in English with a minimum second language appropriate to the hotel's location
如不能安装辅助锁装置，则需在窗和露台门上设置警示标志，警告客人开启窗户或露台门将不受限制，并指出对于无人看护的孩童存在的危险。警示语为英语书写，以及根据酒店所处地区，至少还需由第二种合适的语言书写。
- (c) Floor-to-ceiling windows require crash bars or decals at an appropriate level. Glass must be safety toughened glass with appropriate certification
地面至天花的落地窗，户要求在适当的高度安装防撞条或贴花纸。窗户所采用的玻璃必须为带有相关证书的钢化安全玻璃。
- (d) Balcony balustrades to guestrooms or any other area in the hotel must be minimum 1.1M high with any gaps or openings in the balustrade a maximum of 100mm
通向客房或酒店其他区域的露台栏杆，高度要求至少为 1.1 米，栏杆之间的缝隙或间距不得大于 100mm

8.5 Doors 门

- (a) Doors within a building constructed to achieve 90 minutes structural fire protection (and those buildings of higher rating), along with doors to lifts/elevators, linen chutes, plumbing shafts, refuse enclosures, car parks and staircase doors in buildings over three storeys, will have 60 minutes fire resistance.

要求达到 90 分钟防火等级（以及更高防火等级）的建筑物内的门，以及通向电梯/扶梯、布草滑槽、管道井、垃圾间、车库和三层以上楼梯间的门，防火等级为 60 分钟。

- (b) Doors within a building constructed to achieve 60 minutes structural fire protection, along with doors to storage rooms, plant rooms and plumbing shaft doors where the shaft is horizontally fire stopped at each level, will have 30 minutes fire resistance.

要求达到 60 分钟防火等级的建筑物内的门，以及通向储藏室、花草室、以及在每一楼层水平方向已阻火的管线井门，防火等级为 60 分钟。

- (c) All door locks will be hotel commercial quality or better. All entrance door hardware will be approved by IHG Design & Engineering.

所有门锁均需采用酒店商业等级或更佳的。所有进户门五金都必须由“IHG 设计和工程部门”批准。

- (d) All fire-resisting doors will have approved self-closing devices. Where these doors need to be held open, magnetic release devices that are linked to the fire alarm system must be used.

所有防火门都必须装有自动关闭装置。当此类门需要有保持开启的情况时，必须采用连接到消防报警装置系统的磁性释放装置。

- (e) Self-closing doors are required for storage, maintenance and equipment rooms, kitchens, staircases and exits.

储藏室、维修设备间、厨房、楼梯间和安全出口，都要求安装自动关闭的门。

- (f) A professionally designed and fabricated diagram minimum A4 size, showing the exit path from each guestroom and meeting room to the nearest exit, will be posted on the room side of each guestroom and meeting room door. The message will be in English with a minimum second language appropriate to the hotel's location.

在每间客房和会议室，面向房间内一面的门上（门背后），都须张贴一张专业设计及制作的，至少为 A4 尺寸的图表，上面显示从该客房或会议室通向最近安全出口的疏散路线。图表上的信息由英文书写，根据酒店所处地区，至少写有第二种合适的语言。

- (g) The laundry chute terminus will be equipped with a 60-minute fire resisting door with a self-closing device and a fusible link. Guest floor laundry chute doors will be self-closing and self-latching.

洗衣滑槽末端，应安装具有 60 分钟防火等级的，带有自动关闭和熔断装置的门。客房楼层洗衣滑槽的门，必须能够自动关闭和上锁。

- (h) Where refuse chutes are provided they must be provided with 60-minute fire resisting doors on all openings that self close and lock when the chute is not in use. The door on the chute terminus may be held open on a fusible link.

如果设有垃圾滑槽，则必须在所有开口处，安装 60 分钟防火等级的门，当滑槽不在使用中时，可自动关闭和上锁。垃圾滑槽末端的门，可以在设有熔断装置的情况下保持开启。

- Provided with sprinklers inside the chute at the top and every third level.

在滑槽的顶部，及每隔第三层的位置，安装消防喷淋。

- Vented to the open air at the top.

顶部设有通风口

- Terminated in a room with an automatic fire suppression system.

滑槽终点是一个装有自动灭火系统的房间。

- (i) A lockable storage area where the luggage of registered guests can be temporarily stored must be available.

必须设置供登记入住的客人临时储存行李的可锁储存区域。

- (j) All kitchen area doors will be minimum 30 minutes fire resisting and a minimum of 900mm wide. They will be self-closing with view window, kick and push plates
所有厨房区域的门至少要求有 30 分钟防火时间，且最小宽度为 900mm。这些自动关闭的门要求安装有可视窗口，以及踢脚板和推手板。
- (k) All hotels will have electronic card key locks on all guestroom doors. The electronic lock system must have the following features
所酒店的客房门，都必须安装电子门卡锁。电子门卡锁系统必须符合以下要求：
- Re-key at each rental, voiding previous keys
每次租用时重新进行编程，使以前的钥匙卡无效
 - Power down back-up system
断电备用系统
 - Emergency override
紧急重置
 - Audit/interrogation feature with a printout capability
可打印进行审核 / 查询
 - A mortise with a 21mm dead bolt
锁舌 21mm 长无弹簧防盗锁。
 - 16mm throw deadlocking latch set with an **anti-panic** feature whereby the deadbolt releases upon activation of the door lever on the guestroom side of door
16mm 长锁舌的锁定闩，带有紧急逃生设置，转动房间内侧门把手可以直接将锁舌收回。
 - Auto deadbolts are not permitted
不得采用自动锁定闩。
 - Emergency access must be by a key that retracts both dead and latch bolts
紧急通路必须要有一把钥匙可以同时释放锁定插销和锁闩。
 - When the dead bolt is in use, all keys except the emergency keys must be inoperable
当使用锁定闩时，除了紧急钥匙之外，其它所有的钥匙都不得开启。
- (l) An auxiliary non-keyed locking device will be provided on all guestroom doors. The unit must be installed to both the doorjamb and the door to maximise the security and strength of the installation and to ensure ease of operation for the guest. This device may be a safety bar/chain or other non-keyed locking device and must be approved by IHG Design & Engineering
所有客房门上，都必须安装一套无需钥匙的辅助门锁装置。此装置必须同时安装在门框和门上，既要最大可能地保证安全和强度，又要方便客人使用。此装置可以是一个安全锁闩 / 链条，或其它无需钥匙的门锁装置，并且必须通过“IHG 设计与工程部”的批准。
- (m) All doors will have a one-way viewer mounted 1.5M above the floor
所有的门，在距地面 1.5 米以上的位置，安装一个单向猫眼。
- (n) All guestroom doors and frames will have a minimum fire resistance of 20 minutes and be fitted with an approved self-closing device
所有客房门及门框，需有至少 20 分钟的防火时间，并安装有合格的闭门器。
- (o) Connecting guestrooms will have two doors, each with a minimum fire resistance of 30 minutes
连通客房需有两扇门，每扇门至少要有 30 分钟的防火时间。

- (p) All connecting guestroom doors will have a mortise thumb-turn dead bolt lock with the thumb turn on the guestroom side of the door. The opposite side of the door must use blank plates to assure security, with no access to screws or bolts. Previously existing slide bolts may be left in place for additional security and to avoid creating holes in the doors that will need to be repaired. In addition, doors must have a fixed knob or lever on the guestroom side of the door. All dead bolt locks will have a minimum throw of 21mm and must be mortised into the door. When locked the bolt must protrude through the doorframe
所有连通客房房门，需安装一个手拨锁定门，在房间内一侧设有旋钮。另一侧则必须使用平板，以确保无法触及螺丝或锁门，以保证安全。可以保留原有的滑动插销，以确保额外的安全，并避免因拆除此锁而在门上产生需修补的洞。另外，客房一侧的门上必须安装一个固定门球或执手或拉杆。所有的锁定门必须用榫结合至门内，且锁舌至少要伸出 21mm 长。当锁定时，锁舌必须深入门框内。
- (q) Maintenance access to areas between guestrooms (for example, service ducts) must be controlled with a master key
客房之间的检修区域（如服务管线）的通路，必须由一把主控钥匙控制。
- (r) Safety and security instructions in the guestroom and of the floor plan located inside the entry door of the guestroom
客房内的安全指示信息和楼层平面图，必须设置在客房进户门的内侧。

8.6 Means of Escape 逃生疏散方式

All Crowne Plaza Hotels will meet the following requirements to enable escape
所有皇冠假日酒店，都必须满足以下逃生要求：

- (a) Each floor will have a minimum of **two emergency exits** remote from each other
每层楼面至少要有**两个紧急出口**，且两个紧急出口互相间隔一定距离
- (b) A **maximum travel distance** between emergency exits of 60M is required, and a maximum travel distance to an emergency exit will not exceed 30M. Dead ends will not exceed 9M in new builds and 15M in Conversion Properties
要求紧急出口之间的**距离不大于 60 米**，并且到达最近一个紧急出口的距离不得超过 30 米。新建项目中无出口的走道不得超过 9 米长，改建项目中则不得超过 15 米。
- (c) **Primary corridors** must be a minimum 1.6M wide and secondary corridors a minimum 1.5M wide
主要走道至少要有 1.6 米宽，次要走道至少为 1.5 米宽
- (d) **Fire Stairs** from Guestroom floors must discharge to the outside
客房楼层中的**消防楼梯**必须能通往室外。
- (e) **Rooms and spaces** accommodating over 50 persons or equal to or greater than 75M², for example offices or meeting rooms, must have not less than two exit routes remote from each other at other ends of the room. All exit doors will swing out with the direction of egress
当**房间和区域**内所容纳的人群大于等于 50 人、或面积大于 75 平方米，例如办公室或会议室，则房间两端间至少要有两条相隔一定距离的安全出口线路。所有出口的门，都应当按疏散方向向外打开。
- (f) **Internal exit doors** must always remain operable (from both sides) and swing in the direction of the means of escape. Final escape doors must be fitted with panic hardware, operable in the direction of travel
室内**出口门**必须总能保持（从两侧）可开状态，且可向逃生方向打开。最后的逃生门必须安装有太平门闩，且可于出走方向打开。

- (g) **Exit doors** may be fitted with electro-magnetic locks, provided the locks release upon actuation of the fire alarm / detection system and, on failure of the power supply, the locks fail-safe in the open position

出口门可安装电磁锁，当火警/烟感系统启动、或断电，及门锁发生故障无法开启时，可打开门锁。

- (h) **Illuminated exit signs** are required at each exit location and where exit is not visible. The international symbol type sign is required where permitted by local law. Emergency power is required for the sign for a minimum of one hour

发光安全出口标牌，要求安装在每个出口位置，以及看不见出口位置的地方。在地方法规许可的情况下，使用国际通用的标志类型。标牌紧急供电至少为一小时。

- (i) **Exits from places of assembly**, such as all public areas, restaurants and meeting rooms, will be provided according to the following room capacities

人员集散场所的出口，如所有公共区域、餐厅和会议室，都必须根据以下场所面积大小进行设定：

- 50 to 500 people: no fewer than 2 exits
容纳 50 至 500 人：不得少于 2 个出口
- 500 to 1000 people: no fewer than 3 exits
容纳 500 至 1000 人：不得少于 3 个出口
- >1000 people: no fewer than 4 exits
大于 1000 人时：不得少于 4 个出口

8.7 Stair Enclosures 楼梯间

(a) New build 新建项目

- Escape doors and stairs will be a minimum 900mm wide
逃生门和楼梯至少要有 900mm 宽。
- Storage rooms will not be permitted to open into stairwells
储藏室不得开向楼梯间

(b) All hotels 所有酒店

- Open storage is prohibited on or under any stairwell and any storage areas opening on to a stairwell will have fire-resistant doors (equivalent resistance to doors between staircase and corridor) with a self-closing mechanism
楼梯间上或楼梯间下禁止设置敞开式储藏间，任何开向楼梯间的储藏区域都必须设置自动关闭的防火门（防火等级与楼梯和走道之间的门相同）。
- Floor levels will be numbered with 150mm high reflective finish letters / numbers
楼层数采用 150mm 高，反光字母 / 数字
- In high-rise structures (greater than 25M), provision for pressurised staircases / ventilation systems / fire lobby approaches will be reviewed with IHG Design & Engineering
在（高于 25 米）高层结构中，“IHG 设计与工程部”需审核加正压楼梯/通风系统/消防大厅的通道设置。
- An emergency escape staircase must be maintained to a high standard with all treads, nosings and balustrades regularly checked
对于紧急逃生楼梯，必须保证严格标准的维护程序，定期检查所有踏步、防滑条和栏杆。
- All fire and safety signage will be in English and local language(s) and will include pictograms where appropriate

所有消防安全指示，牌必须由英语和当地语言书写，并包含必要的图示信息。

8.8 Lifts / Elevators 电梯

- (a) In New Build high-rise (greater than 25M) buildings a fire fighting lift is required which may also be used as a guest or service lift/elevator

在新建高层建筑（高于 25 米）中，要求设置一台消防电梯，其亦可用作客梯或服务电梯使用。

- (b) In case of alarm or power failure, the lifts/elevators will automatically go down to the ground floor (or escape level) and the doors will open. If not reverting to ground floor level, the lift/elevator must depart immediately from the fire-affected level and stop automatically in an unaffected area, remaining out of use with the doors open. When lifts/elevators serve the basement floors, the lift/elevator car must always stop first at reception level. Emergency lighting will be provided in the lift/elevator car.

当警报或断电发生时，电梯将自动降至地面楼层（或逃生楼层），并将门打开。如若不能回到地面楼层，则电梯必须立即离开火灾发生区域，自动停到未涉及火险区域，并将门打开，保持非使用状态。在电梯亦用于地下楼层时，电梯轿箱必须总是首先停于酒店接待楼层。电梯轿箱内需安装紧急照明。

- (c) A professionally prepared sign in English and local language, with a clear warning against the use of lifts/elevators in case of fire, will be provided adjacent to the call button(s) in lift/elevator lobbies

在电梯厅呼叫按钮旁边，设置用英语和当地语言书写的专业标牌，明确警告火情发生时不得使用电梯/升降梯

'In the event of fire do not use lift; use stairs'

当发生火灾时不得使用电梯，请走楼梯

- (d) A professionally prepared sign in English and local language, clearly prohibiting smoking in the lift/elevator car will be provided immediately adjacent to the lift/elevator call button(s). A purpose made receptacle for the disposal of smoking materials will be provided by the 'No Smoking' sign.

在紧靠电梯厅呼叫按钮的旁边，设置用英语和当地语言书写的专业标牌，明确禁止在电梯轿箱内吸烟。丢弃烟头的烟缸需设有“禁止吸烟”的标志。

- (e) Each lift/elevator will be equipped with either a telephone or an intercom. Each lift telephone/intercom must be automatically connected to the operator on a priority key on the console or to an emergency telephone.

每部电梯需装有一部电话或对讲机。每部电梯内的电话/对讲机，在基座上必须有一个热键可以自动连接到接线员或紧急电话上。

8.9 Other 其它

- (a) A purpose made receptacle for the disposal of smoking materials will be provided in all designated smoking areas and must be emptied regularly.

所有指定吸烟区，必须设有放置烟头的烟灰缸，并且须定期清理

Finishes, Materials, Fittings and Hardware

饰面，材料，装饰件及五金

Section 9.0 Finishes, Materials, Fittings and Hardware

第 9 节 饰面、材料、装饰件及五金

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Crowne Plaza

Design Standards Manual

皇冠酒店设计标准手册

9.0 Finishes, Materials, Fittings and Hardware

饰面、材料、装饰件及五金

9.1 General 概述

These specifications are written with the assumption that the work will be performed by experienced, skilled persons who are regularly engaged in the fabrication, manufacture, finishing and installation of similar work to the highest standard of workmanship. That the Designer, Contractor, Manufacturer, Installer, by commencing the work assumes overall responsibility, as part of his warranty of the work, to assure that all assemblies, components and parts required comply with all known local, national and international Standards, Codes and Regulations, Orders of any public authority having jurisdiction over the work, in addition to the ones stated herein. All work shall be in accordance with the highest applicable industry standards to achieve the intended serviceability, comfort, and aesthetics.

规格说明假设的前提是，此项工程将由富有经验技能的人员完成，他们应当经常从事制造、生产、精修和安装此类最高工艺标准的工程。着手这项工作的设计师、承包商、制造商、安装人员应当将全方位的责任看作是对工程的承诺，以确保所有装配、结构和部件，在符合本手册要求之外，还必须符合所有相关政府部门的当地、国家和国际标准、规范与条例、命令的要求。所有工作应遵照最高的相关行业标准，以达到所期待的使用可靠性、舒适、美感的要求。

Where patterns with obvious repeats are specified at more than one location per room/area or in more than one related room/area, all shall be installed so that the placement and orientation of such patterns match unless otherwise agreed and indicated on drawings or in specifications.

在同一房间/区域内，或在一个以上相关的房间/区域内，如果指定明显重复的花式，应当全部按方位朝向配花型安装，除非图纸或说明有另外的指示。

9.1.1 Materials材料

All building elements should be visually level, flat, straight and true to line with a minimum 3cm per 3m, unless specifically required otherwise for reasons such as drainage.

所有建筑物的组成部分，应在视觉上达到水平、平整、笔直，且每 3 米最小误差为 3cm，除非有其它特殊要求，如排水等原因。

9.2 Definition of Finishes 饰面定义

Finishes refers to the coating, laminate, cladding or workmanship of a structural, architectural, interior element or FFE item. Interior finishes include, but are not limited to the following:

饰面是指涂料、层压板、挂墙板，或构造性的、建筑性的、室内构件的，及活动家具项目的制作工艺。室内饰面包括，但不仅限于以下方面：

- The coating or material applied to a surface
应用于表面的涂料或材料
- Workmanship to a constructed item
构造项目的做工
- The surface treatment of a material
材料的表面处理
- An architectural detail, its design, installation and application of finish to support its design intent
建筑细节，为实现其设计意图而进行的，所有设计，安装和饰面应用。

- Materials specified as part of an interior concept i.e. carpet, which can be installed fitted to the floor or as a separate item.
作为室内概念一部分的材料说明，例如地毯，它可以安装于地板，也可以作为一个单独的项目。
- Furniture that is construed as interregal to the interior design concept.
成为室内设计概念为一个整体家具

It does not refer to a concept, although finishes form a part of an interior concept. It does not include lighting, which is an effect, although lighting will enhance or detract from a finish. It does form part of the construction, but is not the construction of an item in its entirety i.e. the structural components do not form part of the finish, however the structural component will reflect on the finish.

虽然饰面源于室内概念的一部分，但它本身并不是一个概念。虽然灯光照明可以强化或弱化一个饰面，但饰面并不包含会产生效果的灯光照明。饰面确实是建筑的一部分，但它本身并不是一个项目的完整结构，也就是说，结构部件并不算做饰面，但却能在饰面上得到反映。

9.3 Ceiling 天花

(a) Food Preparation Areas: should be accessible, commercial duty, vinyl or non-corroding panels on an aluminium suspension system. Panels shall be capable of being removed and washed without damage.

食物准备区域：可进入的、耐用的铝质吊顶，乙烯基或抗腐蚀面板。面板必须能拆卸，和清洗。

(b) Gypsum board; shall be 16mm minimum supported at 0.6m to avoid deflection.

石膏板天花：至少为 16mm，支撑间距不得大于 0.6m，以避免挠曲。

(c) Acoustical tile: 610mm x 610mm regular edge acoustical tile in a suspended grid.

吸声板：610mm x 610mm规则切边吸声板，采用格式吊顶。

(d) Suspended gypsum board with paint finish.

石膏板吊顶采用涂料饰面

(e) Moisture resistant acoustic tile with corrosion resistant exposed grid suspension system, moisture resistant gypsum wallboard or plaster. Exposed construction may be utilized depending on type. A moisture resistant finish is required.

防潮吸声板采用防锈外露栅格吊顶，防潮石膏墙板或石膏。根据类型决定是否采用明露结构。要求有防潮饰面。

9.4 Walls 墙面

Wall materials shall be selected by the Interior Designer. "Architectural-type" finishes (brick, marble, fabric wrapped panels, wood, etc.) appropriate to the design and volume of space.,

由室内设计师选择墙面材料。与设计 and 空间体量相适应的“建筑型”饰面（砖，大理石，软包面板，木材等）。

9.4.1 Paint 涂料

The paint and finishing materials shall be applied so that no brush marks will show and so that the finished job is without smears or spotting, or any other defects. Mildew, efflorescence and all foreign material shall be removed from surfaces by appropriate methods.

油漆和饰面材料的完成，应当没有任何刷痕，完成后没有抹痕迹其他缺陷。霉变、风化和所有杂质，应当用适当的方法从表面去除。

(a) Preparation 准备

- **For Gypsum Board;** Fill narrow, shallow cracks and small holes with patching compound. Allow to dry and sand smooth without raising nap of wallboard paper.
石膏板: 使用填补剂对窄缝、浅缝及小洞填充。待干后砂平, 避免石膏板纸面起毛。
- **For Plaster:** Cut out scratches, cracks and abrasions, undercut if cracks are large. Fill with approved patching plaster or spackling compound. Bring flush with adjoining surface. When dry sand smooth and seal before applying prime coat.
抹灰: 裁去刮伤、裂纹和磨损, 如果裂缝大则从底部切割。用批准使用的石膏进行填补或斯巴克填料填充。使相邻表面相平齐。涂首层涂料前待干后磨砂打滑和密封。
- **Apply;** One coat primer, two coats of finish or equivalent. Do not paint plaster containing more than 15% moisture. Touch up after first coat and before applying second coat.
涂层: 底漆涂一层, 饰面涂二层或等同。含有15 %以上的水分时不要上涂料。在上第二层前对第一层涂料先修整。
- **Previously painted surfaces:** Remove dirt, debris and chalking by washing with detergent and water. Sand all glossy surfaces, remove loose paint and blisters by scraping and sanding. Fill all holes and cracks
先前的涂料面: 用清洁剂和水洗刷去除污垢、残留物和灰化石灰。用刮抄及砂纸打磨, 清除松动涂料及气泡, 磨砂所有光滑表面。填补所有漏洞和裂缝。

(b) Paint Type; 涂料类型

- **Flat:** Ceilings and walls not in contact or accessible to guest/staff
平光: 客人/员工接触不到或不可进入区域的天花和墙
- **Semi-Gloss:** Service areas, back of house, and toilet areas
亚光: 服务区域, 后场和洗手间
- **Gloss** Food preparation, utility areas, main service corridor and wet areas.
高光: 食物准备区、多功能区、主要服务走道和潮湿区域

9.4.2 Wallcoverings 墙纸

Use quality fabric backed vinyl with a woven scrim backing. The finished appearance of the wallcovering shall be free from blisters, wrinkles, or any other defects. All fabrics used as wallcoverings shall be appropriately backed. Adhesive for application of each wallcovering shall be as recommended by the manufacturer and appropriate to the Wallcovering as well as the surface to which wallcovering is applied. Adhesives should be anti fungal (mold and mildew resistant) strippable adhesives.

使用优质织物覆背的乙烯基墙纸, 并且采用平纹棉麻织物做背衬。墙纸饰面的外观必须无气泡, 褶皱, 或任何其他缺陷。所有墙纸面料必须配有合适的背衬。每处墙纸使用的粘合剂应该由制造商推荐, 既适合于墙纸, 同时也要适合于墙纸所覆盖的墙体表面。粘合剂应为抗菌(霉菌和霉)的可剥胶。

Location 位置	Specification 规格说明	Installation 安装	Comments 备注
Administration Offices 行政办公室	345g/m ² fabric backed vinyl 345g /m ² 的织物覆背 乙烯基	Glue 胶水	
Public Areas and Corridors, Guestroom Corridors, 公共区域和走道, 客房走道	460g/m ² fabric backed vinyl 460g /m ² 的织物覆背 乙烯基	Glue 胶水	
Guestrooms 客房	345g/m ² fabric backed vinyl 345g /m ² 的织物覆背 乙烯基	Glue 胶水	
Back Of House, Back of House Corridors and Storage 后场, 后场走道和 储藏室	Washable, impact resistant surfaces to a minimum height of 1200mm above finished floor 做到地饰面以上至少 1200mm 处的, 可水 洗、耐冲击表面	Where stud walls are provided, a minimum of 16mm plywood backer up to 1200mm above finished floor 如使用轻钢石膏墙, 最小 16mm 厚的胶合板背板, 一直做到地饰面以上, 至少 1200mm 处	Painted surface should be Epoxy paint finish 应采用环氧树脂 涂料饰面
Kitchen and Pantries 厨房和备餐室	Ceramic tile to a minimum of 2400mm 至少2400mm高瓷砖		

(a) Installation: No seams shall occur at outside corners of walls, unless otherwise approved. Unless specifically specified, on surfaces requiring more than one full width of wallcovering, seam locations shall be as follows:

安装: 除另有批准, 墙角的外侧应无接缝出现。除非特别说明, 墙面需要超过一幅以上的墙纸时, 接缝位置如下:

- **When an even number** of full wallcovering widths is required, centre the seam on the centre line of the surface width with equal number of widths occurring at each side.

当需要的墙纸幅数是偶数时，将接缝设置在墙面宽度的中心线位置，使两边的墙纸幅数相同。

- **When an odd number** of full wallcovering widths are required, centre one full width on the centre line of surface width with equal number of widths occurring at each side.
当需要的墙纸幅数是单数时，将其中一整幅墙纸的中心线，设置在墙面宽度的中心线位置，使两边的墙纸幅数相同。
- **When full and partial** wallcovering widths are required, centre one full width on the centre line of surface width with equal number of full and/or partial widths occurring at each side.
当同时需要整幅和裁剪幅的墙纸时，将其中一整幅墙纸的中心线，设置在墙面宽度的中心线位置，使两边的整幅和/或裁剪幅墙纸的幅数相同。
- **Install wallcovering** so that widths of less than 450 mm do not occur unless approved.
除非特别经过允许，应在墙纸的安装上，避免产生小于450mm宽的裁减幅墙纸。
- **Prime wall surfaces** as recommended by manufacturer prior to applying wallcovering. Sealers shall be pigmented to match proposed wallcovering, unless otherwise approved
应根据制造商的指导，预先准备好需要贴墙纸的墙面。封底层应根据墙纸调成一致的颜色，除非另有批准。
- **Install seams plumb.** Horizontal seams are not be permitted Remove switch plates, wall plates and surface mounted fixtures and cut wallcovering evenly to edges of outlet box or support. Patterned wallcovering shall be matched exactly at seams.
安装垂直接缝。不允许水平接缝移除开关面板、墙板和墙面已安装的设备，并且插座盒或支座的边缘墙纸要裁剪均匀。有图案的墙纸应在接缝处完全匹配对花。

9.4.3 Upholstered Wall System 墙体软包装饰

The finished appearance of the upholstered wall systems shall be free from blisters, wrinkles or any other defects due to faulty workmanship. All fabrics used for the upholstered wall system shall be approved by the System Manufacturer prior to the purchase of fabric to assure appropriateness of fabric content, weave, thickness and other characteristics affecting use in system specified. All fabrics used for the upholstered wall systems shall be appropriately backed according to Fabric Manufacturer's recommendations. The fabric as installed shall remain dimensionally stable year round and will not sag or distort.

墙体软包装饰的饰面外观，应无气泡，褶皱，或任何其他产品缺陷。所有采用的布料，应由制造商在布料采购之前审核，以确保布料在含量、织法、厚度和其它影响使用的特性上能够适用。墙体软包装饰使用的所有布料，应该根据布料制造商的推荐，恰当地覆背。安装的织物在尺寸上应当长期保持稳定，不会松垂或扭曲。

- **Assure** that no supply or return-air grills will adversely affect the upholstered wall system. Where such grills must occur within walls unless approved otherwise, grills will be "shimmed" out so that grills align with face of completed upholstered wall systems.
确保送风或回风格栅不会对墙体软包装饰的不利影响。如果必须在软包墙内安装这样的格栅，除非另经批准，格栅应当被“垫”出来，使得格栅与完成后的墙体软包饰面齐平。
- **The cavity created by the track/framework** will be filled flushed to the track/framework and flushed to the back of the fabric and permanently secured to the substrate to prevent sagging, stretching or settling.
轨道/框架所产生的孔洞，应当填补并抹平到与轨道/框架一致，并且与织物的背面齐平，并且永久性地固定于基层，以防止下垂，拉伸或沉降的发生。

- **The manufacturers shall certify** that the fabrics provided are pre-shrunk and have a zero percent shrinkage.
制造商应该保证这些布料在供货前已经缩水处理，且其缩水性为零。

9.4.4 Tiles 瓷砖

Tiles shall include, but not be limited to the following:

瓷砖应包括，但不限于以下：

- i) **Synthetic or agglomerated marble wall tile.**
合成或压块大理石墙砖
 - ii) **Ceramic glazed or unglazed wall Tile.**
陶瓷釉或无釉墙砖
- **Provide** external and internal corners, trim shapes at openings, and all other trim and special shapes to match the tile. Provide synthetic or agglomerated marble saddles of same marble as synthetic or agglomerated marble. Cut saddle to fit jamb profile, honed finish.
采用内外角砖，在开口处，以及所有其它饰条及特殊形状处，进行必要的形状修整，以匹配地砖。采用相同质地（同为合成或压块大理石）的，合成或压块大理石的底座。根据门框轮廓切割底座，磨光饰面。
 - **Sealant:** If required sealant shall be as recommended by tile Manufacturer for tile type, location and expected functional use.
密封剂：密封剂应由瓷砖制造商，根据瓷砖的种类、位置和期望的使用功能，作出推荐。
 - **Installation:** Treat each substrate as required to remove substances that would interfere with proper installation of tile. Seal substrate with sealer as recommended by Manufacturer of mortar or adhesive. Apply in compliance with Manufacturer's directions
安装：所有基层应按要求处理，清除所有会妨碍到瓷砖正常安装的物质。带有封底层的密封基层，由灰浆或粘合剂的制造商推荐。依照制造商的指示操作。
 - **Joint widths,** unless otherwise approved maximum shall be:
接缝宽度，除非另有批准，最大宽度如下：
 - i 2 mm wide in ceramic tile.
瓷砖为2mm宽
 - ii 3 mm wide in marble Tile
大理石铺砖为3mm宽
 - **Allowable variations** in finished work will not exceed the following deviations from level and plumb, and from elevations, locations, slopes and alignment.
完成饰面的允许误差，不得超过下列，对于水平、铅垂、高度、位置、斜面及定线的偏差。
 - **Walls:** 3 mm in 2.4m run, any direction; 3 mm at any location; offset at any location, 1mm
墙：在任何方向的2.4m内的偏差最多为3mm；在任何位置的偏差最多为3mm；在任何位置的起点，偏差最多为1mm。
 - **Joints:** + 1 mm joint width variation of any location: 2 mm in 1m run deviation from plumb and true.
接缝：任何位置的接缝宽度差异最多为+1mm；在1m内与铅垂和校准线的偏差最多为2mm。
 - **Extend tile work into recesses,** to form a complete covering without interruptions. Terminate work neatly at obstructions, edges and corners without disruption of pattern or joint alignment. Accurately form intersections and returns, grind cut edges of tile abutting trim,

finish, or built-in items for straight, aligned joints. Fit tile closely to electrical outlets, piping and fixtures so that plates, **collars**, or covers overlap tile.

在凹槽处继续延伸铺砖，形成不间断的完整铺设。在障碍物、边沿和转角处，整齐地收尾完成铺设，无图案错裂或接缝偏移。精准地形成交叉和折角，对紧抵于饰条、饰面或内置用于保持直线的物件，及直线接缝处的地砖，进行磨裁边沿。将地砖紧密铺至电器插座、管道和设备，使面板、套管或盖板可以覆盖住地砖边沿。

- **Unless otherwise approved**, lay tiles in grid pattern and centre tile fields both directions in each space or on each wall area. Adjust to minimize tile cutting.

除非另有批准，在每个空间或墙面，以格子图形铺设地/墙砖，并同时以两个方向确认地/墙砖中心。调整以尽量减少地/墙砖的切割。

- **Protect metal surfaces**, cast iron and vitreous plumbing fixtures from effects of acid cleaning. Flush surface with clean water before and after cleaning.

保护金属表面，铸铁和玻璃质的管道设备，使其免受酸性清洁剂影响。在清洗前后用清水冲洗表面。

9.5 Floors 地面

Floor Finish Type 地饰面类型

Location 位置	Type 类型	Comments 备注
Public Areas 公共区域	Natural Stone, Carpets and Rugs 天然石材、地毯、块毯	
Public and Guest Corridors 公共区域和客房走廊	Carpet 地毯	
Ballrooms 宴会厅	Carpet 地毯	
Pre-Function Areas 前庭区域	Carpet 地毯	
Meeting Rooms 会议室	Carpet 地毯	
Business Centre 商务中心	Carpet 地毯	
Guestrooms 客房	Carpet 地毯	Alternative floor finishes (tiles and/or timber) may be appropriate in all or part of the Guestroom. This will depend on the location and market conditions. All are subject to approval. 地饰面可供选择（可在客房的所有或部分区域适当选择瓷砖和/或木地板，这将根据当地或市场的情况而定。所有这些项目需经审批。）
Guestroom Bathrooms 客房盥洗室	Tiles or natural stone 瓷砖或天然石材	
Public Restrooms 公共卫生间	Non-slip natural stone or high quality ceramic tile minimum 200mm x 200mm 防滑天然石材或优质瓷	

	砖, 至少200mm x 200mm	
Back of House Corridors and Storage 后场走道和储藏室	Vinyl 乙烯基的地板	It is recommended that the wall be protected from damage up to 1200mm from the floor, using VCT and vinyl cove 为了保护墙面, 从地面一直到1200mm高, 推荐使用乙烯基合成墙砖(VCT)和乙烯基内凹线脚。
Kitchens and Pantries 厨房和餐具室	Quarry tile and base 缸砖及踢脚线	
Administration Office Areas 行政办公室区域	Carpet 地毯	Unless situated next to wet or machine areas. 除非是紧靠潮湿或机器的区域
Health /Spa Centres 健康/水疗中心	Carpet , Natural Stone, Tiles or Timber 地毯、天然石材、地砖或木地板	
Fitness Centre 健身中心	Carpet 地毯	

- **Flooring at buffet counters and service stations** shall be a non-adsorbent hard surface material such as stone tile or ceramic tile with a minimum coefficient of friction of 0.6. Quarry tile may be used at service stations shielded from guest view.
餐柜和服务台的地面必须是非吸附性的硬质面材, 如石材砖或瓷砖, 摩擦系数至少为0.6。缸砖可以用于在客人视线以外的服务台地面。
- **The flooring inside each service station** not exposed to public view shall be 152mm x 152mm abrasive finish quarry tile with 152mm high coved quarry tile skirting and acid resistant grout and floor drain.
各服务台内, 隐蔽于公众视线以外的地面材料, 应当是152 x152mm的研磨缸砖, 152mm高拱型缸砖踢脚线, 防酸勾缝和地排水。
- **Hard surface flooring** (stone or ceramic tile) shall be provided at the guest side of the bar where bar stools are provided.
在吧台供客人坐的吧椅一面, 要采用硬质表面的地面材料(石材或瓷砖)。
- **Provide waterproofing under tile** at all service stations and at the buffet.
所有服务台和自助餐台处的地砖下, 要铺设防水层。
- **Changes in elevation** should be indicated by different floor finishes or changes in colour.
地面水平高度的变化, 应当用不同的地面装饰或颜色变化来显示。

- **Special attention** is required at transitions between hard surface materials and carpets to protect the edges of hard surface materials and to prevent tripping hazards.
要特别注意硬质表面材料和地毯之间的转换区域，要保护硬质表面材料的边缘，同时还要避免绊倒的危险。
- **Provide** a marble threshold at the transition from carpet to ceramic or stone tile flooring.
在地毯和瓷砖或石材地面的转换处，设置大理石门槛。

9.6 Carpet 地毯

Textile flooring (carpets, rugs, carpet tiles) in combination with underlays, and installation should be specified to have a wear retention (appearance) life of minimum 5 years life, in a commercial trafficked environment. Care should be given to the appropriate combination of surface texture, fibre, underlay and installation to match the conditions of the location, e.g. humidity, insect infestation, direct sunlight, human comfort level (low static emission), particularly in lobby/elevator lobby areas, ease of cleaning and wheel trolley and wheel chair use.

织物地面（地毯、块毯、地毯铺块）包括其铺垫，在商业人流区域，要有至少 5 年的使用寿命（外观）。，综合考虑表面纹理、纤维、底垫，及安装，以符合相应的位置条件，如潮湿、虫害、直射阳光、人体舒适度（低静电），尤其在大堂/电梯厅等区域，需要考虑方便清洁、手推车、及轮椅的使用。

9.6.1 Quality Assurance 质量保证

Supply two (2) copies of Manufacturer's data on the carpet, showing that materials comply with requirements including, floor preparation instructions, and maintenance recommendations for various traffic conditions, cleaning procedures and intervals.

提供二份地毯制造商信息的拷贝件，文件反映材料符合要求，包括地面基层准备处理的说明、不同客流情况的相应维护建议、清洁程序和间隔时间。

- (a) **The finished appearance** of the installed carpet shall be free from streaks, wrinkles, mismatched patterns, or any other defects.

铺设完成的地毯表面，必须没有污点、褶皱、不匹配的图案，或其他任何缺陷。

- (b) **Obtain carpeting materials** from only manufacturers who will, when requested, send a qualified technical representative to the project site to advise the installer of proper installation procedures.

只可向这样的制造商购置地毯材料：应要求，他们会派遣一位有资质的技术代表到项目现场，并指导地毯铺设人员正确的铺设程序。

- (c) **Unless carpet** is composed entirely of materials inherently resistant to attack, treat carpets (and underlays) against attack by insects, including moth and carpet beetle, by application of an approved insecticide to the yarn/s during the dyeing process.

除非地毯的材料本身完全能抵抗虫蛀，否则地毯（和铺垫）需经防虫害处理，包括蛀虫和地毯圆皮蠹，在染色过程中对纱线使用经批准的杀虫剂。

- (d) **Dye lots** shall be as few as possible, separate dye lots shall not be intermixed in one area

染色批次应尽可能的少些，不同的染色批次不得在同一个区域内混合。

- (e) **Wear:** Manufacturer shall guarantee that, excluding stairs, no part of the carpet wearing surface shall wear more than 10% by weight in seven (5) years.

磨损：制造商应该保证，除了楼梯，其他部分的地毯在七（7）年内，表面磨损不超过重量的 10%。

- (f) **Static:** Manufacturer shall guarantee that the carpet will maintain static generation at less than 2.5 kV at 23 degrees centigrade and 25% R.H. throughout the life of the product (human comfort level).

静电: 制造商应保证地毯在整个使用过程中, 在23摄氏度和25%相对湿度的情况下, 保持静电的产生小于2.5kv (人体舒适度)。

- (g) **Appearance:** Manufacturer shall guarantee that, excluding normal initial pilling, no abnormal or objectionable pilling of the carpet will occur. Manufacturer shall state the time frame (eg. 2 months) during which this initial normal pilling may be expected to be completed and which such pilling will not occur.

外观: 制造商必须保证, 除了正常的最初起毛, 地毯不会有异常或令人不快的起毛发生。制造商应声明一个最初正常起毛的完成时间段 (如2个月), 以及从什么时候起, 这样的起毛就不会再发生。

(h) **Guarantees 保证书**

Guarantees should be obtained for making good any materials and workmanship which does not comply with the specification, or which are found to be defective under normal conditions of use when maintained as recommended by the manufacturer, including but not necessarily limited to the following:

制造商应提供质保书, 赔偿任何材料和工艺不符合技术规范的方面, 或在正常使用, 并按制造商推荐的方法维护的情况下, 依然产生的缺陷, 包括但不限于以下内容:

- Pile shedding 绒面脱落
- Carpet delamination 地毯脱层
- Colour fading 褪色
- Unsightly or hazardous stretching 有碍观瞻或有危险的拉伸
- Opening of seam, sewn or heat bonded 接缝处, 缝合处, 或粘合处开口,
- Detachment of or from fixings 从固定处脱落或剥落
- Excessive wear 过度磨损
- Failure of insect treatment 防虫害处理失效
- Failure of adhesive bond 黏胶及连接松脱
- Migration of adhesive to the carpet surface 地毯黏胶剂侵移到地毯表面

Manufactures and Designers shall guarantee that carpet patterns to be manufactured are not registered copyrighted patterns of any other vendor and shall indemnify the Owner and Intercontinental Hotel Group from copyright infringement.

制造商和设计师应保证, 生产的地毯图案不是其它业主注册版权的图案, 并且应当保证业主和洲际酒店集团不会侵犯版权。

9.6.2 Materials and Installation 材料和安装

(a) **Felt Underfelts:毛毡地毯垫**

- **Felt:** composed of 100% hair, 1600g/m², 12mm thickness
毛毡: 100%毛线组成, 1600g/m², 12mm 厚。
- **Needle underfelt:** Felt composed of 70% animal fibre and 30% jute, on a Hessian support, 1600gm² with nominal thickness 15mm x 180cm width. A felt composed of reinforced with polypropylene scrim with a minimum mass of 50g/m², or Hessian fabric with a minimum mass of 150g/m².
针状地毯垫: 由 70%的动物纤维和 30%的黄麻混合, 织在黄麻布地毯基上, 重 1600gm², 通常厚度 15mm x 180cm 宽。含有聚丙烯稀洋纱加固构成的毛毡, 最小重量为 50g/m², 或者用黄麻纤维, 则最小重量为 150g/m²。

(b) **Rubber Underlays:**

橡胶铺垫

- **Heavy-duty natural rubber**, waffle pattern, with a backing of reinforcing fabric, either Hessian, spun nylon or polyester.
重型天然橡胶，华夫饼图案，用粗麻布、纺尼龙或聚酯中的一种织物，加固覆背。
- **For double glue down**; Latex foam 2700g/m², 7mm thickness
底部双面胶：泡沫乳胶，重 2700g/m²，厚 7mm

(c) Heat Bonding Tapes

热粘结胶带

- Best quality tape not less than 100 mm wide.
不小于 100mm 宽的优质胶带

(d) Gripper Strip

刺毛条

- At all edges except where edge strips are specified use 38 mm wide x 8 mm thick commercial grade plywood strip set with three rows of rust resistant angled pins.
除了特别指定的边条，其它所有的边沿，采用 38 mm 宽 x 8 mm 厚，商用级胶合板条镶嵌，用三排抗锈斜角钉固定。

(e) Edge Strip

边条

- A heavy-duty edge strip appropriate to the floor covering type (tackless or adhesive fixed), capable where necessary of accommodating to the levels of two adjacent floor finishes and consisting of a metal moulding or extrusion, colour as selected at exposed edges of the carpet and at junctions with dissimilar floor finishes or finishes of a different thickness. Where edge strips occur in doorways, locate them so as to be out of sight under the closed door if possible.
重型边条适用于覆盖型地毯（无钉或粘贴剂固定），当需要校平两个相邻的地饰面，及包含金属嵌条或突出物的地面时都是能够适用的，在不同性质或不同厚度的地饰面交汇处，根据暴露在外的地毯边沿来选择颜色。如果边条发生在门口，尽量将其设置在门下面关闭时看不见的位置。

9.6.3 Carpet Tiles 块毯

Only specify non-stick, non-curling tiles, marked on the back to show the recommended direction of laying, capable of being taken up without damage and re-laid in different positions.
Carpet Manufacturer shall supply with his product, manuals describing recommended cleaning and protection methods.

仅指定无胶、不卷曲块毯，在背面标示铺设方法，能够重新拿起并铺设到其它地方。
地毯生产商在提供产品的同时，还应提供清洗和保养方法的手册。

9.6.4 Surplus Materials 剩余材料

Provide production overrun in excess of the amount necessary to insure complete installation including pattern match for repair and maintenance. All Carpet remnants, scraps or cuttings, shall be bundled and labelled for identification and placed in location as designated by operator.

提供产品超过总需要量，是为了确保铺设的完成，包括维修和保养时图案匹配。所有地毯的零料、废料或切下部分，应该捆绑起来并贴上辨认标签，由管理者指定位置放置。

9.6.5 Installation 铺设

- (a) Concrete subfloor** shall be sufficiently dry at the time of laying the floor coverings. Suitably prepare the subfloor to receive the carpet installation, including but no necessarily limited to:

混凝土底板在铺设地面覆盖层的时候，应足够的干燥。为底板铺设地毯作适当准备，包括但不限于以下内容：

- **Stripping and cleaning:** Remove foreign and deleterious materials, including existing floor coverings and any surface treatment which could adversely affect the installation and leave the surface dust free and clean.

剥除和清理：除去无关的和有害物质，包括可能妨碍铺设的，现有的地面覆盖物和表面处理，并且保持表面干净和无尘。

- **Repairs:** Make good to the surface finish as necessary. Fill depressions with suitable filler and remove high spots and projections.

维修：按需要修理表面饰面。用适当的填充物消除凹坑，磨平表面凸起。

- (b) **Installation procedures** must be in strict accordance with Manufacturer's recommendations and must be guaranteed by Carpet Manufacturer. Maintain direction of pattern and texture, including lay of pile. Do not seam weft to warp, except as directed for pattern continuity. Locate seams to the maximum practicable out of traffic and minimize seams to the maximum extent possible.

铺设步骤必须严格遵守制造商的建议指导，并由地毯制造商担保。遵守有关图案和纹理，包括绒面层的指导。除非为保持图案的延续性而另有指示，不得将经线与纬线接缝。尽量不要将接缝设置在人流较多的地方，并且尽可能利用地毯的幅宽减少接缝。

- (c) **Install the carpet** abutted accurately to all vertical surfaces. Align the lines of carpet as woven, using no fill strips less than 450mm in width other than specified borders, laying all carpet in the same direction unless specifically approved otherwise.

铺设地毯必须精确紧抵所有的垂直面，根据地毯的编织对齐线条，不得使用专门指定的装饰边以外的，任何小于450mm宽的嵌条，除非另有指示，必须将所有地毯朝同一方向排列铺设。

- (d) **Extend** carpet under open-bottomed and raised-bottom obstructions, and under removable flanges of obstructions. Extend carpet into closets and alcoves of rooms indicated to be carpeted, unless another floor finish is indicated for such space.

将地毯**延伸**至，底部敞开和底部升起的障碍物的下面、以及可移动障碍物边缘的下面。除非标明了其他的地面覆盖物，必须将地毯延伸进所有指示要铺设地毯的壁橱和凹室。

- (e) **Underlay Installation;** Joints in underlay shall not coincide with carpet joints. Secure felt underlay to timber floors with staples at 100mm centres at all edges and joints, and in parallel lines 600mm apart, and to concrete floors with glue continuously at all edges and joints with 100mm wide strip to each piece and at 600mm centres both ways with 150mm diameter patches.

铺设的铺设：底垫的接缝不应与地毯接缝重合。用100mm钉书钉在边沿和接缝的中线处，以及以间距为600mm的平行线，将毛毡底垫固定于木地板上。如果是铺设于混凝土地面时，在每片地毯的所有边沿和接缝处，涂100mm宽的胶水连续胶黏，并且，在两个方向每隔600mm为中心，涂一滩直径为150mm的补钉。

- (f) **Where carpet does not extend to edge** (stair runners, etc.) edges of carpet shall be bound with same yarn as field colour of carpet unless otherwise specified. Note: binding tape is unacceptable.

当地毯**不需要铺设到边界**（楼梯走道等）时，地毯的边缘，应当用与地毯的底色相同的纱线固定，除非另有指示。注意：不得使用烫带。

- (g) **All woven carpets** are to have hand or machine sewn seams unless otherwise specified, sewn seams are to be reinforced with latex or hot tape.

除非另有指示，**所有的编织地毯**，都必须是手工或者机械缝合，缝合线必须使用乳胶或烫带加固。

- (h) **All tufted carpets** are to be seamed with hot tape unless otherwise approved

所有簇绒地毯，除非另有指示，必须用烫带接缝。

- (i) **Door metals**, if required, shall be correctly located and centred under the closed door line. Metal strips shall be secured to the floor with ample fasteners of proper type and size.
门条应当安装于，门关闭时的位置下面，中线的位置。金属门条应当用适当型号和尺寸的强力扣件固定于地面。
- (j) **Where carpet meets another floor material** (i.e., vinyl, tile, quarry tile, terrazzo) concealed metal stripping shall be used with tightest possible joining, except where otherwise approved.
在地毯和其它地板材料(如，乙烯基，瓷砖，地砖，水磨石等)的交接处，除非另有指示或批准，隐蔽的金属条必须采用最牢固的连接物。
- (k) **Installation, Glue Down:** Installation procedures and adhesives must be in strict accordance with Manufacturer's recommendations. Adhesives must be recommended and guaranteed by Carpet Manufacturer. Immediately prior to installation, thoroughly clean all substrate and remove all oil, adhesive, grease, paint, varnish, hardeners, and other items which would adversely affect the bond of adhesive.
铺设，粘合：铺设步骤和粘合剂必须严格依照制造商的建议。粘合剂必须由地毯制造商推荐和担保。即将铺设前，需要彻底清理整个底层，除去油、附着物、脂、油漆、清漆、固化剂和其它可能妨碍粘合剂粘着力的物质。
- (l) **Synthetic underlay:** Latex foam 2700g/m² 7mm thickness
合成铺垫：2700g/m² 海绵橡胶，7mm 厚
- (m) **Carpet Tile:** Edge dimensions +/- 2 mm. Set out tiles commencing from the centre of the area, to give equal width tiles at margins. Use full tiles in doorways. Lay parallel to walls. Keep joint lines straight. Fit tiles tight to each other. Do not glue, tack, sew, or otherwise secure the tiles to the floor or to each other. If so recommended, before laying apply to the floor a coat of a friction compound suitable for holding the tiles in position without permanent sticking.
块毯：边长误差为+/-2mm。从整个区域的中心开始铺设，这样，相对两边沿上的地毯铺块的宽度就会相同。在房门口，使用一整块地毯铺块。平行于墙面铺设。接缝线保持笔直。将铺块彼此紧密连接。不得将地毯铺块用胶水、大头钉或缝合的方式固定到地板上或彼此连接。在铺设之前，涂一层擦胶剂可以将地毯固定在恰当位置，而不必永久黏固。

9.6.6 Minimum Requirements for Carpets Types地毯类型的最低要求

- Different manufacturing processes, different style/patterns as well as different backing and secondary backing will affect the total pile weight of a carpet, we have given surface pile weights and pile heights based on an effective pile performance. Surface pile weight is the total weight of all the pile above the backing material.
不同的制造过程，不同的风格/图案，以及不同的覆背和二次覆背，都会影响地毯的绒面总重。我们已经基于实际的绒面性能，给出了表面绒重和绒头高。表面绒重，等于在背衬材料以上的，所有绒面重量的总和。

Type 类型	Description 描述	Specification Minimum 最小规格	
A	80% wool 20% nylon Axminster 80%羊毛 20%尼龙 以黄麻为底之羊毛 织花地毯	80%wool, 20% nylon Axminster, Yarn dyed. Pile height: 0.7 cm. 1150g/m ² surface pile weight*, 80%羊毛 20%尼龙，以黄麻为底	

		之羊毛织花地毯， 纺线染色 绒头高：0.7 cm. 表面绒重 1150g/m²	
B	80% wool 20% nylon Axminster 80%羊毛 20%尼龙 以黄麻为底之羊毛织花地毯	80%wool, 20% nylon Axminster Yarn dyed. Pile height: 0.65 cm. 925g/m² surface pile weight* 80%羊毛 20%尼龙，以黄麻为底之羊毛织花地毯 纺线染色 绒头高：0.65 cm. 表面绒重925g/m²	
C	Hand Tufted Rugs 手工簇绒地毯	100% wool or 80% wool 20% nylon Hand Tufted, cut pile 12 stiches per 2.5cm, 2085g/m² surface pile weight * Pile height 0.8cm. Backing: mothproof cotton polyester canvas. 100%羊毛 或 80%羊毛，20%尼龙手工簇绒，割绒 每 25cm12 行针脚，表面绒重 2085g/ m² 绒头高 0.8cm。覆背：防蛀棉聚酯帆布	

Type 类型	Description 描述	Specification Minimum 最小规格	
D	80%wool 20% nylon Tufted Cut Pile 80%羊毛 20%尼 龙簇绒，割绒	80% wool, 20% nylon Tufted cut pile Yarn dyed. Pile height: 0.7 cm 1000 -1010g/m ² surface pile weight* 80%羊毛 20%尼龙簇绒，割绒 纺线染色 绒头高 0.7cm， 表面绒重 1000-1010 g/ m ²	
E	100% wool Tufted Loop Pile 100%羊毛簇绒， 圈绒	100% wool Tufted loop pile Yarn dyed. Pile height 0.5cm -.860g/m ² surface pile weight* or pile height 0.6cm - 930g/m ² surface pile weight.* 100%羊毛簇绒，圈绒 纺线染色 绒头高 0.5cm - ， 表面绒重 860 g/m ² ， 或 绒头高 0.6cm - ， 表面绒重 930 g/m ²	
F	100%Antron Lumena Nylon Tufted Loop Pile 100%安特纶 Lumena 尼龙簇 绒，圈绒	100% Anti –microbial, solution dyed Tufted loop pile Pile height 0.6cm 794g/m ² surface pile weight 100%抗菌，纺前染色的簇绒，圈绒 绒头高 0.6cm，表面绒重 794g/m ²	Static rating less then 3.0kV, antistatic warranted for life of the carpet 静电值小于 3.0kv，保证地毯 整个使用过程中 抗静电。
G	Carpet Tile 地毯铺块		
H	Golf 高尔夫	80%wool, 20% nylon Axminster Yarn dyed.	

		Pile height: 0.8 cm. 1000g/m ² face weight, Other: 80%wool, 20% nylon Tufted cut pile Yarn dyed. Pile height: 0.7 cm. 1000 - 1010g/m ² surface pile weight* 80%羊毛，20%尼龙以黄麻为底之羊毛织 花地毯 纺线染色 绒头高 0.8cm，面层重 1000g/m ² 其他： 80%羊毛，20%尼龙簇绒，割绒 纺线染色 绒头高 0.7cm，表面绒重 1000 - 1010g/m ²	
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Carpet should meet the following testing if required

如有需要，地毯应经过以下测试

Description 描述	Carpet Requirements 地毯要求	Tests 测试
Pile 100% selected carpet wools with at least 50% of the blend comprising selected crimped and medullated fibres 绒面 100%的被选地毯，是羊毛 与至少 50 %以上含有 精选波纹有髓纤维混纺	All carpets containing wool fibre 所有地毯含羊毛纤维	AWTA T38
Fibre Quality – wool Averaging not finer than 33 microns 纤维品质 – 羊毛 平均不细于 33 微米	All carpets containing wool fibre 所有地毯含羊毛纤维	AWTA T30
Yarn Construction Multi Ply	All Carpets 所有地毯	

纺线构造 多股		
Surface Pile Mass 5% tolerance 表面绒面质量 容许偏差 5%	All Carpets 所有地毯	AWTA T32
Pile Thickness above the Backing 5% tolerance 覆背以上绒面厚度 容许偏差 5%	All Carpets 所有地毯	AWTA T33
Colourfastness to Light of Pile 绒面在光照下不褪色	All Carpets 5 minimum 所有地毯最低 5	AWTA T35
Colourfastness to Shampoo Solution of Pile 绒面使用洗涤剂不褪色	All Carpets 3-4 minimum 所有地毯最低 3-4	AWTA T56
Colourfastness to rubbing of Pile 绒面摩擦不褪色	All Carpets 3-4 minimum wet and dry 所有地毯最低 3-4（干和湿）	AWTA T52b
Tuft security 簇绒牢固度	Carpets C,D, E and F 35N minimum C,D,E,F 地毯最低 35N	AWTA T34
Oil Content of Pile (Dichloromethane extract) 绒面油脂含量 （二氯甲烷萃取物）	All carpets containing wool 1% 所有含羊毛的地毯 1%	AWTA T31
Insect Resistance 抗虫蛀	All carpets containing wool 所有含羊毛的地毯	AS 2001.6.1

Description 描述	Carpet Requirements 地毯要求	Tests 测试
Non Flammability of Pile 绒面不可燃	All Carpets Spread of Flame –4 Heat Evolved Index –4 Smoke Developed Index –5 所有地毯 燃烧扩散等级 – 4 热释出指数– 4 烟雾扩散指数 – 5	AS 1530 Part 3 or NFPA,253,BS 4790/6307 M3 NFP92501 and appropriate fire codes and certificates AS1530 第三部分或 NFPA253,BS 4790/6307 M3 NFP92501 和适用的消防规范及证书
Backing Adhesion 覆背粘合	All carpets with a secondary backing used (all Tufted carpets) 所有带有第二覆背的地毯（所有簇绒地毯） For both warp and weft directions – mean bond strength value - 40 Newtons minimum 经纬两个方向 – 平均粘结强度值 – 至少为 40 牛顿	AS 2111.16

(AWTA = Australian Wool Testing Authority 澳大利亚羊毛检测局)

(AS = Australian Standard 澳大利亚标准)

9.6.7 Location Type 区域类别

Location 区域	Carpet Type 地毯类型	Installation details 铺设细节	Options 选项	Considerations 备注
Ballrooms 宴会厅	B	Double glue down. Synthetic rubber or rubber compound underlay. Minimum weight 1895g/m ² 底部双面胶 合成橡胶或橡胶封口胶铺垫 重量至少1895g/m ²		

Business Centre 商务中心	E, D, B	Tackless, Stretched Felt underlay 无缝， 绷紧 毛毡铺垫		In areas where there is likely to be wheeled office chair use it is preferred that loop pile carpet is used to minimize the wear under the wheels. 为了尽量减少轮子对地毯的磨损，在可能有办公轮椅使用的区域，最好采用圈绒地毯。
Casual Restaurant 休闲餐厅	B,D	Tackless, Stretched Felt underlay 无缝， 绷紧 毛毡铺垫	Heavy duty natural rubber 重型天然橡胶	
Club Lounge 俱乐部酒廊	B,D	Tackless, Stretched Felt underlay 无缝， 绷紧 毛毡铺垫		

Location 区域	Carpet Type 地毯类型	Installation details 安装细节	Options 选项	Considerations 备注
Executive Offices/Administration 行政办公室/行政管理	E, D,G	Tackless, Stretched Felt underlay 无缝， 绷紧 毛毡铺垫		In areas where there is likely to be wheeled office chair use it is preferred that loop pile carpet is used to minimize the wear under the wheels. 为了尽量减少轮子对地毯的磨损，在可能有办公轮椅使用的区域，最好采用圈绒地毯。
Fitness Centre 健身中心	F	Glue Down or Double glue down with Synthetic rubber or rubber compound with dense low “bounce” attributes. 采用高密度低“反弹”特性的合成橡胶或橡胶封口胶，胶黏或双面胶黏		
Guest Rooms and Suites 客房和套房	B,D,	Tackless, Stretched Felt underlay or Heavy duty natural rubber with a backing of reinforcing fabric, either Hessian, spun nylon or polyester 无缝，绷紧 毛毡铺垫或重型天然橡胶用织物覆背强化，覆背织物在粗麻、纺尼龙或聚酯中三选一		In Suites where rugs or better carpets are required refer to corridor carpet and area rug specifications 在套房内需要块毯或更好的地毯，请参阅走道地毯和区域块毯的规格说明
Guestroom Corridors 客房走道	B	Tackless, Stretched Felt underlay 无缝，绷紧 毛毡铺垫		
Health Club	E,B,D	Tackless, Stretched	Heavy duty natural rubber with a backing	

健身俱乐部		无钉，绷紧	of reinforcing fabric, either Hessian, spun nylon or polyester. 重型天然橡胶，用织 物覆背加固，覆背织 物在粗麻、纺尼龙或 聚酯中三选一	
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Location 区域	Carpet Type 地毯类型	Installation details 安装细节	Options 选项	Considerations 备注
Lobby and Lobby Lounge Large Area carpet 大堂和大堂酒廊大面积地毯	A	Double glue down. Synthetic rubber or rubber compound underlay. Minimum weight 1610g/m ² or felt underlay 底部双面胶黏 合成橡胶或橡胶封口胶铺垫。重量至少1610g/m ² 或毛毡铺垫	:	Colour and design to accommodate high traffic loads 颜色和设计需满足高客流量。
Lobby /Lobby Lounge Area - carpet outside of main traffic area 大堂/大堂酒廊——主要客流区域以外的地毯	B	Tackless, Stretch, Felt underlay 无缝，绷紧，毛毡铺垫		
Lobby Office 大堂办公室	E,D,B	Tackless, Stretched, Felt underlay 无缝，绷紧，毛毡铺垫	.	In areas where there is likely to be wheeled office chairs use, it is preferred that loop pile carpet is used to minimize the wear under the wheels. 为了尽量减少轮子对地毯的磨损，在可能有办公轮椅使用的区域，最好采用圈绒地毯。
Lobby Special Area Rugs 大堂特殊区域块毯	C	Felt underlay Underfelt can be omitted 毛毡铺垫， 地毯垫可以省略		Allow for large rugs to be inlaid into floor, with a maximum of 5cm proud of the surrounding floor surface. Edge design and colour to camouflage soiling from traffic and cleaning of surrounding hard floor surface. 允许大面积块毯嵌入地面，周边地面溢出最多5cm。边沿的设计和颜色，应当能掩饰因人流和清洗周围硬质表面造成的污染所产生的污

				染。
Meeting rooms 会议室	B,D	Tackless, Stretched Felt underlay 无缝，绷紧，毛毡铺垫		
Pre-function Area 前庭区域	B	Tackless, Stretched Felt underlay 无缝，绷紧，毛毡铺垫		
Retail Shops 零售店	B,D, E,G	Tackless, Stretched Felt underlay 无缝，绷紧，毛毡铺垫		
Location 区域	Carpet Type 地毯类型	Installation details 安装细节	Options 选项	Considerations 备注
Specialty Restaurant 特色餐厅	B,A	Tackless, Stretched Felt underlay 无缝，绷紧，毛毡铺垫		

9.7 Stone Flooring 石材地面

The flooring should be guaranteed to be free from defects in materials and workmanship for a period of five (5) years from the date of acceptance of the work. The Contractor shall agree to repair or replace defective materials and workmanship during the guarantee period at no additional cost to the Owner. Defective materials and workmanship includes:

在工程验收之日起五年内，地面应确保没有材料和工艺上的缺陷。在质保期内，承包人须保证免费维修或更换缺陷的材料或工艺。缺陷的材料和工艺包括：

- evidence of abnormal deterioration, aging,
异常的退化和老化
- structural failure of components resulting from exposure to normal load and forces, failure of operating parts to function normally
正常负载和压力下，组件发生结构缺陷。正常功能条件下发生部件缺陷。
- sealant failure,
密封缺陷，
- deterioration or discoloration of finishes in excess of normal aging and failure to fulfil other specified performance.
饰面的非正常过度老化，退化或褪色，也不能实现其它的保证性能。

(a) Submit Manufacturers recommendations for cleaning of stone, including recommended products, cleaning machinery and procedures for maintenance to operator.
服从**制造商**所建议的石材清洁，包括推荐的产品、清理机械以及维护步骤。

- (b) **Products:** All stone shall be of sound stock, uniform texture and free from holes, seams, shakes, clay pockets, spalls, stains, starts and other defects which would impair the strength, durability and appearance of the stone floor. All stone shall be selected for background colour, veining, marking and matching and shall run in even shades and shall be set accordingly.

产品: 所有的石材必须是储存良好的, 具有一致的纹理, 没有洞眼、切痕、裂缝、粘土鼓包、碎片、污渍以及其它影响石材地面强度、耐久性和外观的缺陷。所有的石材必须根据底色、脉纹的排列、斑纹和匹配度来选择, 并且以均衡的明暗度有序排列。

- (c) **Accessory Materials & Installation:** Mortar materials shall be as recommended by the Manufacturer for each stone type, size and application. For coloured pointing mortar, use matching stone ground down to meet grading requirements for sand.

辅料与铺设: 制造商应针对每一种石材的类型, 大小和应用, 推荐合适的灰浆材料。彩色的勾缝灰浆, 采用匹配的石子磨细至达到沙子等级的要求。

- (d) **Where required,** stone support systems, anchors and accessories shall be manufactured by a company specializing in the design and fabrication of stone flooring. Providing all fastening devices, support angles, relieving angles, anchors, coping anchors, dowels, cramps, bolts, nuts, shims, expansion shields, flashing, etc., necessary to properly secure stone to the structure as required.

石材支撑体系, 锚固件和配件, 应该由专业的设计制造石材地板的厂商制造。按要求提供所有将石材妥善固定于结构所必需的紧固装置, 角支撑, 减压角, 锚, 顶压锚, 销, 钳, 螺栓, 螺母, 垫片, 膨胀护罩, 防水板等。

- (e) **The installation** shall be designed to accommodate anticipated dead and live load movement, creep, sway and torsion of the structure without any harmful effects.

安装设计要能够使地面, 在预计的动静负载下, 结构的移动、蠕变、摆动和扭转, 不会产生任何有害的影响。

- (f) **Make sure** to isolate dissimilar metal surfaces to prevent galvanic action. Materials used for this purpose shall be low friction components, sealants or gaskets.

确保隔离不同的金属表面, 以防止电镀作用。为此而采用的材料, 应当是摩擦力低的元件, 密封剂或垫圈。

- (g) **Use approved non-shrinking cement** for filling of anchor holes

使用经核准的防缩水泥填充锚固孔。

- (h) **Maintain** an even joint between units 2 mm maximum, unless noted otherwise. Grout joints full and flush with face of stone. Where metal inset strips are indicated, butt stone flush and tight against strips, with no gaps exceeding 1 mm

除非另有指示, **保持**接缝宽度的均衡, 最宽为2mm。用薄泥浆填塞接缝, 与石材表面抹平。在指示使用金属夹条的地方, 对接石头必须紧贴金属条保持齐平, 并且间隙不得超过1mm。

- (i) **Extend Stone** floor into toe spaces, door reveals, and into closets and similar openings unless otherwise approved.

除非另有指示, 石材地面应**延伸**至柱脚空间、门框边、壁橱及类似的开口部位。

- (j) **Lay flooring** from centre marks established with principal walls, discounting minor offsets, so that pattern of stone floor is centred in room. Lay stone floor pattern square to room axis, unless otherwise approved

铺设地面应从由主墙确定的中心标记处开始, 扣除轻微偏差, 使得石材地面的图案, 置中于房间的中心。除非另有指示, 将石材地面的图案, 垂直于房间的轴线铺设。

- (k) **Provide** penetrating topcoat sealer

采用渗透性外涂封底层。

9.8 Resilient Flooring 弹性地面

Contractor shall provide a written guarantee stating that the Flooring has been installed in accordance with all Manufacturer's recommendations and directions, free from defects in materials and workmanship for a period of five (5) years from the date of acceptance. Contractor shall agree to repair or replace defective materials and workmanship during the guarantee period at no additional cost to the Owner.

承包方必须提供书面保证，保明其在地板铺设过程中完全符合制造商的建议和指导。在工程验收之日起五年内，没有材料和工艺上的缺陷。在质保期内，承包人必须免费维修或更换有缺陷的材料或工艺。

Resilient Tile Flooring including, but not limited to, the following:

弹性铺砖地板包括，但不限于以下：

- Vinyl composition tile.
乙烯基合成地砖
- Resilient sheet flooring.
弹性板材地板

(a) **Manufacturers** should supply written instructions for recommended maintenance practices for each type of flooring.

制造商应当就每种地板的维护提供书面的说明

(b) **Tile units** and sheet flooring shall have uniformly distributed colour and pattern throughout the thickness of material.

每块地砖和成张地板，在材料的整个厚度上，应该有均一分布的颜色和图案。

(c) **Products 产品**

- **Adhesives:** waterproof, stabilized type, as recommended by the Flooring Manufacturer for the type flooring and installation.
粘合剂：由地板制造商，根据地面类型和安装方式，推荐的防水及稳定的类型。
- **Concrete slab primer:** non-staining type recommended by the Flooring Manufacturer.
混凝土板底层涂料：地板制造商推荐的抗沾污型涂料。
- **Levelling compound:** as recommended by the Flooring Manufacturer.
矫平复合剂：由地板制造商推荐。
- **Edging strips:** 3 mm thick, homogeneous vinyl or rubber composition, tapered or bull nosed edge,
边条：3mm厚，均质乙烯基或合成橡胶，楔型或外贺圆角形边。

(d) **Conditions of Surfaces:** Allowable variations in substrate levels of floors: plus/minus 3 mm in 3 m distance and 6 mm total maximum variation from levels shown. Grind or fill concrete and masonry substrates as required to comply with allowable variations.

表面状况：地面基层水平允许偏差范围：在3m的距离内允许±3mm的偏差，并且整个水平面最高的偏差不得大于6mm。按要求打磨或者填充混凝土和圬工基层以达到允许的偏差范围。

(e) **Preparations:** Concrete substrate should be treated and cleaned as required to remove curing compounds or other substances that would interfere with proper installation. Perform moisture tests on concrete slabs to determine that concrete surfaces are sufficiently cured and are ready to receive installation. Apply concrete slab primer if recommended by Flooring Manufacturer, prior to application of the adhesive.

准备: 混凝土基层, 应根据要求作处理及清理, 清除影响正确安装的养护化合剂或其他物质。在混凝土板上做水分测试, 以确定混凝土表面已完全干透, 并可以进行安装了。在实施胶粘剂之前, 先涂由地板制造商推荐的底层涂料。

- (f) Installation:** Butt tile units and flooring tightly to vertical surfaces, thresholds, nosings, and edgings. Scribe around obstructions and edges to produce neat joints, laid tight, even and in straight, parallel lines. Extend flooring into toe spaces, door reveals, and into closet and similar openings.

安装: 将地砖和地板紧密地抵触垂直表面, 门槛, 突沿及边缘线。用划线器沿着障碍物和边沿划切, 使连接缝整齐、排放紧密、水平且横平竖直。将地板应延伸至柱脚空间、门框边、壁橱及类似的开口部位。

- **Unless otherwise approved,** lay tile from centre marks established with principal walls, discounting minor off-sets, so that tile at opposite edges of the room are of equal width. Lay tile squares to room axis, unless otherwise approved.
除非另有指示, 地砖应从由主墙确立的中心标记处开始铺设, 扣除轻微偏移, 房间相对的两边处的地砖, 因此是同样的宽度。除非另有指示, 将地砖垂直于房间轴线铺设。

- **Place resilient edge strips** tightly abutted to flooring and secure with adhesive. Provide edging strips at all unprotected edges of flooring, unless otherwise approved. Clean and finish as recommended by Manufacturer.
安置弹性边角条使之与地板紧密相接并用粘合剂固定。除非另有指示, 在所有未被保护的地板边缘都应使用边角条。根据制造商的建议清洁和抛光。

9.9 Wood Flooring 木地板

Contractor shall provide a written guarantee stating that the Wood Flooring has been installed in accordance with all Manufacturer's recommendations and directions, free from defects in materials and workmanship for a period of five (5) years from the date of acceptance Contractor shall agree to repair or replace defective materials and workmanship during the guarantee period at no additional cost to the Owner.

承包方必须提供书面保证, 保证其在地板铺设过程中完全符合制造商建议和指导, 保证在工程验收之日起五年内, 地板的铺设没有材料和工艺上的缺陷。在质保期内, 承包人应同意免费维修或更换缺陷的材料或工艺。

The finished appearance of the floor shall be free from warping, swelling, cracking, or any other defects due to faulty workmanship. Obtain flooring materials from only Manufacturers who will, when requested, send a qualified technical representative to the project site to advise the Installer of proper installation procedures.

完成后的地板的表面, 必须没有变形、膨胀、裂开或其它任何因工艺导致的缺陷。只可向这样的制造商购置地板材料: 应要求, 他们会派遣一位有资质的技术代表到项目现场, 并指导地毯铺设人员正确的铺设程序。

- (a) Conditions of Surfaces:** Allowable variations in substrate levels shall be as recommended by Flooring Manufacturer or as follows, whichever is more stringent:

表面状况: 基层的允许水平偏差, 必须由地板制造商推荐或按照以下标准, 取其中任何一个更严格的标准:

- (b) Floors:** Plus/minus 3 mm in 3 m distance and 6 mm total maximum variation from levels shown. Grind or fill concrete and masonry substrates as required to comply with allowable variations.

地面: 在3m的距离内, 允许±3mm的偏差, 并且整个水平面的误差不得超过6mm。按要求打磨或者填充混凝土和圬工基层以达到允许的偏差范围。

(c) **Preparation:** Treat each concrete substrate as required to remove curing compounds or other substances that would interfere with proper installation of wood floor.

准备: 根据要求处理每个混凝土基层, 清除养护化合物或其它影响木地板正确安装的物质。

(d) **Perform moisture tests** on concrete slabs to determine that concrete surfaces are sufficiently cured and are ready to receive installation. Provide moisture protection above substrate as recommended by Wood Flooring Manufacturer.

在混凝土板上**做水分测试**, 以确定混凝土表面完全干透, 并可以接受安装。根据木地板制造商推荐, 在基层上做防潮保护。

(e) **Allowable Tolerances:** Allowable variations in finished work: will not exceed the following deviations from level and plumb, and from elevations, locations, slopes and alignment shown 3 mm in 3 m run, any direction; 1 mm offset at any location.

允许误差: 完成饰面的允许误差: 在水平和铅垂直, 以及高度、位置、斜面及对齐等各方面, 在任何方向3m内的误差, 不得超过3mm; 在任何起始位置偏差不得超过1mm。

(f) **Installation:** The construction and preparation of the subfloors shall be in strict accordance with the Manufacturer's recommendations. Install wood floor only after all masonry, plastering, tile, marble and terrazzo work has been completed and permanent heating system is operating. Moisture content of concrete slabs, building air temperature and relative humidity must be maintained within limits recommended by Wood Flooring Manufacturer.

安装: 地板基层的构造和准备工作, 应该严格按照制造商推荐的方法进行。只有在圬工、粉刷、地砖、大理石、水磨石等工作全部完成以后并, 且永久供暖系统已经正常运行了以后, 才能安装木地板。混凝土板的含水量、建筑物空气温度及相对湿度必须保持在地板制造商所推荐的限制范围内。

(g) **Extend wood floor** into toe spaces, door reveals, and into closets and similar openings. Unless otherwise approved, lay flooring from centre marks established with principle walls, discounting minor off-sets, so that pattern of wood floor is centred in room. Lay the wood flooring pattern square to room axis, unless otherwise approved.

木地板应延伸至柱脚空间、门框边、壁橱及类似的开口部位。除非另有指示, 铺设地板应从主墙确立的中心标记开始, 扣除轻微偏移, 木地板的图案应当设置在房间的中心位置。除非另有指示, 木地板的图案应垂直于房间轴线铺设。

(h) **Cleaning and Protection:** Unless otherwise approved, upon completion the floors shall be cleaned, waxed, buffed and polished using materials as recommended by the Manufacturer.

清洁和保养: 除非另有指示, 在完成的地板上应该清洗、打蜡、摩面和抛光, 使用的材料由制造商推荐。

(i) **Fitness Centre Flooring:** Shock resistant mats should be considered below the exercise equipment. In aerobics studios only, timber flooring should be specified to accommodate constant impact.

健身中心地板: 健身设备下应该设置防震垫。仅在有氧健身房, 采用的木地板应该有适应持续冲击的特性。

9.10 Floor Tiles 地砖

- Synthetic or agglomerated marble floor tiles.
合成或压块大理石地砖
- Ceramic glazed or unglazed floor and base.
陶瓷釉或无釉地面和基层
- Quarry Tile floor and matching base.
缸砖地面及相匹配的基层

(a) **Provide** external and internal corners, trim shapes at openings, and all other trim and special shapes to match the tile as required

采用内外角砖，在开口处，和其它饰条边及特殊形状处，进行必要的形状修整，以匹配地砖。

(b) **Provide** synthetic or agglomerated marble saddles of same marble as synthetic or agglomerated marble floor tile. Cut saddle to fit jamb profile, honed finish.

采用与地面相同质地的，合成或压块大理石的底座。根据柱状轮廓及塘磨后的表面切割底座。

(c) **All quarry tiles** shall come with a factory applied temporary wax coating to facilitate grout removal.

所有缸砖在出厂，应在表面涂有临时蜡层，以便对灌缝砂浆的清除。

9.10.1 Installation 安装

(a) **Allowable variations** in substrate levels: Plus/minus 3 mm in 3m distance and 6 mm total maximum variation from levels shown.

基层水平允许偏差：在3m的距离内允许±3mm的偏差，并且整个水平面误差不得大于6mm。

(b) **Grind or fill** concrete and masonry substrates as required to comply with allowable variations. Treat each concrete substrate as required to remove curing compounds or other substances that would interfere with proper installation of the tiles. Perform moisture tests on concrete slabs to determine that concrete surfaces are sufficiently cured and are ready to receive tile installation. When present, remove protection board from membrane waterproofing prior to tile installation. Check membrane for holes, punctures, and defects.

按要求打磨或者填充混凝土和圬工基层以达到允许的偏差范围。应根据要求处理所有混凝土基层，清除影响地砖正确安装的养护化合物或其他物质。在混凝土板上做水分测试，以确定混凝土表面已完全干透，并可以接受安装。施工时，在安装地砖前，应先去除防水膜上的保护板。检查防水膜上是否有漏洞、划痕及缺陷。

(c) **Setting beds** and grout shall be as recommended by tile Manufacturer for tile type, location, and expected functional use.

铺设基层和水泥砂浆，应由瓷砖制造商根据瓷砖种类、使用位置和期望的功能作出推荐。

(d) **Joint** Provide expansion joints as required

根据要求在接缝处设置伸缩缝

(e) **Grout Widths**, unless otherwise advised shall be:

除非另有指示，灌浆宽度建议如下：

- 6 mm wide in quarry tile.
缸砖为6mm宽
- 2 mm wide in ceramic tile.
瓷砖为2mm宽

- 3 mm wide in marble tile
大理石为3mm宽
- (f) **Allowable variations** in finished work will not exceed the following deviations from level and plumb, and from elevations, locations, slopes and alignment shown.
在水平、垂直及高度、位置、斜面及对齐等方面，完成饰面的允许误差不得超过以下范围：
- 3 mm in 3m run, any direction; 1mm offset at any location.
在任何方向3m范围内误差不超过3mm；任何起始位置则为1mm。
 - 1 mm joint width variation of any location: 2mm in 1m run deviation from plumb and true.
任何位置的接缝宽度变化小于1mm：在1m范围内与垂线和校正线的偏差不得大于2mm
- (g) **Extend tile work** into recesses and under equipment and fixtures, to form a complete covering without interruptions. Terminate work neatly at obstructions, edges and corners without disruption of pattern or joint alignment.
地砖铺设应延伸至凹槽、设备和装置下面，以形成不间断的完整铺设。在障碍物、边缘和角落处，整齐收尾，不破坏图案或接缝的整齐。
- (h) **Tile abutting trim, finish, or built-in items** for straight, aligned joints. Fit tile closely to electrical outlets, piping and fixtures so that plates, collars, or covers overlap tile.
地砖紧抵饰条、饰面或内置制品，使接缝平整笔直。地砖紧密铺至电器插座、管道和设备，使面板、束套或盖板可以覆盖住地砖边沿。
- (i) **Unless otherwise approved**, lay tile in grid pattern and centre tile fields both directions in each space or on each wall area. Adjust to minimize tile cutting.
除非另有批准，在每个空间或墙面，以格子图形铺设地/墙砖，并同时以两个方向确认地/墙砖中心。调整以尽量减少地/墙砖的切割。
- (j) **Install marble saddles** cut to profiles accurately fitted to jambs, coped at stops, set in full bed of mortar, and with grouted edge joints.
安装大理石底座，精确裁割以配合门套，端口封顶，设置在完整的灰浆基层中，并在接缝处灌浆。
- (k) **Cleaning and Protection of Tile:** Upon completion of placement and grouting, clean all tile surfaces so they are free of foreign matter, including any temporary wax coating. Use cleaning materials and methods as recommended by tile and grout Manufacturer. Protect metal surfaces, cast iron and vitreous plumbing fixtures from effects of acid cleaning. Flush surface with clean water before and after cleaning.
地砖的清洁和保养：完成铺设和灌浆后，清洁所有地砖表面异物，包括临时蜡层。采用地砖和水泥浆制造商推荐的清洁材料和方法。保护金属表面，铸铁和玻璃质的管道设备不受酸性清洁剂的损害。在清洁前后用清水冲洗表面。
- (l) **Apply sealer finish** to tile as required and recommended by tile Manufacturer.
按地砖制造商推荐的方式实施地砖封底层饰面。

9.11 Skirting 踢脚

- (a) **None required** at walk off mats. Provide skirting at other locations.
在踩踏垫处不需要踢脚线。在其他位置设置踢脚线。
- (b) **Skirting is required** on all walls, except operable partitions, as designed by the Interior Designer. Skirting shall be painted or stained wood.
除了由室内设计师设计的可移动隔墙外，在所有的墙面都要求设置踢脚线。踢脚线应为油漆或着色处理的木材。

(c) **Skirting material** shall be appropriate for the selected floor material as determined by the Interior Designer.

踢脚线材料应与地面所选择的材料相配，由室内设计师决定。

(d) **Skirting types:**

踢脚线类型

- **Stain grade or paint grade wood** skirting is required on all walls.
所有墙面要求设置着色级或油漆级的木质踢脚线。

- **102mm straight edge vinyl.**
102mm直边乙烯基

- **Box**
箱式

9.12 Interior Stone and Marble 室内石材和大理石

Interior stone facing panels, special shapes, piecework, and all other interior stone elements at countertops, bar tops, and elsewhere as approved. The final appearance of stone shall have the greatest possible uniformity, shall be of sound stock and uniform texture, and shall be free from holes, seams, shakes, clay pockets, spills, stains, starts, and other defects which would impair the strength, durability, and appearance of the work.

在柜台面、吧台面和其它指定的地方，采用的室内石材饰面板、特殊的形状、计件工作，及其他室内石材元件。石材最终完工后的外观，应具有最大可能的均一性，石材应当是良好储存具有统一的纹理，且没有孔洞、切痕、裂缝、粘土鼓包、碎片、污渍、凸起及其它可能影响强度、耐久性和外观的缺陷

(a) **Installation and Tolerances:** Methods and fabrication and assembly shall be at the discretion of the Interior Designer/ Contractor provided that the visible architectural effect is not changed, the strength and function qualities, as demonstrated by engineering calculations are not reduced.

安装和误差：方法、制作、组装应当在室内设计师/承包商的指导下进行，不能改变建筑上的视觉效果，工程计算所显示的强度和功能品质也不得有所降低。

(b) **As a guide all joints** shall be 2mm wide, this will dependant on the effect required

原则上所有的接缝应该是2mm宽，这个将取决于所需要的效果。

(c) **Anticipated and allow** for dead and live load movement, creep, sway and torsion of the structure without any harmful effects.

确保动静负载下的运动、蠕变、摆动和扭转，不会对结构构成有害影响。

(d) **Adequate number** and size of anchors shall be provided to satisfy the load requirements and design criteria.

使用恰当数量和尺寸的锚固件，以满足负载要求和设计标准。

(e) **Accessory Materials for Stonework:** Mortar materials shall be as recommended by the Manufacturer for each stone type, size, and application. Grout shall be impervious to water and stains. Sealants for stonework shall be as recommended by the manufacturer and shall be water, stain and alcohol resistant penetrating, non-yellowing sealers.

石材工艺的辅助材料：灰泥材料应该由制造商根据每种石材的类型、尺寸、应用作出推荐。灌浆应防水防污。石材工艺使用的密封剂，应当由制造商推荐，并且应该防水、防污和防酒精渗透，且不会变黄。

(f) **Where required**, stone support systems, anchors and accessories shall be manufactured by a company specializing in the design and fabrication of stone. Provide all fastening devices, support angles, relieving angles, anchors, coping anchors, dowels, clamps, bolts, nuts, shims, expansion shields, flashing, etc., necessary to properly secure Stone to the structure as required. Sawn surfaces and edges shall be cleaned of all rust stains and iron particles.

如有需要，石材支撑体系，锚固件和配件，应该由专业的设计生产石材的厂商制造。提供将石材牢固地安装于结构上所需要的，所有的紧固装置，角支撑，减压角，锚，顶压锚，销，钳，螺栓，螺帽，垫片，膨胀护罩，防水板等。被切割过的面和边缘，应做除锈和除屑处理。

(g) **Use only** non-shrinking cement for filling of anchor holes in accordance with Manufacturer's directions. Grout joints full and flush with face of stone. Where metal inset strips are indicated, butt stone flush and tight against strips, with no gaps exceeding 1 mm.

锚固孔的填充，只能采用防缩水泥，并依照制造商的指导。接缝充应分灌浆并与石材表面抹平。在指示使用金属夹条的地方，将石材紧抵夹条，齐平并紧密，间隙不得超过1mm。

(h) **Clean stonework** after completion of work, according to manufacturer's instructions. Provide penetrating topcoat sealer.

完工后，应按照制造商的指导，清洁石材。采用渗透性外涂封底层。

9.13 Laminate 层压板

The finished appearance of the laminate shall be free from blisters, cracks or any other defects. 层压板的完成饰面应当没有气泡，裂纹，或任何其他缺陷。

Adhesive for application of each laminate shall be as recommended by the manufacturer and appropriate to the laminate as well as the surface to which laminate is applied. Edges shall be neatly bevelled; joints shall be minimized in quantity and be made to a smooth hairline and puttied. Appearance of unsightly or excessive joints will be cause for rejection.

每处层压板使用的粘合剂，应该由制造商推荐，不仅适合于层压板，同时也适合于层压板所覆盖的底层表面。边缘应整齐地倒角。尽量减少接缝的数量，并使接缝纤细而平滑并用油灰填塞。外观难看或过多不必要的接缝，将会遭到拒收。

(a) **Installation** shall be in full accordance with the manufacturer's recommendations, and with adhesive manufacturer recommended by the maker of the laminate appropriate to the indicated use and job conditions.

安装必须完全按照制造商的要求，以及由层压板制造者根据指定的用途和工作条件，所推荐的粘合剂制造商的要求。

(b) **All patterned laminate** shall be matched exactly at joints.

所有有图案的层压板，在接缝处应该完全匹配对花。

9.14 Metal 金属

- Fabricate metal decorative work with mitered exposed corners and angles
金属装饰的制作，采用倒角明露突角和凹角

- Form exposed non-welded connections with hair line joints flush and smooth. Grind and finish brazed and welded surface flush and free of weld marks.
暴露在外的非焊接连接的接缝应纤细而平滑。打磨和铜饰面或焊接表面，必须平滑并且没有焊接痕迹。

(a) **Architectural metals** shall be of the best commercial quality and their various forms shall be straight and true. There shall be no scratches, scars or creases, buckles, ripples or chatter marks. Finished surfaces must be suitable for polishing. Materials shall be selected for surface flatness, smoothness and freedom from surface blemishes when exposed to view in

the finished unit. Exposed-to-view surfaces which exhibit pitting, seam marks, roller marks, "oil-canning", stains, discolorations or other imperfections on the finished units will not be acceptable.

建筑上的金属，应当具有最好的商业级品质，而且无论哪种形状都应平整而没有变形。无擦伤，疤痕或折痕、鼓胀、褶皱或跳刀疵。完成面应当适合抛光处理。应该选择表面平整、光滑的材料，以保证成品的外观无瑕疵。不允许成品的可视面出现蚀斑、模缝痕、辊印、“油壶印”、污渍、褪色，或其它会使完成品不够理想的缺陷。

- (b) **No imperfections of chrome plating** are permitted, such as rough or orange peel condition, pits, slivers, breaks in the plate, areas or lines buffed through the outer layers of metal, dullness, inadequate base metal or intermediate plated surface preparation, adhesion, ductility and inadequate coverage at difficult plating areas.

不允许电镀中产生瑕疵，诸如粗糙、形似桔皮，凹陷、裂纹、电镀中断、金属外层划痕、黯淡、不合适的贱金属或不合适的媒介电镀表面处理、黏着性和延性，或者在不易电镀的区域的覆盖度不够。

- (c) **Welding Electrodes and Filler Metal:** Type and alloy of filler metal and electrodes as recommended by producer of the metal to be welded, and as required for colour match, strength and compatibility in the fabricated items.

焊点及焊料：焊料及电极的类型和纯度，应当由生产需要焊接的金属的厂家推荐，并且要满足制作项目对颜色的匹配、强度及兼容性的要求。

- (d) **Fasteners:** Shall be of basic metal and alloy, matching finished colour and texture as the metal being fastened, unless otherwise indicated. Unless otherwise shown, provide Phillips flat-head screws for exposed fasteners.

固件：除非另有指示，固件应当为金属或合金，与成品的颜色和纹理相匹配。除非另外指出，明露在外的固件应使用Phillip平头螺丝钉。

9.15 Doors 门

- (a) **Automatic sliding or revolving doors** shall be provided at the Main Guest Entrance. Swinging doors 910mm x 2130mm shall be provided for exiting as required by code and for bellman access. Vestibules shall be designed to minimize drafts in the Lobby, especially in cold climates. Automatic three-wing revolving doors sized for guests carrying luggage are recommended in cold climates. Provide safety glass in all doors and sidelights as required by code.

在顾客的主要入口处，应设置**自动移门或旋转门**。根据规范，应设置910mm x 2130mm的平开门作为安全出口，同时也便服务员出入。门廊的设计应尽量避免在大堂中产生突发的气流，特别是在寒冷气候下。寒冷季节推荐使用三页型自动旋转门，其尺寸应适合携带行李的客人。按照标准，所有门窗都必须采用安全玻璃。

- (b) **Revolving doors** should be bronze Muntz metal or polished stainless steel. Polished brass or bronze is not recommended due to high maintenance requirements. Swinging and sliding doors shall be anodised aluminium metal (preferred), polished stainless steel or aluminium finish.

旋转门应为青铜、芒次黄铜或抛光的不锈钢。由于维护要求高，不建议使用抛光的黄铜或青铜。平开门或移门应首选阳极化铝金属，抛光不锈钢或铝制饰面。

- (c) **Solid core**, stain grade wood or wood grain laminate with hardwood trims. Applied moldings where applicable Minimum 910mm x 2130mm, 2440mm to 2740mm tall doors preferred. Finish and style of doors shall match doors in adjacent areas.

实芯，着色级木材或层压木纹板，带有硬木镶边。按需加膜压花型。采用最小能适用于910mm x 2130mm、2440mm - 2740mm高。门的饰面和风格最好与相邻的区域一致。

- (d) **Glass doors;** Painted wood framed glass door or aluminium framed glass door. Minimum 910mm x 2130mm, 2440mm to 2740mm tall doors preferred
玻璃门：油漆木材边框得玻璃门或铝制边框的玻璃门。首选至少910mm x 2130mm、2440mm、2740mm高的门。
- (e) **Solid core wood door** with stained or plastic laminate wood grain finish. . Minimum 910mm x 2130mm, 2440mm to 2740mm tall doors preferred
硬芯木门，着色或塑料层压木纹饰面。首选至少910mm x 2130mm、2440mm、2740mm高的门。

9.15.1 Architectural metal建筑五金

- (a) **Provide push/pull hardware** on all swinging doors.
所有平开门上采用的推/拉部件。
- (b) **Exit Stair Doors and frames:** Hollow metal; 1.2mm gage with a fire rating of 1hr 30min. in a 2 hour fire rated wall. Door closer required.
楼梯安全出口门与框架：中空金属；1.2mm 厚、安装在耐火 2 小时的墙上时，应达到一小时 30 分钟的耐火等级。要求安装闭门器。
- (c) **Service Doors (back of house):** Hollow metal, 1.2mm gage, paper core type
服务门（后场）：中空金属，1.2mm 厚，纸芯

9.15.2 Door Hardware门五金

Hardware selection criteria should include fire ratings, accessibility, and codes, Select hardware for long-term durability, appearance, low maintenance, operational efficiency and security.
五金的选择标准，应包括耐火性、易操作性和规范。必须根据耐用性、外观、低维护、操作效率和安全来选择。

- (a) **Hinges-** Should be commercial grade. Doors with door closers should have ball-bearing hinges. Use continuous hinges on heavy abuse doors, such as Ballroom, Meeting Rooms, service doors and doors wider than 106cm
铰链 —— 应为商用级的。带闭门器的门，应该使用滚珠轴承的铰链。用在经常开关的门上，如宴会厅、会议厅、服务门以及宽度大于106cm的门上，应使用连续铰链。
- (b) **Provide** a door viewer with minimum 160 degree, mounted at 1450mm of FFL at each entry and service door.
在每个入口门和服务门上，安装一个至少160度视角的猫眼，安装在地饰面以上上1450mm的高度位置。
- (c) **All meeting doors** shall have locksets with lever handles and automatic door closers.
所有会议室的门，都应安装带门把手的锁具，以及自动闭门器。
- (d) **Provide** emergency egress hardware as required by code.
根据规范提供紧急出口的五金。
- (e) **Provide** a door closer, cylinder lock, except where card key access is provided, and lever handle hardware.
除了使用钥匙卡的门以外，其它门都需安装闭门器、弹簧锁，还有门执手。
- (f) **Provide** push/pull hardware on entry doors. Latching hardware is not acceptable unless required by code.
在入口处的门上，安装推拉部件。除非规范要求，否则不得使用碰锁。

- (g) **Door Stoppers:** Wall type where possible
门碰：尽可能使用墙式。

9.15.3 Locks 锁具

- (a) **Exit Doors:** Heavy-duty commercial grade with vertical rod concealed in the door.
安全出口门：采用重型商用级门内隐藏式垂直杆锁。
- (b) **Guest Room Bath :** Privacy latchset
客房浴室：私密门
- (c) **Electronic Door Locks:**
电子门锁

The electronic lock system must have the following safety features and capabilities:
电子锁必须有以下安全特性和能力：

- **Emergency override**
紧急超控
- **Power down backup system**
断电备用系统
- **Mortise with minimum 21mm throw dead bolt**
锁舌伸入榫眼至少21mm的防盗锁。
- **Minimum 16mm throw deadlocking latch set. A guest operated turnpiece must be incorporated as part of the latch set, inside the guestroom, operating the deadlocking latch.**
锁舌伸入榫眼至少21mm的，装配有死栓的插销锁。必须设有可以让客人在房间内操作此弹簧锁的旋钮。
- **Audit /interrogation feature**
检查记录 / 核查功能
- **Anti-theft feature**
防盗功能
- **Anti-friction feature**
防摩擦功能
- **Re-key at each rental, voiding all previous keys**
每次新租房时可以重新编程钥匙卡，将前一次的钥匙程序作废。
- **Emergency access must be by a key that retracts both dead and latch bolts. When the dead bolt is in a projected position, all keys except the emergency keys must be inoperable.**
在紧急情况下必须有一把钥匙可以打开所有防盗锁舌和碰簧销。当防盗锁处于锁住位置时，除紧急钥匙外所有的钥匙都无法打开。

9.16 Windows 窗

Windows accessible to guests should meet the following specifications:
所有客人可能接近的窗子都应该符合以下规定：

- (a) **Windows** should be constructed from robust materials to match the building and interior design concept. Anodised or powder-coated aluminium systems to have thermally broken sections. Traditional hardwood timber frames should have suitable preservation treatment.
窗户必须采用坚固的材料和结构，并符合建筑及内部设计的概念。阳极氧化铝或电镀铝系统，应当采用热阻隔型铁。传统的木质框架需要作适当的防腐处理。
- (b) **Double**, or triple glazing systems are required to meet acoustic and thermal performance criteria. Safety glass will be required for any glazing below 1000mm from finished floor level.
为达到隔音和隔热的要求，需要**双层**或三层的玻璃安装系统。从地饰面至1000mm之间的任何玻璃装配都必须采用安全玻璃。
- (c) **Window ironmongery** must be integrated into the design of the room, be easy to operate and provide no unauthorised access from the outside. Where windows are operable above ground floor level, they must be fitted with safety restrictors. 'Tilt and turn' opening systems are not permitted.
窗户五金必须和室内的设计融为一体，容易操作，并且不能让未经许可的人从外面进入。一楼以上各楼层可操作的窗户上，必须使用安全限制器。不允许使用“倾斜和旋转”的开启系统。

9.17 Glazing and Mirrors 玻璃和镜子

Unless stated otherwise guarantee shall state all work free from defects in materials and workmanship for a period of five (5) years from the date of acceptance. The Contractor or supplier shall agree to repair or replace defective materials and workmanship during the guarantee period at no additional cost to the Owner.

除非另有指示，应保证在自交接日起5年内，不出现任何材料和工艺上的缺陷。承包方或供货商应保证，在质保期内，免费修理和更换存在缺陷的材料和工艺。

- (a) **Defective materials and workmanship** are defined as follows;

存在缺陷的材料和工艺定义如下；

- evidence of abnormal deterioration, and aging,
非正常的退化和老化
- structural failure of components resulting from exposure to normal load and forces,
在正常负载和压力下的结构破坏。
- failure of operating parts to function normally,
操作部件不能正常工作。
- sealant failure,
密封损坏

- (b) **Provide** tempered or laminated at showers, baths, entrance doors and sidelights, full-length mirrors and other locations subject to human impact.

在淋浴室、盆浴处，出入口与侧窗、大型镜面和其它可能受人力冲击的地方，采用钢化玻璃或层压玻璃。

- (c) **All glass and mirrors** applied to a substrate shall be appropriately backed according to manufacturers' recommendations for its intended use.

所有安装在基层上的**玻璃和镜子**，应当按照制造商根据使用目的所推荐的方式，设置合适的覆背。

- (d) **Joint width:** Mirrors units shall be abutted; glazing joint shall be 3 mm.

接缝宽度：每块镜子单元应紧密靠接在一起；玻璃装配的间隙应为3mm。

- (e) **All glass shall** bear the label of its manufacturer and shall conform in all respects with the pertinent Standards and Codes requirements for tempered and heat strengthened glass and for float and wire glass.

所有玻璃都应标明其制造商，并确认达到相关的钢化 and 热强化玻璃、浮法和加丝玻璃的标准规范的各项指标。

- **Mirror Glass** - 6 mm thick with silver coating and protective electrolytic copper coating. Paint mirror back surface with 2 coats of manufacturer's special mirror backing paint.
镜面玻璃 —— 6mm厚，带有镀银层和电解铜保护。背面涂有两层制造商特制的镜背涂层。

- **Glass to have ground smooth square edges, unless specified otherwise**
除非特殊规定，玻璃应具有完全平滑的直角边。

(f) **All mirrors shall be guaranteed against silver oxidation.**
所有镜子都必须确保抗银氧化。

(g) **Float glass cement and/or mirror mastic shall be as recommended by the Glass and/or Mirror manufacturer respectively and shall be compatible with the surfaces contacted and appropriate to the intended use, weight of the glass/mirror.**
浮法玻璃的粘合剂，和 / 或镜子的胶泥，应当分别由玻璃 和/ 或镜子的生产商推荐，并且应当与所接触的表面相适应，同时也适应于玻璃及镜子的使用目的和重量。

(h) **Provide putty gaskets and glazing sealant as specified and as recommended by the manufacturer for the required application and condition of installation in each case. Provide only compounds which are proven to be fully compatible with surfaces contacted.**
采用制造商根据使用的材料和安装的条件，推荐或指定的油灰嵌缝及玻璃密封剂。仅只采用与接触表面完全适用的材料。

(i) **In areas requiring more than one full width of glass or mirror, joint locations shall be as follows:**

在需要超过一个以上整幅玻璃或镜子的地方，接缝应当按照以下规则定位：

- When an even number of full glass or mirror widths is required, centre the joint on the centre line of the area width with equal number of widths occurring at each side.
如果需要的玻璃或镜子的数量是双数，将接缝设置在整个面积宽度的中心处，使得两边的幅数是相等的。
- When an odd number of full glass or mirror widths is required, centre one full width on the centre line of area width with equal number of widths occurring at each side.
如果需要的玻璃或镜子数量是单数，将当中一个整幅的中心线设置在整个面积宽度的中心处，使得两边的幅数是相等的。
- When full and partial glass or mirror widths are required, centre one full width on the centreline of area width with equal number of full and/or partial widths occurring at each side.
当需要整幅和非整幅的玻璃或镜子时，将其中一幅整幅的玻璃或镜子的中心线设置在整个面积宽度的中心处，使得两边的整幅或非整幅镜子和玻璃的幅数是相等的。

(j) **Install glass or mirror so that widths of less than 300 mm do not occur unless otherwise approved**

除非另有指示，安装玻璃或镜子时，应避免小于300 mm的宽度。

(k) **Airtight installation of each glass product is required. Each installation must withstand normal temperature changes, impact loading (for doors), without failure including loss or breakage of glass, failure of sealants or gaskets to remain airtight, deterioration of glazing materials and other defects in the work.**

所有玻璃制品要求**气密安装**。所有安装必须能够承受正常的温度变化，冲击力（门），不得有玻璃破损，密封漏气，玻璃材料老化，及其它缺陷发生。

9.18 Carpentry, Casegoods and Millwork 木作

Solid wood elements shall be clear, straight-grain lumber of the best grade of specified species. Lumber shall be free of any defects which might impair serviceability, aesthetics, and/or finish. Where veneer differs on two sides, veneers shall be of similar thickness, density, and characteristics

实木元件应当采用指定种类中，干净，直纹理，等级最好的木材。木材不得含有可能会影响到性能，外观，及/或饰面的任何缺陷。如果两边的饰面板不同，应采用相似厚度，密度，和特征的饰面板。

(a) **Stains, lacquers and varnishes** shall comply with BS EN 71 Part 3 in respect of toxicity.

着色剂，油漆和清漆，在毒性方面，应当符合《BS EN 71》中，第 3 部分的要求。

(b) **Hardware and Accessories:** Hinges, screws, clips and other mounting, attachments or fasteners to be concealed unless otherwise specified.

五金配件：铰链，螺丝，扣钩夹子及其它配件，附件或紧固件，应当是隐蔽的，除非另有指示。

(c) **Fabrication:** All fixtures shall be assembled without face screws or nails, except where it may be necessary to attach trim items. All face screws or nails which are necessary to attach trim items shall be countersunk and plastic wood or wood plugs used to cover heads, and the plugs neatly touched up to match finish. The heads of all screws used in any assembly shall be countersunk below the surface.

装配：所有装置的装配应当没有露在表面的螺丝或钉子，除非那些必须安装装饰条的地方。所有必须安装装饰条的地方的表面螺丝和钉子，应当埋头，并用塑化木或木塞头覆盖。塞头应当仔细地修饰，以与饰面相配。所有装置的螺丝头必须埋头并低于表面。

(d) **All shelving** shall be adjustable unless indicated otherwise.

所有搁架应当是可调节的，除非另有指示。

9.18.1 Casework and Millwork 橱柜和木制品

(a) **Materials** shall have uniformity of colour, figure, and grain.

材料应当在颜色，外表，纹理方面一致。

(b) **Unexposed** high density particleboard may be substituted for plywood panels, unless specified.

不暴露的高密度碎料板，可以用来替代胶合板，除非另有指示。

(c) **Unless specified otherwise**, all drawers shall have side mounted metal drawer slides with ball bearing nylon rollers

除非另有说明，所有抽屉应当侧装含有尼龙滚珠的金属导轨。

(d) **Framing and blocking members** shall be assembled with bolted and screwed connections, and shall be secured to the structural backings with expansion screws, or toggle bolts, as required, spaced and installed so as to insure ample strength and rigidity. Rails and stiles shall be mortised and tenoned, neatly mitered and membered, all butt joints made flush and smooth, and all permanent joints made up with water resistant glue.

框架和模块部分，应当用螺丝钉组装，并且应当按要求用膨胀螺丝或者系墙螺栓，固定在结构基层上，适当的间隔和安装方式以确保足够的牢固强度。横档和竖挺应当榫接，整齐地接合，所有凸柄接头应当齐平密合，所有永久性接合处应当采用防水胶粘合。

- (e) **Joints** shall be either splined, mortised and tenoned, tongued, or dowelled, or full length blocked, glued, and screwed in two directions. All joints shall be set up for perfect gluing. All work shall be carefully corner blocked, well fitted, glued and reinforced with wood screws. Joint glue shall be of the best quality hide glue.

接合处应当采用花键，榫接，和企口接合，或用暗销接合，或全长连锁，胶合，并用螺丝从两个方向固定。所有接合处应当完美胶固。所有工程必须仔细地在转角处设置木砖，尺寸精确，胶合，并用木螺丝加强固定。接合处的胶水采用质量最好的皮胶。

- (f) **Drawer bottoms** shall be white laminated ply, unless specified otherwise. Drawer interiors shall be sanded smooth and lacquered.

抽屉底部应当采用白色复合层压板，除非另有指示。抽屉内部应当砂磨平滑并涂漆。

- (g) **All exposed surfaces** of wood and/or plywood behind closed doors (i.e.interior) shall be sanded smooth, given one coat of transparent finish, and two coats of clear polyurethane varnish unless otherwise specified

门背后（也就是面向室内）的木材和/或层板的所有暴露表面，应当砂磨平滑，涂一层透明的末道漆，两层聚氨酯清漆，除非另有指示。

- (h) **On casework** whose face is to receive an opaque finish, or to be finished with plastic laminate, all exposed surfaces of wood and/or plywood behind closed doors (i.e.interior) shall be sanded smooth and given two coats of semi-gloss paint. The colour of the paint shall match the opaque face finish or plastic laminate face finish unless indicated otherwise

涂有不透明涂饰面或有塑料层压饰面的木作业家具产品，其所有位于关闭的门后的（也就是面向内部的）外露木制和/或夹板都必须砂磨平滑，并涂两层亚光油漆。油漆颜色必须和不透明涂料饰面或塑料层压饰面相匹配，除非另有指示。

- (i) **Edges shall neatly bevelled**, joints shall be minimized in quantity and be made to a smooth hairline and puttied

边缘必须整齐地倒边，尽量减少接缝数量，并且使嵌缝光滑细致。

9.18.2 Other Materials 其他材料

- (a) **All legs** on Casework (except headboards) shall have plastic glides.

所有家具脚（除床头板外）应设有塑料垫脚。

- (b) **Marble:** shall be 20 mm thick, with polished edges on exposed sides

大理石：须为20mm厚，外露一侧为抛光边缘

- (c) **Provide** only laminated or tempered glass when using glass for table tops, providing warnings in guestrooms where laminated or tempered glass top tables are in use.

当桌面采用玻璃饰面时，则只能采用层压或钢化玻璃，且用此类玻璃台面时，需在客房内放置警示标示。

- (d) **All adhesives**, glues, and mastic shall be as recommended for the required application and condition of installation in each case by the manufacturer of the material/item being adhered. Only compounds which are proven to be fully compatible with surfaces contacted shall be used.

所有粘合剂、胶水和乳胶剂，将根据所需胶着的材料的制造商所建议的，每个安装情况下必须遵守的方式进行使用。仅可使用已证明与各接触表面完全兼容的粘合剂。

- (e) **Vanity tops** shall be solid surface material (natural stone).

盥洗台面需采用坚固的表面材料（天然石材）。

9.19 Furniture, Furnishings and Upholstery 家具、陈设及软包

All items shall be of contract quality appropriate to the end use, suitable for rough treatment and careless handling. Chairs, Table, Desks, Bedside Units and other casual furniture shall be stable, and not easily overturned.

所有项目都必须保持合约规定的质量直至使用期结束，且能够承受粗糙和粗心的使用。椅子、书桌、桌子、床头柜以及其他家具都必须稳固且不易倾翻。

Strength and Stability Requirements
强度及稳固要求

Item项目	Strength强度	Stability稳固	Other其他
Chairs 椅子	Test level 4 Description of Performance. General Contract Seating, where rough treatment and careless handling occur 4级测试表现说明。 于粗糙和粗心使用的地方，设置合约规定质量的座椅	Shall not over turn when tested with BS EN 1022, 1997 当进行《BS EN 1022》，1997的测试时，不会发生倾翻	
Tables, Desks, and Dressing Tables 桌子、书桌和化妆台	Test level 4 Description of Performance. General Contract Tables and Desks, where rough treatment and careless handling occur 4级测试表现说明。 于粗糙和粗心使用的地方，设置合约规定质量的桌子和书桌。	Shall not over turn when tested with BS 4875, Part 6, 1985 当进行《英国标准 4875》，第6部分1985的测试时，不会发生倾翻	Glass tables shall meet the requirements of BS 7376 – Specification for inclusion of glass in the construction of tables or trolleys 玻璃桌必须达到英国标准 7376 的要求 —— 结构中含有玻璃的桌子或推车规格说明。
Bedside Units, TV Units, Mini Bars, Draw Units 床头柜、电视组柜、迷你吧、抽屉	Test level 4 Description of Performance. General Contract draw and storage units, where rough treatment and careless handling occur 4级测试表现说明。 于粗糙和粗心使用的地方，设置合约规定质量的抽屉及储存柜	Shall not overturn when tested with BS 4875 Part 8, 1995 当进行《英国标准 4875》，第8部分1995的测试时，不会发生倾翻	Glass tops are considered as “table with glass” supported over its entire area and shall meet the requirements of BS 7376 – Specification for the inclusion of glass in the construction of tables or trolleys 玻璃台面和“有玻璃的桌子”一样，其整个面积的支撑，必须达到英国标准 7376 的要求 —— 结构中含有玻璃的桌子或推车规格说明。

9.19.1 Construction施工

- (a) **Any wood chipboard** used in the construction of items shall satisfy the requirements of BS EN 312 Particleboard Specifications Part 1, 1997 General Requirements for Formaldehyde potential classboard requirements applies. Part 3, 1997 Requirements for boards for interior fitments (including furniture for use in dry conditions).

项目结构中所使用的**任何碎木板**，都必须符合《BS EN 312 木板技术规范1997》第一部分总要求中的甲醛含量要求。1997第三部分中，关于室内家具木板的要求（包括干燥条件下使用的家具）。

- (b) **Any MDF** used in the construction of items shall comply with the requirements of BS EN 622 Fibreboard Specifications 1997 Part 1, General Requirements. For formaldehyde Class A board requirements applied 1997 Part 5 Requirements for dry process boards (MDF).

项目结构中所使用的**中密度纤维板**，都必须符合《BS EN 622 纤维板技术规范1997》中的第一部分总要求。对于A级板的甲醛，必须符合1997第5部分关于干法工艺板（中密度纤维板）的要求。

9.19.2 Finishes饰面

- (a) **Timber;** Stains, lacquers and varnishes shall comply with BS EN 71 Part 3 1995 or later in respect of toxicity. All exposed wood finishes shall meet or exceed the quality standards and material standards.

木材：着色、油漆和清漆，都必须符合《BS EN 71 1995》第三部分，或者最新的毒性规范要求。所有外露木饰面，都必须达到或超过质量标准 and 材料标准。

- (b) **Metals;** Must comply with : Crosscut, BS 3900 E E6, 1992 or later, Flexibility (conical mandrel) BS E11, 1985 or later, Impact BS 3900, E3 1973 or later, Pencil Hardness, FIRA-HM1-TM 1904 or later, Scratch, Bs3900,E2, 1992 or later

金属：必须符合：横切：《英国标准 3900 E E6, 1992》或更新的标准，弹性（锥形心轴）：《英国标准 E11, 1985》或更新的标准，冲击力：《英国标准 3900, E3 1973》或更新的标准，铅笔硬度：《FIRA-HM1-TM 1904》或更新的标准、刮擦：《英国标准3900,E2, 1992》或更新的标准。

- **Chairs;** Crosscut Impact and Scratch –
椅子：横切，冲击力和刮擦

- **Tables, Desks and Dressing Tables, Bedside Units, Mini Bars, Draw Units;** Impact, Pencil hardness and Scratch specifications.
桌子，书桌和梳妆台，床头柜，迷你吧，抽屉：冲击力，铅笔硬度和刮擦标准要求。

Test测试	Specification要求
Crosscut 横切	Classification 0, No loss of adhesion 测试力量达到0级时，没有脱胶
Flexibility (conical mandrel) 弹性（锥形心轴）	No loss of adhesion beyond half an inch (2.5cm) from apex of cone 从锥尖超过半英寸（2.5cm），没有脱胶。
Impact 冲击力	Face uppermost, No damage at 4.75kg 面朝上，测试力量达到4.75kg时，没有损坏。

Pencil Hardness 铅笔硬度	No gouging at 3H 测试达到3H硬度时，没有槽印
Scratch 刮擦	No breakthrough at 3kg 测试力量达到3kg时，没有穿透

(c) Textile Coverings: Textile covering fabrics shall meet the requirements of BS 2543 1995 or later for general contract applications. All seams shall be double stitched unless approved otherwise

织物包面：一般合约中的织物包面的纤维，应达到《英国标准2543 1995》或更新的要求。所有接缝必须双层缝合，除非另有指示。

(d) Textile Performance: Textile covering fabrics shall meet the requirements of BS 2543 1995 or later for general contract applications

织物要求：一般合约中的织物包面的纤维，应达到《英国标准2543 1995》或更新的要求。

Physical Strength and Durability Properties 物理强度和耐久性能

Evaluation Procedure 评定方法	Flat woven Fabric 单层织物	Woven Pile Fabric 起毛织物
Breaking Strength BS 2576 折断强度《英国标准2576》	400N	400N
Tear Strength BS 4303 撕裂强度《英国标准4303》	20N	20N
Seam Slippage BS 2543 Annex A 接缝滑移《英国标准2543》附件A	6mm (maximum measured after reduction of force to 5 N) 6mm（力量减小到5 N后，测量到的最大数字）	4mm(maximum measured after reduction of force to 5 N) 4mm（力量减小到5 N后，测量到的最大数字）
Visible Soiling BS 4948 可见污染《英国标准4948》	3-4	3-4
Abrasion Resistance BS2543 Annex B 抗磨损《英国标准2543》附件B	30,000 (min cycles to physically significant end point) 30,000（织物最后失去物理效能时的最小试验循环数） 10,000 (min cycles to change in colour not lower than grade 3 or complete loss of surface texture)	25,000 (min cycles to physically significant end point) 25,000（织物最后失去物理效能时的最小试验循环数） 3,000 (min cycles to colour change not lower than grade 3 when viewed at orientation showing greatest change)

	10,000（织物变色到3级或完全丧失表面纹理时的最小试验循环数）	3,000（当定位观察到织物可见最大变色不低于3级时的最小试验循环数）
Pile Loss (Reverse) BS 4655 绒毛脱落（背面）《英国标准4655》	N/A	N (no visible effect) N（没有可见效果）
Scuffing (surface Pile Loss) BS 2543 Annex D 刮擦（表面绒毛脱落）《英国标准2543》附件D	N/A	B (isolated tufts of pile missing, giving rise to a pinhole type of appearance) B（单独的绒毛簇脱落，出现一个类似针孔的表面）

Colourfastness Properties抗退色强度性能

Evaluation Procedure 评定方法	Flat woven and Woven Pile Fabric Requirements 单层织物和起毛织物的要求
Colourfastness to Light (Xenon arc) BS EN 20105 –B02 在光照（氙弧灯）下的抗退色强度《BS EN20105》——B02	5
Rubbing BS 1006, Section UK-TB 摩擦《英国标准1006》UK-TB部分	3-4
Shampooing, BS 1006, Section UK-TB 香波洗涤《英国标准1006》UK-TB 部分	3-4
Rubbing with Organic Solvents BS 1006, Section D02 用生物溶剂摩擦《英国标准1006》D02部分	3-4 Staining 3-4色斑
Water BS 2543 Annex E 水《英国标准2543》附件E	3-4 Change of colour , 3 Staining 3-4 变色，3色斑

Coated fabrics; Shall meet the requirements of BS 5790 Part 1, 1996 (ISO 7617-1.1994) for PVC coated knitted fabrics and BS 5790 Part 2, 1995 (ISO 7617-2, 1994) for PVC coated woven fabrics for contract applications

有涂层的布料：应当达到合同应用的《英国标准5790》第一部分，1996 (ISO 7617-1.1994) 中，关于PVC涂层针织纤维的要求，以及《英国标准5790》第二部分，1995 (ISO 7617-2, 1994)中，关于PVC涂层编织纤维的要求。

9.19.3 Ignitability可燃性

(a) Combination of upholstery cover and filling materials shall satisfy the requirements for Medium Hazard as detailed in BS 7176, 1995 or later. Upholstered furniture should only contain those filling materials specified in the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

软包表面和填充材料都必须符合《英国标准 7176, 1995》或更新标准中所详述的, 中等危险品要求。软包家具内所填充的材料, 必须符合《1988家具和饰面(消防)(安全)规范》的要求。

(b) All fabrics shall be flame proofed. Certificate of Flame proofing shall be provided to the Operator. All methods of fabric treatment shall be compatible with fabric and shall not affect fabric colour, texture, or fabric manufacturer's guarantees.

所有织物纤维都必须为防火材料。必须将《防火材料证明书》提交给使用者。所有织物材料的处理, 都必须符合材料的特性, 不得影响其颜色、质地或者制造商的保证。

(c) Urethane Foams : Wherever urethane foam cushioning is utilized in seating, it must be combustion modified and meet the requirements of BS 3379 Class V for seats and Class S for backs and arms.

聚氨酯泡沫: 当座椅内使用聚氨酯泡沫填充时, 其必须为防火改良的, 且符合《英国标准 3379》V等级座椅, 及S等级靠背扶手的要求。

9.19.4 Soil Resistance抗污染性

All upholstery fabrics other than wool or wool blend shall be treated with an approved stain/soil resistant finish. Such treatment shall be in accordance with all applicable code restrictions and requirements and shall be in accordance with manufacturers' recommendations. Approved stain/soil resistant finishes are as follows:

除了羊毛制品或羊毛混制品, 所有软包饰面都必须按要求进行防污处理。这些处理程序都必须符合相关的法规要求以及制造商建议。以下为批准采用的抗污饰面:

- Fiber-Seal by Fiber-Seal International.
Fiber-Seal International 生产的密封纤维
- Scotchgard by 3M.
3M生产的Scotchgard 防油防水剂
- Teflon by DuPont.
杜邦生产的特氟纶

9.19.5 Shrinkage缩水

The manufacturers/suppliers shall guarantee in writing, that the fabrics provided are pre-shrunk and have a zero percent shrinkage.

制造商/供应商必须书面保证, 其所提供织物类都是预先进行缩水处理的, 且其缩水率为零。

9.19.6 Seams接缝

All seams shall be double stitched where practical

所有织物接缝都必须双层缝制。

9.19.7 Canopies遮篷

All fabric canopies shall be easily removable for cleaning

所有织物类遮篷都应当易于拆卸清洗。

9.19.8 Castors脚轮

Domes or nylon carpet glides to be specified in relation to the use and floor surface. All glides must be of a type that will not mark or rust.

用于尼龙地毯上的垫脚则根据所铺设的地面材料进行具体设置。只能采用不会产生印记或生锈的垫脚。

9.19.9 Leather皮革

Leather upholstery shall meet the requirements of BS 6608 for general contract applications.

皮革软包，必须符合《英国标准 6608》中一般合约要求。

9.19.10 Cushions 靠垫

All stitching to be double overlocked. Cover zips are to be “invisible”. Filings are to be washable, non-allergic, unless otherwise approved.

所有缝线皆为双层锁定。外罩拉链应当是“隐形”的。其填充物应当为可洗的、非过敏性的，除非另有核准。

9.19.11 Other其他

A Complete list of fabrics used with written instructions on laundering and dry cleaning should be provided to the Operator at the time of final installation or delivery

在最后的安装或送货时，必须提供给操作者一份完整的，所有织物的洗烫和干洗的文字说明书。

9.20 Bedspreads 床上用品

All materials and methods used in the fabrication and installation of Bedspreads and Dust Ruffles shall be of the highest quality and standard and shall be fabricated to withstand dry cleaning and hard usage. All patterns must be matched at seams. All materials and labour must have a warrantee for a period of three (3) years with pro rata replacement unless materials are damaged through abuse or misuse.

所有床单及防尘罩的制作材料和制作方法，都必须为最高标准的品质，并且可以经受干洗和粗暴使用。所有花纹式样必须在接缝处拼合。所有材料和做工都必须有三年的保质期，以及一定比例的替换，除非材料是因为滥用或不当使用而造成的破坏。

(a) Fabric: Fabrics provided should be pre-shrunk and have a zero percent shrinkage. All bedspreads must be flame retardant treated.

织物：所提供的织物必须预先经过缩水处理，使其缩水率为零。所有的床单都需经防火处理。

(b) Other Materials: Quilting filler to be 250gms polyester filler, unless specified otherwise, backing fabric to be 100% cotton, 56/44 count, without sizing or backfill.

其他材料：被子填充物为250 gms聚酯填充物，除非另有规定，衬里材料为100%纯棉织物、56/44支，无胶料或填充。

(c) General Construction : Contiguous Bedspread panels shall be fabricated from the same dye lots to insure matching. Where one width is joined to another the selvage edge shall be removed and a double overlock stitch with safety stitching used. No horizontal seams shall be permitted unless part of the design.

工艺：拼接床单的每块面料，必须是同一批染色的，以确保一致。当一块布料和另一块布料相接时，应将镶边去除，并用保险针法进行双层锁缝。除非设计要求，不得使用水平接缝。

(d) All patterns shall be matched exactly at each vertical seam. All seams shall be serged and joined by overlock stitch and free from puckering. All other stitching to be double overlocked and joined with safety stitching. All threads shall match, as closely as possible, the material on which it is to be used. Quilting thread shall be multifilament.

所有花样都必须精准地在每个垂直接缝处拼缝。所有接缝都必须包缝，锁针缝合，并且没有褶皱。所有其它的针脚都必须是保险针法进行的双层锁缝。所有缝线需尽可能地和所使用的材料相匹配。被子的缝线应当采用多纤维丝。

- (e) **All hems** and/or seams shall appear finished, clean and neat on both sides, and shall be stitched with the proper tension so to show no puckering. All hem corners are to be mitered, not overlapped.

所有的褶边和/或接缝，在两面都必须显得清晰整洁，缝合张力适当而不产生褶皱。所有褶边角落，都必须为斜接处理而不是层叠。

- (f) **Written instructions** on laundering and dry cleaning should be provided to the Operator at the time of final installation or delivery

在最后的安装或送货时，必须提供给操作者一份洗烫和干洗的书面说明。

9.21 Drapery 窗帘

All Draperies shall be of the finest contract quality and shall be fabricated to withstand dry cleaning and hard usage. All fabric should be flame retardant. Pre-shrunk and have a zero percent shrinkage.

所有窗帘都须为合约指定的最佳质量，能够承受干洗和粗暴使用。所有织物都须为防火类型。需预先经缩水处理，使其缩水率为零。

- (a) **Construction:** Contiguous drapery panels shall be fabricated from the same dye lots. Selvage is to be cut off or clipped according to the type of fabric used to prevent puckering of fabric. Fabric is to be tabled for squareness. All threads shall match, as closely as possible the material on which it is to be used and have performance/shrinkage to match fabric material during cleaning. All patterns must be matched at seams. All patterns shall be matched exactly at each vertical seam. Centre and side hems are to be 4cm double folded (three thickness of fabric). Bottom hems will be 10cm double for guestrooms and 20cm double for public areas. All vertical seams shall be joined by overlock stitch and free from puckering. The vertical seam shall fall behind pleats from top to bottom. Unless otherwise specified, fullness shall be 200%.

工艺：拼接窗帘的每块布料都必须是同一染色批次的。布料的镶边应根据布料类型切除或者剪除，以避免褶皱。布料应平整规方。所有缝线需尽可能的和布料相匹配，并且在清洗时也要在性能和缩水方面与布料一致。所有的花样都必须在接缝处拼合。所有花样都必须在每个垂直接缝处精准地拼合。中间和边缘的缝边为4cm双折叠（即三层布料）缝制。底端的缝边在客房中为10cm双层缝制，在公共区域内则为20cm双层缝制。所有垂直接缝须进行锁缝缝制，且无褶皱产生。竖直接缝从顶端到底部都应在褶裥的背面。除非另有指示，应为2倍幅宽（打2倍褶裥）。

- (b) **Unlined Drapery** shall have 10cm double turned bottom hem, which shall be blind stitched uniformly and even with covered weights at each vertical seam and side hem. Side hems shall be 4cm double turned (triple thickness) and blind stitched with the proper tension so that there shall be no puckering.

无衬里的窗帘底部，需有10cm双翻底褶边，均为隐线均匀缝制，在每个垂直接缝和边缝处，由隐蔽的重物均匀拉平。边缝为4cm双翻边（即三层厚），用合适的张力隐线缝制，以避免褶皱产生。

- (c) **Allow** for maximum exposure of glass. All pleats are to be evenly spaced.

尽可能多地露出窗玻璃。所有的褶裥须等距间隔。

- (d) **Lining:** Drapery to be lined will have minimum 2 pass, flame-retardant 100% blackout lining. Lining is to be hand-tacked at each vertical seam, and no more than 9cm shorter than drapery length. Lined drapery shall have lining sewn so only lining material is seen from exterior of building. Lined drapery shall have 10cm single turned bottom hem, which shall be blind stitched uniformly and even with covered weights at each vertical seam and side hem.

衬里：窗帘的衬里至少要有2层，防火的100%遮光衬里。衬里在每个竖直接缝处手工粗针假缝，并且短于窗帘的长度不超过9cm。加衬里的窗帘都要将衬里缝上，这样从建筑外部只可看

到衬里材料。加衬里窗帘底部，需有10cm单翻褶边，褶边为隐线均匀缝制，在每个垂直接缝和边缝处，由隐蔽的重物均匀拉平。

- (e) **Draperies** shall be finally installed in such a manner that the heading shall not touch or scrape against ceiling, walls, vertical pocket surfaces, windows, sills, blinds or other similar objects. For two-way centre draw overlap shall be required

窗帘在最后安装时，上部不得碰到或刮擦天花、墙面、垂直面凹洞、窗户、窗台、遮光或其他类似物品。对开窗帘关上时中间应层叠。

- (f) **Hardware:** Track shall be of heavy duty contract quality, made of extruded aluminium and shall be constructed and attached to walls or ceilings as specified appropriate to the track span, drapery weight, and indicated use. Tracks should overlap by 10cm to ensure blackout is achieved. Single track with 'overlap brackets' should not be used. Spacing of tracks between dress drape draw and sheer drapes should allow for free movement and track runners should be equipped with roller bearings.

五金: 轨道须为合约规定重型轨道，由轧延铝制成，根据轨道跨度、窗帘重量和指定的用途，安装在墙面或天花上。轨道须延伸或交搭10cm的长度，以保证完全遮光。不得使用装有层叠支架的单轨。窗帘和窗纱间轨道的距离必须能够保证其自由活动，导轨须安装有滚轴。

- (g) **Tracks** shall be rod/baton operated. Baton shall not be made of pressed metal/steel.

轨道须为杆状/棍状。棍状轨道杆不得使用压制金属/钢件。

- (h) **Pelmets:** Where fabric is used, fabric should match the fire retardant, durability and cleaning requirements of the drapery.

窗帘盒: 如果采用织物窗帘盒，织物布料须能满足和窗帘一样的防火、耐用，及清洗的要求。

- (i) **Fabric Tiebacks:** Fabric should match the fire retardant, durability and cleaning requirements of the drapery

织物窗帘钩: 织物布料须能满足和窗帘一样的防火、耐用，及清洗的要求。

- (j) **Warrantees:** All materials and labour must be warranted for a period of three (3) years with pro rata replacement unless materials are damaged through abuse or misuse. Written instructions on laundering and dry cleaning are to be provided to the owner at the time of final installation or delivery

保质期: 所有材料和做工都必须有三年的质保期，以及一定比例的替换，除非是因为滥用或不当使用而造成材料的破坏。在最后的安装或送货时，必须提供给业主关于洗烫和干洗的文字说明书。

10

Key Standards Summary

主要标准概要

Section 10.0 Key Standards Summary

第十部分

主要标准概要

- 10.1** Public and Guestroom Area Finishes Schedule
公共区域以及客房区域饰面表
- 10.2** Calculation of Gross & Net Guestroom Areas
客房建筑总面积及净面积计算
- 10.3** Fire Ratings
防火等级
- 10.4** Ceiling Heights
天花高度

Crowne Plaza Design Standards Manual 皇冠酒店设计标准手册

10.0 Key Standards Summary 主要标准概要

10.1 Public and Guestroom Area Finishes Schedule

公共区域和客房区域饰面表

The following table is for easy reference purposes only, please refer to Section 9 Finishes, Materials, Fittings and Hardware for a full material specification.

下列表格所述内容仅为方便简单查询，具体请参见第九部分饰面、材料、装饰及五金的具体材料参数技术规范。

For all administration and BOH finishes schedule please refer to Section 9 of the Crowne Plaza Supplementary Design Guidelines.

所有的行政及后场饰面表，请参见《皇冠酒店补充设计标准》的第九部分。

Note: Samples of materials and finishes must be submitted to IHG Design for approval.

备注：所有材料和饰面的样品，必须送至 IHG 设计进行审批。

Public Space 公共区域	Floor finish 地饰面	Skirting finish 踢脚饰面	Wall finish 墙饰面	Ceiling finish 天花饰面
Drop Off Area 下客区	Stone or concrete/brick pavers. Material shall be non-slip 石材或混凝土/砖地面道路。必须为防滑材料	Provide structural bollards for protection to the façade against vehicles 安装车辆防撞结构柱保护墙面	Wall between the lobby and the arrival area shall be predominantly glass 大堂和抵达区域间的墙面主要为玻璃	Shall be a decorative feature, the design of which shall relate to the lobby interior and façade 具装饰性，其设计必须和大堂的室内设计及装饰墙面相关联
Main Lobby 酒店大堂	Hard surface materials 坚硬的表面材料	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	By Interior Designer 由室内设计师决定	Acceptable materials include gypsum board, timber 可采用的材料为石膏板和木材
Reception and Concierge 接待台和礼宾部	Hard surface materials 坚硬的表面材料	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	By Interior Designer 由室内设计师决定	Acceptable materials include gypsum board, timber 可采用的材料为石膏板和木材
Guest Lift Lobby 客梯厅	Hard surface materials 坚硬的表面材料	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	By Interior Designer 由室内设计师决定	Acceptable materials include gypsum board, timber 可采用的材料为石膏板和木材

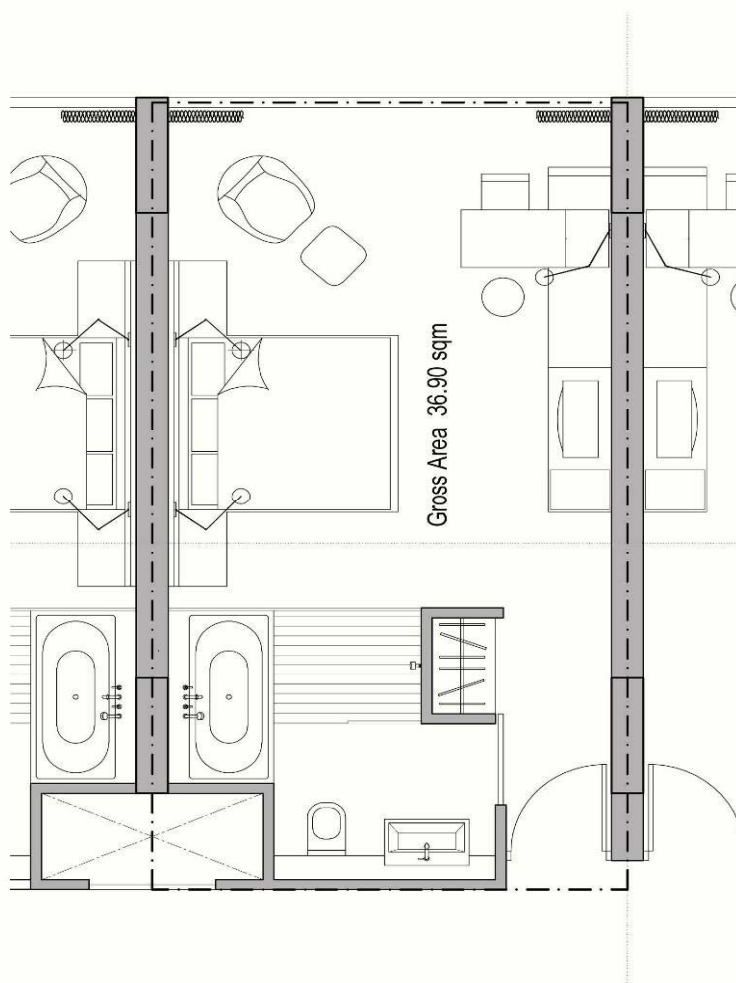
Safety Deposit Box Room 保险箱房间	Hard surface materials 坚硬的表面材料	Timber skirting 木踢脚	Paint finish 涂料饰面	Gypsum board 石膏板
All Day Dining 全天候餐厅	By Interior Designer. Hard unpolished surface around buffet pick up/bar 由室内设计师决定。 在自助取食区/吧台采用硬质不抛光表面	Skirtings to compliment the wall/floor finish 踢脚应能够衬托墙/地饰面	By Interior Designer 由室内设计师决定	Acceptable materials include gypsum board, timber 可采用的材料为石膏板和木材
Lobby Lounge 大堂酒廊	Stone/timber/carpet. 石材/木材/地毯	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	By Interior Designer 由室内设计师决定	Acceptable materials include gypsum board, timber 可采用的材料为石膏板和木材
Chinese Restaurant 中式餐厅	As above 同上	As above 同上	As above 同上	As above 同上
Specialty Restaurant 特色餐厅	As above 同上	As above 同上	As above 同上	As above 同上
Bar 酒吧	As above 同上	As above 同上	As above 同上	As above 同上
Pre-function area 前庭区域	Wall to wall carpet Where carpet meets a hard material, then a steel/brass strip needs to separate the two 墙到墙铺设地毯。地毯遇到硬质材料时，需要安装一个钢 / 铜条以分隔两种材料。	Timber skirting 木踢脚	Vinyl wallcovering 乙烯基墙纸	Acceptable materials include gypsum board, timber. 可采用的材料为石膏板和木材
Ballroom 宴会厅	As above 同上	As above 同上	Architectural features are to be encouraged for	As above 同上

			visual interest 采用建筑装饰以增加美观	
Function Room 功能厅	As above 同上	As above 同上	As above 同上	Acoustic properties of the ceiling should be considered 应考虑天花的声学性能
Meeting Rooms 会议室	As above 同上	As above 同上	As above 同上	As above 同上
Business Centre 商务中心	As above 同上	As above 同上	As above 同上	As above 同上
Gym 健身房	Timber floor with matting, Sprung timber floor in movement studio 木地板及铺垫，跳操房采用弹性木地板	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	Vinyl wallcovering. Mirror wall in movement studio 乙烯基墙纸。跳操房采用镜面墙。	Acceptable materials include gypsum board, timber.. 可采用的材料为石膏板和木材
Locker rooms 更衣室	Provide hard non-slip materials 安装硬质防滑材料	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	Materials to be selected by the Interior Designer 由室内设计师选择材料	Acceptable materials include gypsum board, timber.. 可采用的材料为石膏板和木材
Spa 温泉	By Interior Designer. 由室内设计师决定	Skirtings to compliment the wall finish 踢脚应能够衬托墙饰面	By Interior Designer 由室内设计师决定	Acceptable materials include gypsum board, timber.. 可采用的材料为石膏板和木材
Public Washrooms 公共盥洗室	Durable hard materials such as ceramic tile, stone and marble 耐用硬质材料，比如瓷砖，石材和大理石	Skirtings to match the wall finish 踢脚与墙饰面相配	Hard materials required on fixture walls. wall vinyl can be used in vestibules. 设备墙采用硬质材料。门廊处可以使用乙烯基墙面	Suspended gypsum board with paint finish. 涂料饰面的石膏板吊顶

Guestrooms 客房				
Bed/Desk/Seating Area 床/书桌/座位区域	Wall to wall carpet Where carpet meets a hard material, then a steel/brass strip needs to separate the two 墙到墙铺设地毯。地毯遇到硬质材料时，需要安装一个钢 / 铜条以分隔两种材料。	Timber skirting or stone 木踢脚或石材	Vinyl wallpaper. 乙烯基墙纸	Gypsum board with paint finish 涂料饰面的石膏板
Guestroom Entry Lobby 客房门厅	Timber/Stone/Carpet 木材/石材/地毯	Timber skirting or stone 木踢脚或石材	Vinyl wallpaper 乙烯基墙纸	Gypsum board with paint finish 涂料饰面的石膏板
Bathroom 盥洗室	Stone/Ceramic Tile 石材/瓷砖	Stone/Ceramic 石材/瓷砖	Stone/Ceramic Tile 石材/瓷砖	Gypsum board with moister resistant paint finish 防潮涂料饰面的石膏板
Guestroom Corridor 客房走道	Wall to wall carpet Where carpet meets a hard material, then a steel/brass strip needs to separate the two 墙到墙铺设地毯。地毯遇到硬质材料时，需要安装一个钢 / 铜条以分隔两种材料。	Timber skirting 木踢脚	Minimum wall vinyl paper backed. 至少是覆背的乙烯基墙纸	Acceptable materials include gypsum board, timber 可采用的材料为石膏板和木材

10.2 Calculation of Gross and Net Guestroom Areas

客房建筑总面积及净面积计算



Gross Area: 总面积

Definition; A rectangular area, defined by the following calculations for width and length, including the guest room corridor alcove.

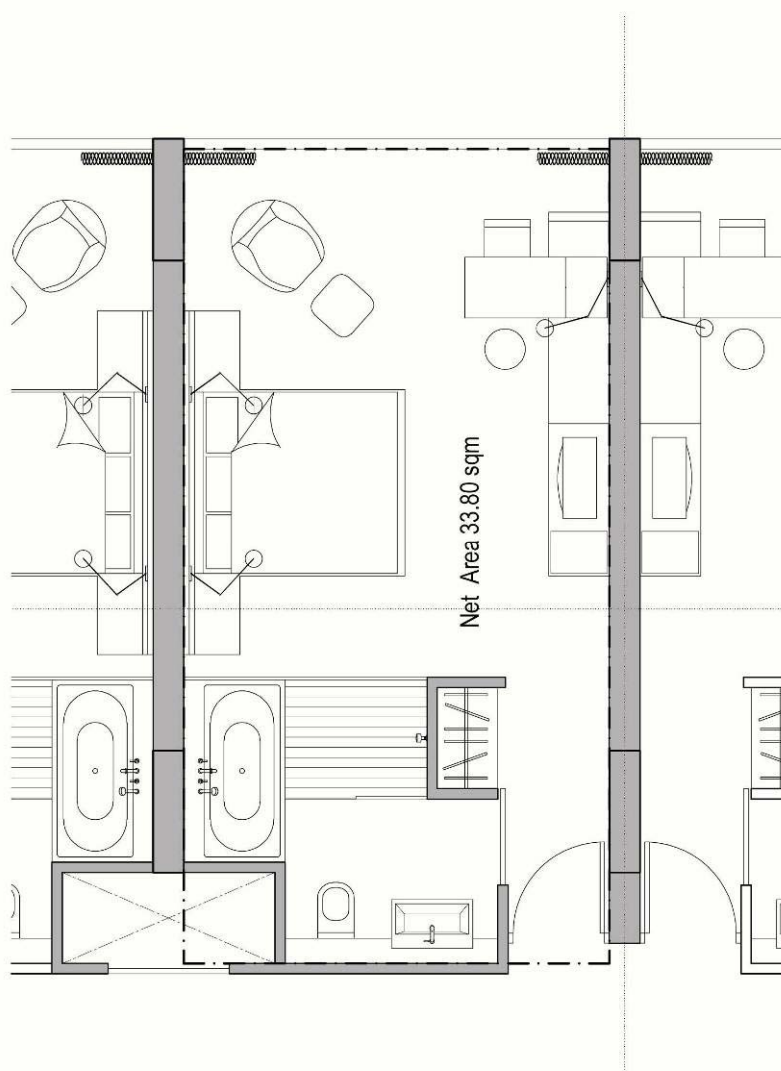
定义: 长方形面积, 用下面的方法计算长和宽, 包括客房走道和壁橱。

Width: Centre of guest room common wall to centre of opposite wall.

宽: 客房公共墙面中线至对面墙面中线

Length: Corridor side of the corridor wall to 100mm into the exterior wall or to the interior face of glass at curtain wall.

长: 走道一侧墙面至外墙中 100mm 处, 或者到幕墙玻璃内侧



Nett Area Calculation: 净面积计算

Definition; A rectangular area defined by the following width and length including a portion of the corridor alcove.

定义: 由以下长和宽定义的一个长方形面积，包括一部分走廊凹室。

Width: Face of guest room common wall to face of opposite wall (wall to wall dimension)

宽: 从面对客房的墙面至对面墙面（墙到墙尺寸）

Length: Inside face of bathroom/corridor wall to inside face of exterior wall

长: 盥洗室/走道墙面内侧至外墙内侧

10.3 Fire Ratings 防火等级

10.3.1 Separation of Use Groups 各使用分区阻隔

Use Group 各使用分区	Fire Rating of Separation in Hours* 防火阻隔时间
Assembly, nightclubs, exhibition halls, ballrooms, function rooms, lecture halls, dual purpose spaces, meeting rooms, workshops 集散、俱乐部、展厅、宴会厅、功能厅、讲演厅、 多功能空间、会议室和设备间	2
Residential, guestroom areas 住房、客房区域	1
Parking /garage 停车场/车库	2
Storage, supplies, furniture and similar back-of- house spaces 储藏室、供货间、家具以及类似后场空间	2
Retail 零售区	2
Offices 办公区	1

*Fully automatic sprinkler protection assumed
安装全自动喷淋保护设备

If a corridor is located between two major use group areas, both corridor walls need not have the fire resistance shown above. For example , if a corridor is needed between back-of-house storage areas and the function room area, the required fire rating between the two major use areas is established by the wall separating the higher hazard from the corridor, that being the storage area in this case. The function room wall on the corridor side can now have a fire rating to create a safe passageway of sufficient duration to assure safe egress by public and employees from the function (and storage) area. An egress corridor partition rating requirement of one hour, on the function room side only, is acceptable as a minimum requirement.

如若走道位于两个主要的使用区之间，那么走道两边的墙面并不都需要达到以上所述防火等级。例如，如果在后场储藏室区域和功能厅之间有走道的话，则两个主要使用区域所要求的防火等级，已经由那堵分隔更高危险指标的走道墙达到了，在这个例子中，具有更高危险指标的，是储藏区域。在功能厅一边的走道墙面，就只要达到一定的防火等级，保证公众及员工能够有充分的时间，从功能厅（和储藏室）区域撤离到安全区域。疏散走道在功能厅那一边的隔墙，其防火等级的最低要求为至少一小时。

As is always the case, fire rated barriers must have all openings properly protected.
无论如何，防火隔离的任何开口处，都必须采取妥善的保护措施。

Note: Refer to the IHG Engineering Design Standards for the full Fire Life Safety Design Criteria.
备注: 参见《IHG工程设计标准》中的《全面消防安全设计指标》。

10.3.2 Other Areas其他区域

There will be certain areas of facility which, because of the uniqueness of the space and the degree of the hazard contained within, will require additional consideration. The following areas shall be separated from other parts of the building, and each other, with walls and floors having fire resistance values as shown:

另外还有一些区域，因为其空间的独特性，或其储存的高危品，需要特别考虑。以下区域，必须和建筑内其它部分，及彼此间互相隔离开来，其墙体和地面防火等级要求如下：

(a) One Hour 一小时

- Kitchens 厨房
- Computer Rooms 机房

(b) Two Hour 两小时

- Boiler Rooms 锅炉房
- Transformer Rooms 变压器室
- Switchgear Rooms 开关设备间
- Laundry Rooms – including dry cleaning areas 洗衣房-包括干洗区域
- Combustible or Flammable Liquid Storage 易燃液体储藏室
- Engineering Workshops 工程设备间
- Furniture Refinishing Rooms 家具表面修整间
- Projection Booths 放映室
- Fire Pump Rooms 消防泵房
- Transfer Switch Room 转换开关间
- Generator Room 发电机房
- Emergency Switchgear Rooms 紧急开关设备室
- PABX 专用自动电话交换机
- Emergency Lighting Battery Rooms 紧急照明电力间

10.3.3 Fire Partitions, Doors and Dampers 防火隔墙、门和节气阀

Two hour partitions are to be protected with 1½ hour automatic or self-closing fire rated doors; one hour partitions are to be protected with automatic or self-closing ½ or ¾ hour fire rated doors
两小时防火隔墙，须有 1½小时防火等级的自动或自我关闭防火门；一小时防火隔墙，须有½小时或¾小时防火等级的自动或自我关闭防火门。

For one hour rated guestroom corridors, guestroom doors shall be solid 44mm thick and have a 20 minute fire rating and certified in writing or stamped on the door side.

一小时防火等级的客房走道、客房门，都必须为 44mm 厚实心门，具有 20 分钟抗火等级，并有文字证书或刻在门边上的证明。

10.4 Ceiling Heights 天花高度

Location 位置	Minimum Clear Ceiling Height 天花最低净高
Public Space 公共区域	
Exterior Pathway Canopies 室外道路雨棚高度	2.4M
Exterior Porte Cochere 室外酒店入口门廊	4M
Drop Off Area 下客区	4M or more subject to local regulations 4 米或根据地方法规更高
Entrance Air Lock Lobby 入口空气阻隔间	2.7M
Main Lobby 酒店大堂	Typically 2-3 stories, but minimum 3.5M. 一般 2-3 层，但最低 3.5 米
Reception Registration Desk 接待登记台	3.5M
Reception Concierge 接待礼宾处	3.5M
Guest Lift Lobby 客梯	3.M
Left Luggage Store 行李寄存处	2.4M
Safety Deposit Box Room 保险箱房间	2.4M
Lobby Seating Area 大堂座位区	3.5M
Lobby Lounge	3.5M

大堂酒廊	
Elevator Lobbies 电梯厅	2.7M
Public Toilets 公用盥洗室	2.7M
All Day Dining Restaurant 全天候餐厅	3.M
Chinese Restaurant 中国餐厅	3.M
Specialty Restaurant & Bars 特色餐厅和酒吧	3.M
Bar 酒吧	3.M
Retail Areas 零售区	2.7M
Function Spaces 功能区域	
Pre-Function Area 前庭区域	3M

Location 位置	Minimum Clear Ceiling Height 天花最低净高
Ballrooms 宴会厅	3.6M in ballrooms 300 M ² or less 4.3M in ballrooms over 300M ² 5M in ballrooms over 750M ² 6M over 999M ² Minimum ceiling height at movable partition soffits 4.27M 小于 300 M ² 的宴会厅, 天花高度为 3.6M 超过 300 M ² 的宴会厅, 天花高度为 4.3M 超过 750 M ² 的宴会厅, 天花高度为 5M 超过 999M ² 的宴会厅, 天花高度为 6M 可拆卸隔墙的拱腹最低天花高度为 4.27M
Banquet Storage Area 宴会储藏室	3M
Meeting Rooms 会议室	2.7M in rooms 40M ² or less 3.0M in rooms over 40M ² 96M ² and over 3.5M 小于 40 M ² 的房间, 天花高度为 2.7M 超过 40 M ² 的房间, 天花高度为 3.0M 大于 96M ² 的房间, 天花高度为 3.5M
Business Centre 商务中心	2.7M
Public Corridors 公共走道	2.7M
Guestroom Areas 客房区域	
Guestroom Corridors 客房走道	2.4M
Guestroom Sleeping Area	2.6M

客房卧室区域	
Guestroom Desk Area 客房书桌区域	2.6M
Guestroom Entry Lobby / Closet 客房进门厅/壁橱	2.2M
Guest Bathrooms 客房盥洗室	2.4M
Spa / Fitness Areas 温泉/健身区域	
Spa – Reception 温泉-前台	2.7M
Treatment / Massage Rooms 治疗室/按摩房	2.4M
Fitness Centre –Reception 健身中心-前台	2.7M
Fitness Gym 健身房	2.7M
Fitness Change Locker Rooms 健身中心更衣室	2.7M
Fitness Steam / Sauna Rooms 蒸汽/桑拿房	2.4M
Indoor Swimming Pool 室内泳池	3.5M
Public Toilets 公共盥洗室	2.7M
Location 位置	Minimum Clear Ceiling Height 最低天花净高
BOH 后场	

Stairwells Escape 逃生楼梯间	2.4M
Service Corridors 服务走道	3M
Service Elevators 服务电梯	2.8M
Basement Guest Car Parking 地下停车库	2.1M
Offices 办公室	2.7M
Kitchens 厨房	3M
Laundry Work Area 洗衣房工作区	3.6M
Uniform Issue 制服间	3.6M
Staff Dining 员工餐厅	2.7M
Housekeeping Areas 客房服务区	2.7M
Service/Plant Rooms 服务/设备间	5M
Machine Rooms 机械房	2.7M
Employees' Locker Room 员工更衣室	2.7M
Storage 储藏室	2.7M
Receiving Dock	4.27M to lowest point of roof structure and services

收货平台	屋顶结构及设施最低处高度为 4.27M
Loading Platform 卸货平台	Dock surface to be 1.07M above driveway surface 平台比车道高 1.07M
Trash Compactor Bay 垃圾粉碎间	5.5M

10.5 Acoustic Ratings 隔音等级

10.5.1 Sound Barrier and Construction 隔音和结构

(a) **Partition**, floor and ceiling construction shall provide for speech privacy so that normal conversation is inaudible in adjoining rooms (although shouting may be audible and partially intelligible). Such construction shall have the following installed minimum sound transmission class (STC) values as defined, or as required by the building code of the region and local government, whichever is greater:

隔墙，地板和天花的结构应当保证谈话的私密性，因此正常情况下的谈话，在相邻房间不会被听到（不过喊叫声可能会听得到并且被部分听清）。这类的施工必须达到以下最低隔音系数（STC）所指定的要求，或者根据地方政府规定的建筑规范要求，取其中更严格者为准。

- | | |
|---|--------|
| • Guestroom –
客房 | STC-50 |
| • Guestroom corridor
客房走道 | STC-50 |
| • Spa / Fitness Centre and adjoining occupied spaces
温泉/健身中心及其相邻区域 | STC-51 |
| • Boardroom & Function Rooms
董事会议室和功能厅 | STC-54 |
| • KOK, Dance and high sound Music Areas
卡拉 OK、跳舞及高分贝音乐区 | STC-54 |
| • Fan rooms, Kitchens & Lift Shafts
风扇机房、厨房和升降电梯 | STC-54 |
| • Plant Room Areas (Boiler / Chillers) and adjoining occupied spaces
设备间（锅炉/冷冻机）及其相邻区域 | STC-60 |
| • Operable folding partitions (include pass doors, and all flanking installations)
可拆卸隔墙（包括通关门和其他所有侧墙安装） | STC-46 |

Note: Above operable or folding partitions to be manufactured to meet minimum sound transmission value of STC 50.

备注：以上可拆卸或折叠隔墙必须满足最低传音等级 STC50

10.6 LUX Levels 照明等级

The lighting LUX levels below are guidelines only and are open to interpretation by the professional lighting consultant.

以下所列区域照明勒克斯等级只是指导性的，专业照明顾问可以有自己的见解。

Location 位置	Lighting Lux level 照明等级
Public Space 公共区域	
Exterior Pathways 室外道路	50 LUX (ground level) 50 LUX (地平面)
Exterior Facades 外墙	65 LUX
Drop Off Area 下客区	Minimum 400 LUX. 最低 400 LUX
Entrance Lobby 入口门厅	400 LUX 400 LUX
Main Lobby 酒店大堂	200-300 LUX with dimmer control equipment providing preset scenes on time clock sequence. Chandeliers, table lamps, floor lamps must be provided. 200-300 LUX 带有调光控制，及按时间顺序预设的场景。必须设有装饰吊灯、台灯和落地灯
Reception and Concierge 接待礼宾处	300-400 LUX at the reception counter top. 接待台面为 300-400 LUX
Registration Desk 登记处	400 – 600 LUX at the registration counter top 登记台面为 400-600 LUX
Guest Lift Lobby 客梯大厅	200-300 LUX 200-300 LUX
Left Luggage Store 行李寄存处	300 LUX 300 LUX
Safety Deposit Box Room 保险箱室	300 LUX 300 LUX

Lobby Seating Area 大堂座位区	100 – 400 LUX with dimmer control equipment providing preset scene. Atmospheric and decorative lighting to be provided. 100-400 LUX 带有调光控制, 及按时间顺序预设的场景。采用装饰性照明
Lobby Lounge 大堂酒廊	100-150 LUX with dimmer control equipment providing preset scene. Atmospheric and decorative lighting to be provided. 100-150 LUX 带有调光控制, 及按时间顺序预设的场景。采用装饰性照明
Elevator Lobbies 电梯厅	150 LUX 150 LUX
Public Toilets 公共盥洗室	200 LUX permanently lit 200 LUX 长明灯
All Day Dining 全天候餐厅	200 LUX general ambient level dimmable. Increased levels (500-800 LUX) at food displays. 200 LUX 全场可调光。在食品展示区增加照明等级 (500-800 LUX)
Chinese Restaurant 中式餐厅	200-300 LUX dimmable decorative 200-300 LUX 可调光装饰灯
Specialty Restaurant 特色餐厅	100-150 LUX dimmable 100-150 LUX 可调光
Bar 吧台	200 – 400 LUX dimmable. Increased accent and highlight to be provided at bar displays etc. 200-400 LUX 可调光。在吧台陈列区增加聚光灯
Location 位置	Lighting Lux level 照明等级
Pre-Function / Breakout Area 前庭 / 集散区	300 LUX dimmable. Lighting track and track mounted spotlights must be provided for flexibility to light buffet set ups, exhibitions etc. 300 LUX 可调光。为了灵活地照亮餐台布置, 展览等, 必须设置灯轨和装在轨道上的聚光灯
Ballrooms 宴会厅	General levels of 200 - 400 LUX minimum must be achievable. Uniformity no greater than 1:3. Dimmer control equipment must be provided. Lighting track and accent spotlights must be integrated to ceiling detailing. 常规等级至少达到 200-400 LUX。均一度不超过 1:3。必须安装调光控制。灯轨和聚光灯必须综合考虑在天花细节设计中。

Banquet Storage Area 宴会储藏室	300 LUX 300 LUX
Retail Spaces 零售区域	300-400 LUX (500 at Display Areas) 300-400 LUX (展示区为 500 LUX)
Meeting Rooms 会议室	300-500 LUX dimmable. Good uniformity and horizontal illumination of wall surfaces. (Blackout requirements are needed) 300-500 LUX 可调光。墙面要有很好的灯光均匀度和水平照明度。 (有时需要熄灯)
Business Centre 商务中心	300 LUX. Good uniformity. Work stations must have tack lighting. 300 LUX; 照明灯光均匀。工作区必须有轨道照明
Public Corridors 公共走道	150 LUX 150 LUX
Guest Corridors 客房走道	Min Day 150 LUX 白天最低 150 LUX Min Night 100 LUX 晚上最低 100 LUX
Stairwells – Escape 逃生-楼梯间	150 LUX 150 LUX
Guestroom Areas 客房区域	
Guestroom – Sleeping Area 客房-睡觉区域	150 – 400 LUX (bedside table) 150-400 LUX (床边柜)
Guestroom – Desk Area 客房-书桌区域	400 LUX (table top) 400 LUX (书桌台面)
Guestroom – TV/Drawer Unit 客房-电视/抽屉柜区域	250 LUX (table top) 250 LUX (台面范围)
Guest Bathrooms 客房盥洗室	400 LUX (mirror & vanity) 400 LUX (镜子和台盆)
Spa Area 温泉区域	
Spa	100-150 in reception and circulation spaces. Treatment rooms shall be 50-100 LUX (dimmable). Limited direct illumination. Indirect and

温泉	mood lighting treatment preferred. Use of candles in low rise resorts and ambient indirect lighting is allowed. 客流区域和接待区为 100-150 LUX。治疗室照明为（可调光）50-100 LUX。限制直接照明。处理为间接照明和环境情绪照明为最佳。在低层度假村可以用蜡烛和环境间接照明
Massage Room 按摩室	50-100 LUX (1m above floor) 50-100 LUX（地面上 1 米）
Fitness Facilities – General 一般健身设施	300 LUX (floor level) 300 LUX（地面）
Gym 健身中心	300 LUX. Good uniformity. 300 LUX，照明均匀
Location 位置	Lighting Lux level 照明等级
Fitness – Reception 健身区-前台	200 LUX (table top) 200 LUX（桌面）
Swimming Pool 游泳池	Minimum of 200 lumens per square meter for lighting within pool. Ambient lighting shall be 200 LUX minimum. 泳池范围内，每平方米至少 200 流曼格。环境照明最低为 200 LUX
Changing Rooms 更衣室	200 LUX minimum. 最低为 200 LUX
Public Toilets 公共盥洗室	150-200 LUX 150-200 LUX
Basement Car Parking 地下停车库	100 LUX general with increased levels at drop off zones (200-300 LUX). 一般为 100 LUX，在下客区域增加照明度（200-300 LUX）
BOH 后场	
Service Corridors 服务走道	100 LUX
Service Elevators 服务电梯	150 LUX

Offices 办公室	300 – 400 LUX
Kitchens 厨房	500 LUX 500 LUX
Laundry Work Area 洗衣房工作区域	300 LUX
Uniform Issue 制服间	300 LUX
Staff Dining 员工餐厅	300 LUX
Housekeeping Areas 客房服务区域	150 LUX
Service/Plant Rooms 服务设备室	300 LUX
Machine Rooms 机械房	200 LUX
Employees' Locker Room 员工更衣室	100 LUX
Storage 储藏室	200 LUX
Receiving Dock 收货平台	200 LUX
Trash Compactor Bay 垃圾粉碎间	200 LUX

10.7 New-Build' Hotel Developments Spare Parts Supplies

新建酒店备品供应

The following list is the minimum spare parts required to be supplied to the hotel under the main contract or subcontracts for 'new-build' hotel developments.

以下列表中均为酒店总包或分包合同中关于新建酒店要求的备品最低供应数量

This list covers 200-400 room 'city' + 'resort' hotel developments. For every additional 100 rooms, allow 2 extra of each item specified below. Percentages should remain constant.

此清单适用于 200-400 间客房的“城市”+“度假”酒店。每增加 100 间房间，以下每项将增加 2 个备品数量。百分比率应保持不变。

Guestrooms spares 客房备品

Item No 序号	Quantity 数量	Description 内容
1.	4	fan coil units (complete) (全套) 通风盘管装置
2.	8	fan coil units motors 风机盘管发动机
3.	10	fan coil unit master control units 风机盘管主控设备
4.	8	chilled water solenoid valves 冷凝水电磁阀
5.	10	thermostats complete 全套温控设备
6.	40	return air filters 回风过滤器
7.	2	supply air grills 送风口格栅
8.	6	thermostat cover plates 温控器面板
9.	6	televisions standard room size 37" LCD 标房 37" 液晶电视机
10.	1	televisions suite size 42" LCD 套房 42" 液晶电视机
11.	4	television remote controls (each type) 电视遥控器 (每种型号)
12.	2	mini bar refrigerators 迷你吧柜冰箱

13.	4	bedside lamps complete 全套床头灯
14.	4	desk lamps complete 全套台灯
15.	12	lamp-shades of each type 各型号灯罩
16.	4 sets 4 套	guestroom artwork 客房艺术品
17.	4	curtain tracks complete 全套窗帘轨道
18.	2 sets 2 套	curtains (each type) 窗帘（每种型号）
19.	2	king-size bed ensembles 大床床具
20.	4	king-size bedspreads and bedskirts 大床床单及床围
21.	2	king single bed ensembles 单人床床具
22.	4	king single size bedspreads and bedskirts 单人床床单及床围
23.	1	bathroom door 盥洗室门
24.	2	Desks 书桌
25.	4	bedside tables 床头柜
26.	4	bedside clocks 床头闹钟
27.	2	television low cabinets 电视机矮柜
28.	2	television swivel brackets / bases 电视机旋转支架/基座
29.	6	desk chairs 写字椅

30.	4	chairs (each type) 椅子（每种型号）
31.	10	entrance lockset (electronic) 进门锁具（电子）
32.	20	entrance door privacy latchsets 进门插销
33.	4	back of entry door safety, egress & security signs 进门背后消防安全疏散指示牌
34.	2	bath tubs 浴缸
35.	2	toilet suites (complete) （整套）厕所用具
36.	100	toilet seat rubbers 坐厕橡皮圈
37.	20	toilet seats 坐厕
38.	4	hand basins 洗手盆
39.	2	bath tub grab bars 浴缸把手
40.	2	shower doors/curtains (complete with fittings) 淋浴房门/窗帘（全套包括配件）
41.	4	bathroom tap sets (bath, basin & shower) 盥洗室龙头套装（包括浴缸、台盆和淋浴）
42.	4	soap dishes 肥皂盒
43.	4	towel rails (of each size) 毛巾架（各型号）
44.	4	toilet roll holders 厕纸架
45.	1	vanity mirror and heat trace 镜子和防雾器
Item No	Quantity	Description
46.	10	door stops (of each type)

		门碰（各型号）
47.	4	shaver outlets 剃须插座
48.	2	bathroom wall sconces 盥洗室壁灯
49.	4	bathroom door latch sets 盥洗室门锁
50.	4	bath/shower mixers 浴室/淋浴混合阀
51.	2	coat hooks 挂衣钩
52.	10	mini lines 小型挂线
53.	2	mini bar millwork doors 迷你吧小柜木门
54.	4	foldable luggage rack 折叠行李架
55.	6 sets 6 套	heavy duty drawer runners 重型抽屉轨道
56.	2	entry doors 主进门
57.	12	peep holes 猫眼
58.	4	door closers 闭门器
59.	2 sets 2 套	closet doors 壁橱门
60.	2	closet chrome hanging rails 壁橱铬合金挂衣杆
61.	4	side tables 角桌
62.	4	standing lamps 落地灯
63.	2 cartons 2 箱	bathroom marble tiles 盥洗室大理石
64.	50 lm	wallpaper (each type) 墙纸（各型号）
65.	16 litres 16 升	paint (all colours) 油漆（所有颜色）

66.	5% over-run	guest room carpet (of each type) 客房地毯（各型号）
67.	6	light fittings (of each type) 照明配件（各型号）
68.	10	guest room hair dryers 客房电吹风
69.	6 ea	guest room phones (bathroom, desk, bedside) 客房电话（盥洗室、书桌、床头）
70.	3	guest room safes 客房内保险箱
71.	4	light switches and sockets (each type) 照明开关和插座（各型号）
72.	2	Bose wave music system 音响系统

Public Areas 公共区域

Item No 序号	Quantity 数量	Description 内容
1.	16 litres 16 升	paint (each colour) 油漆（每种颜色）
2.	5%	Wallpaper (each type) 墙纸（每种型号）
3.	5%	furniture fabric (each type) 家具织物（每种型号）
4.	2 cartons 2 箱	marble tiles (each type) (min 5m ²) 大理石（每种型号）（最小 5 m ² ）
5.	1	public toilet-cubicle door fittings (complete set) 公共盥洗室-小隔间门装置（完整一套）
6.	2 ea 每个 2 套	lamp fittings (all types) 台灯配件（所有型号）

7.	10%	light bulbs (all types) 灯泡（所有型号）
8.	2m ²	wall and floor tiles (all types) 墙面及地面贴砖（所有型号）
9.	5 lm	curtain tracks 窗帘轨道
10.	6	chairs (main restaurant) 椅子（主餐厅）
11.	4	chairs (speciality dining) 椅子（特色餐厅）
12.	3% over-run 3%备品	standard carpets 标准地毯
13.	5% over-run 5%备品	custom-made carpets 定制地毯
14.	2	exit lights (each type) 现有照明（每种型号）

Back of House Areas 后场区域

Item No 序号	Quantity 数量	Description 内容
1.	5m ²	BOH corridor, general areas, kitchen 'non-slip' floor tiles 后场走道，一般区域，厨房防滑地砖
2.	5 m ²	BOH corridor, general areas, kitchen wall tiles 后场走道，一般区域，厨房墙砖
3.	2%	sheet vinyl flooring 乙烯基地板
Item No 序号	Quantity 数量	Description 内容
4.	2%	vinyl skirting

		乙烯基踢脚
5.	16 litres 16 升	paint (each colour) 油漆（每种颜色）
6.	3% over-run 3%备品	standard carpets 标准地毯
7.	5% over-run 5%备品	custom-made carpets 定制地毯
8.	5%	furniture fabric 家具织物
9.	20 lm	corner guards 防撞角
10.	20 lm	Buffer rails 缓冲护栏
8.	10%	light bulbs (all types) 灯泡（所有型号）
9.	2	fluorescent light fittings (complete) 荧光灯配件（完整）
10.	10	lock sets (each type) 锁具（每种型号）
11.	2	exit lights (each type) 现有照明（每种型号）
12.	4	door hardware (complete sets) 门五金（完整）
13.	5 cartons 5 箱	acoustic ceiling tiles 天花隔音砖
14.	2	standard solid core doors 标准实心门

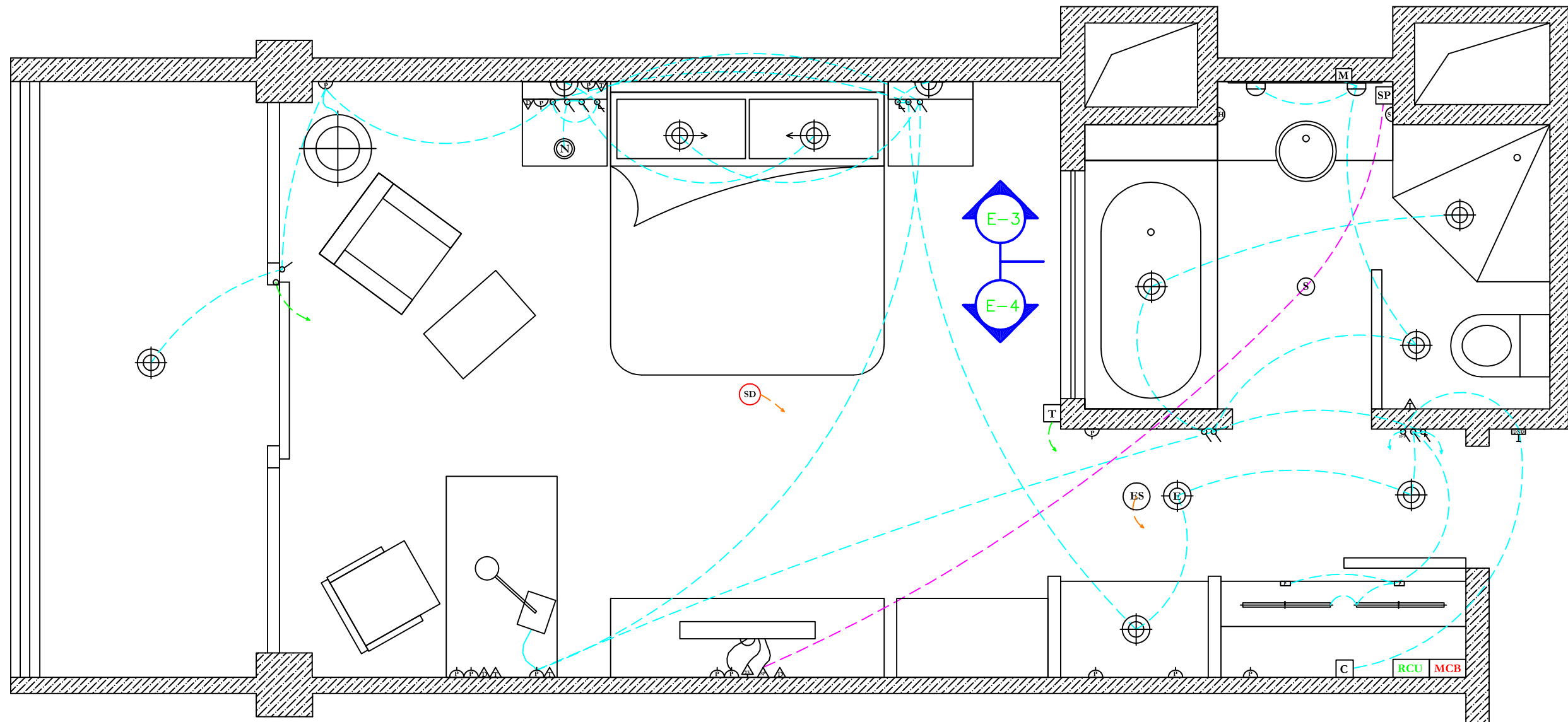
General 其他

Item No 序号	Quantity 数量	Description 内容
1.	10	sprinkler heads (each type) 喷淋头（每种式样）
2.	10	smoke detectors (each type) 烟感（每种式样）
3.	2	public address speakers 公共区域喇叭
4.	1	fire wardens telephone 消防管理员电话
5.	2	blank guest room door number plates 空白客房房号标牌
6.	2	emergency light fixtures 应急照明设施
7.	1	CCTV camera (complete) 闭路电视（全套）
8.	1	key maker (electronic) 钥匙制造器（电子）
9.	4	lock cylinders-master keyed to BOTH system 后场区总钥匙弹簧锁芯
Item No 序号	Quantity 数量	Description 内容
10.	2 boxes 2 盒	blank key brooches (each type) 空白胸牌（每种式样）
11.	2	swimming pool skimmer box covers 泳池撇沫器箱盖
12.	2m ²	swimming pool tiles 泳池地砖
13.	10	grounds light fittings

		地灯配件
14.	2	transformers for LV light fitting 低压照明变压器
15.	1	office desk and chair 办公桌及椅
16.	2	cork board pin-up boards 软木标示板
17.	2	umbrellas-pooldeck 泳池岸边遮阳伞
18.	2	sun lounges-pooldeck(with cushions) 泳池岸边休闲沙发（带靠垫）
19.	1 lot 1 份	grounds equipment spare parts 地面设备备品

APPENDIX ‘A’
Guestroom Electrical Circuitry and Overhead Lighting
附件 ‘A’
客房电路和天花照明

Typical Single - Plan View



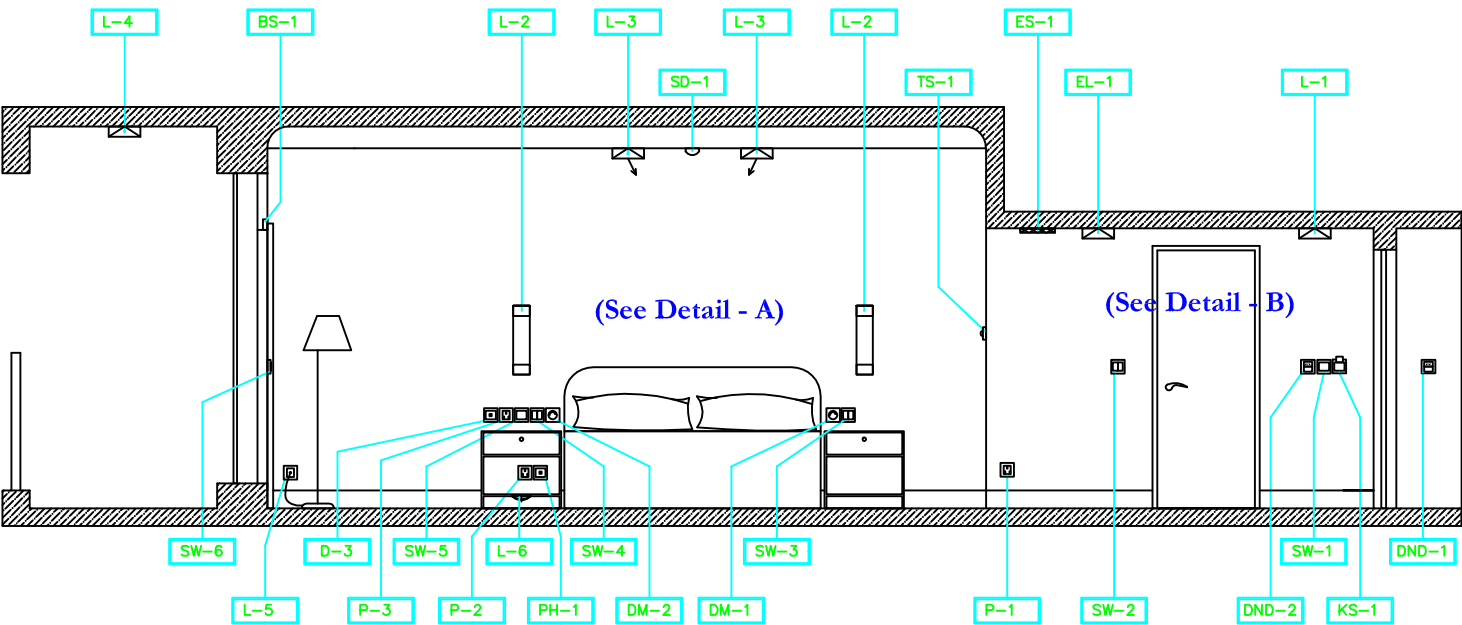
**Guestroom Electrical
Typical Single Plan View**

**Drawing #
A-1**

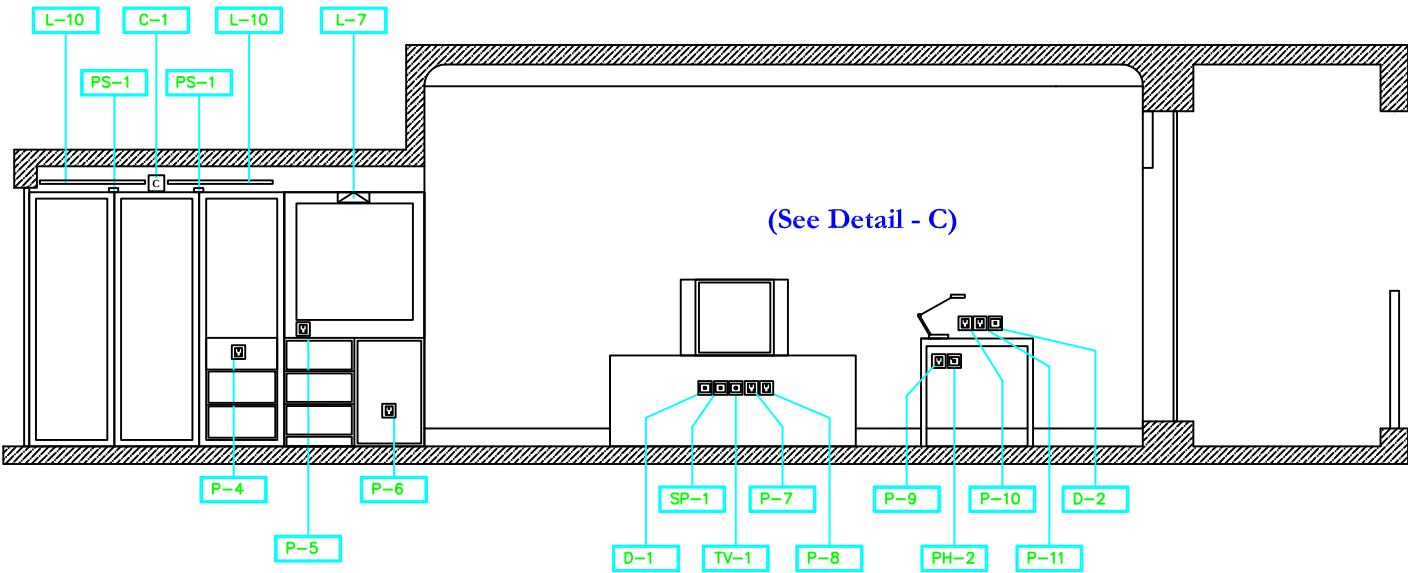
Revision: 1.3

Date: Aug 2005

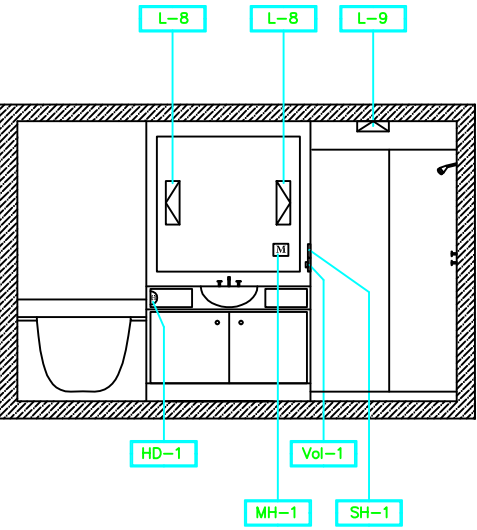
Room Elevation E-1



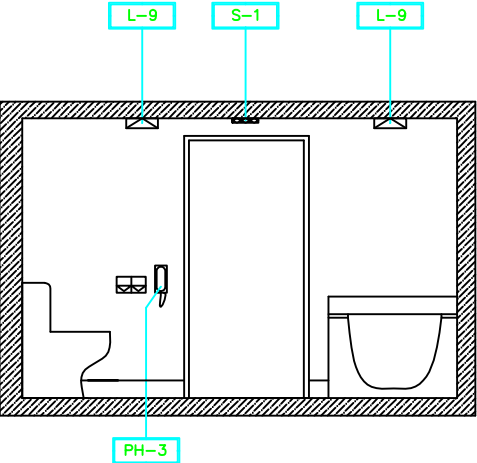
Room Elevation E-2



Bathroom Elevation E-3



Bathroom Elevation E-4



Guestroom Electrical
Typical Single Elevations

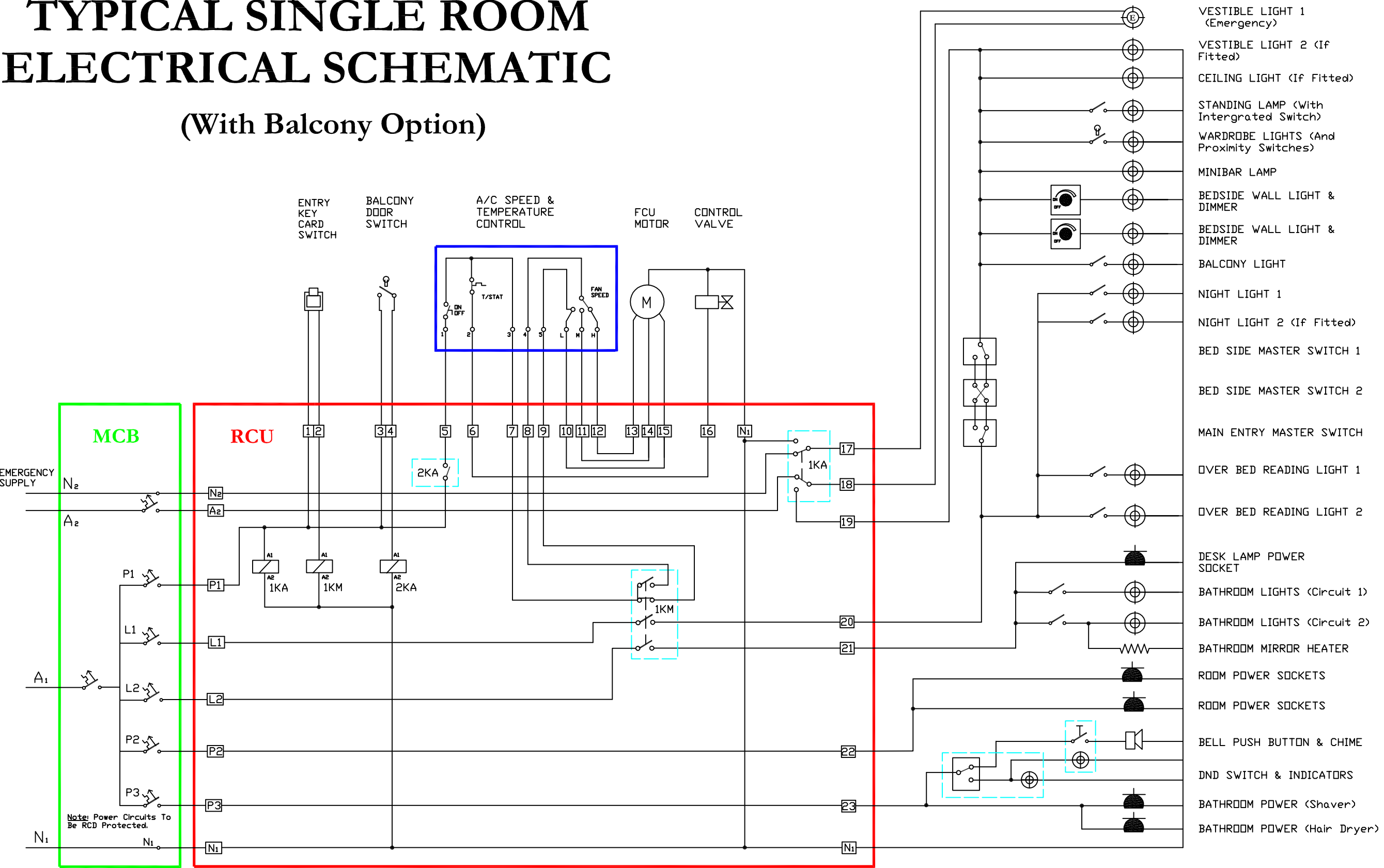
Drawing #
A-2

Revision: 1.3

Date: Aug 2005

TYPICAL SINGLE ROOM ELECTRICAL SCHEMATIC

(With Balcony Option)



Guestroom Electrical
Typical Single Schematic

Drawing #
A-3

Revision: 1.3

Date: Aug 2005

ELECTRICAL LEGEND - POWER			
Label	Location	Description	Symbols
P-1	350 mm AFFL	MAIDS POWER OUTLET	  
P-2	Behind night stand	CLOCK POWER OUTLET	  
P-3	150 mm above night stand	GUEST POWER OUTLET	  
P-4	Behind room safe	ROOM SAFE POWER	  
P-5	150 mm above minibar cabinet	TEA/COFFE MAKING POWER (Kettle can be hardwired to an outlet above or below cabinet) ³	  
P-6	Behind minibar refrigerator	MINIBAR REFRIGERATOR POWER (Note: Adequate ventilation is required for refrigerator)	  
P-7	Behind TV cabinet	TV POWER	  
P-8	Behind TV cabinet	DVD PLAYER/PAY TV UNIT POWER	  
P-9	560 mm AFFL	DESK LAMP POWER	  
P-10	150 mm above desk	GUEST POWER OUTLET	  
P-11	150 mm above desk	GUEST POWER OUTLET	  
HD-1	Concealed under vanity	HAIR DRYER OUTLET (Hard wired) ⁴	 
SH-1	Above vanity	SHAVER OUTLET (Min. 450mm from basin) ⁴	 
DND-1	1350 mm AFFL	DOOR BELL PUSH BUTTON & DND INDICATOR (Outside entry door) ¹	 
DND-2	1350 mm AFFL	DND SWITCH & INDICATOR (Inside entry door) ¹	 
C-1	Inside wardrobe	DOOR CHIME ¹	 
BS-1	Above balcony door	BALCONY DOOR SWITCH (AC shut off. Proximity type switch)	 
TS-1	1500 mm AFFL	AIR-CONDITIONING THERMOSTAT	 

ELECTRICAL LEGEND - OTHER			
Label	Location	Description	Symbols
PH-1	Behind night stand	PHONE SOCKET (Window side of bed) ⁵	 
PH-2	560 mm AFFL	PHONE SOCKET (Under desk) ⁶	 
PH-3	Bathroom near toilet	PHONE SOCKET (Bathroom) ¹	 
D-1	Behind TV cabinet	TV OUTLET (Digital Cat 6, RJ45)	 
D-2	150 mm above desk	GUEST DATA PORT #1 (Cat 6, RJ45) ⁶	 
D-3	150 mm above night stand	BED SIDE GUEST DATA PORT #2 (Cat 6, RJ45) ⁵	 
TV-1	Behind TV cabinet	TV OUTLET (75 ohm Coax)	 
SP-1	Behind TV cabinet	BATHROOM TV SPEAKER CONNECTION ¹	 
S-1	Bathroom ceiling	BATHROOM SPEAKER ¹	 
Vol-1	Above vanity	BATHROOM SPEAKER VOLUME CONTROL ¹	 
ES-1	Vestible ceiling	EVACUATION SPEAKER (72 db at the bed head)	 
SD-1	Bedroom ceiling	SMOKE DETECTOR (With inbuilt audible alarm)	 
MCB	Inside wardrobe	MAIN CIRCUIT BOARD	
RCU	Inside wardrobe	ROOM CONTROL UNIT	

ELECTRICAL LEGEND - LIGHTING			
Label	Location	Description	Symbols
KS-1	1350 mm AFFL	KEYCARD SWITCH (At entry door)	 
SW-1	1350 mm AFFL	MASTER LIGHT SWITCH (At entry door)	  
SW-2	1350 mm AFFL	BATHROOM LIGHT SWITCHES (2 Circuits) ²	  
SW-3	150 mm above night stand	DOUBLE SWITCH (At bedside, bathroom side) - Switch 1: OVER BED READING ¹ - Switch 2: MASTER SWITCH	  
SW-4	150 mm above night stand	DOUBLE SWITCH (At bedside, window side) - Switch 1: NIGHT LIGHT ¹ - Switch 2: OVER BED READING LIGHT ¹	  
SW-5	150 mm above night stand	MASTER SWITCH (At bedside, window side)	  
SW-6	1350 mm AFFL on window frame	BALCONY LIGHT SWITCH (If room has balcony)	  
DM-1	150 mm above night stand	BED SIDE WALL LIGHT DIMMER/SWITCH (Bathroom side of bed)	  
DM-2	150 mm above night stand	BED SIDE WALL LIGHT DIMMER/SWITCH (Window side of bed)	  
EL-1	Entry ceiling down light	VESTIBLE DOWN LIGHT (And emergency light)	 
L-1	Entry ceiling down light	VESTIBLE DOWN LIGHT #2 (If fitted)	 
L-2	Above sidetable	WALL LIGHT (2 light fittings)	  
L-3	Ceiling above bed	READING DOWN LIGHT (Note: these 2 lights must focus to the opposite pillow) ¹	  
L-4	Balcony Ceiling	BALCONY DOWN LIGHT (If room has balcony)	 
L-5	350 mm AFFL	WALL OUTLET FOR STANDING LAMP (To be hard wired)	 
L-6	Under night stand	NIGHT LIGHT (window side of bed) ¹	  
L-7	Above minibar	MINIBAR DOWN LIGHT ¹	 
L-8	Bathroom mirror	BATHROOM MIRROR LIGHTS (2 light fittings) ²	 
L-9	Bathroom ceiling	BATHROOM DOWN LIGHT (3 light fittings. Shower Light To Be Vapour Proof) ²	 
L-10	Wardrobe	WARDROBE LIGHTS (2 light fittings) ¹	 
MH-1	Behind bathroom mirror	BATHROOM MIRROR HEATER ¹	 
PS-1	Above wardrobe door	WARDROBE LIGHTING PROXIMITY SWITCH (2 units) ¹	 

Notations:

- 1

Not required for the "Expres By Holiday Inn" brand.
- 2

Only 1 bathroom lighting circuit required for the "Express By Holiday Inn" brand.
- 3

This power outlet to be located above or below the TV cabinet for the "Express By Holiday Inn" brand. Kettle can be hard wired.
- 4

Power outlet required for a wall mounted hair dryer in the "Express By Holiday Inn" brand. The shaver outlet may be incorporated with the hairdryer for the Express brand.
- 5

Phone & Data outlets on the same mounting plate 150mm above the night stand for the "Express By Holiday Inn" brand.
- 6

Phone outlet mounted 150mm above the desk on the same mounting plate as the Data socket for the "Express By Holiday Inn" brand.



Guestroom Electrical
Typical Single Legends

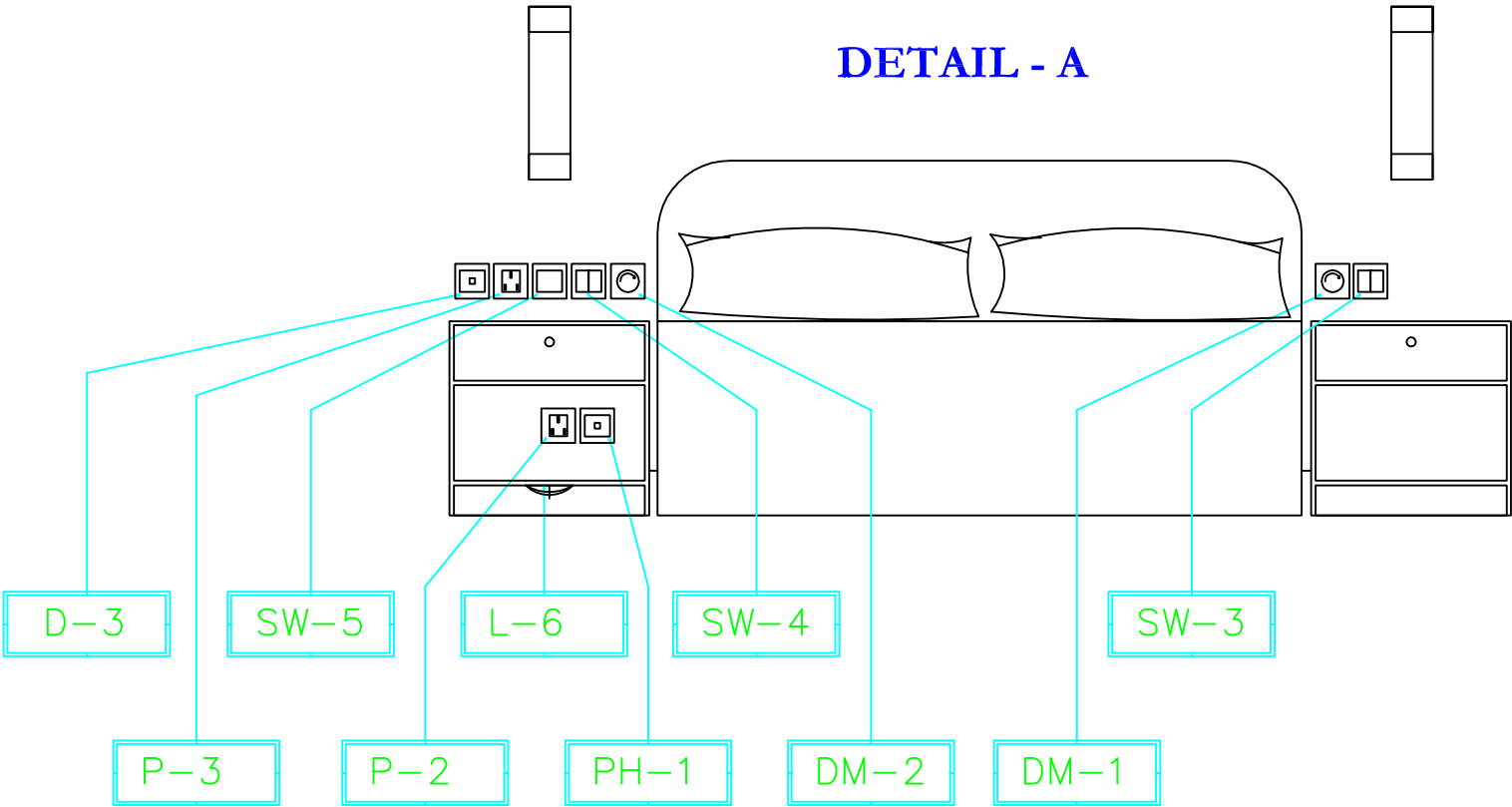
Drawing #
A-4

Revision: 1.3

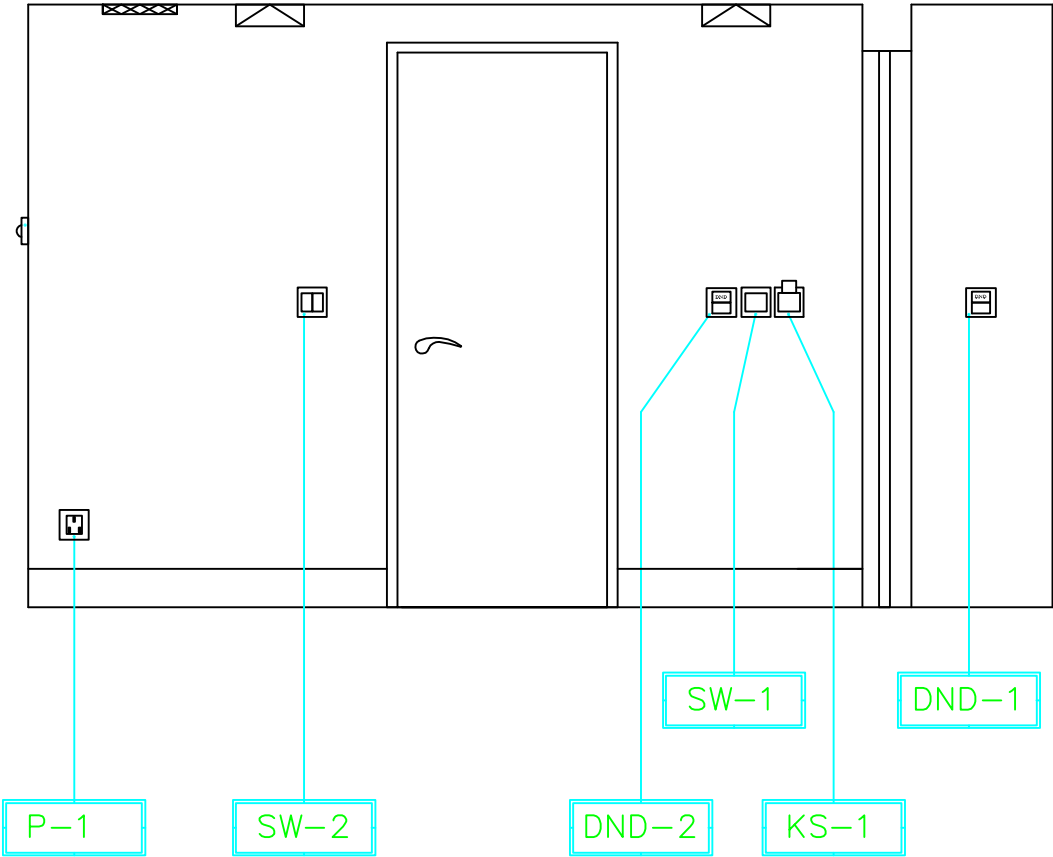
Date: Aug 2005



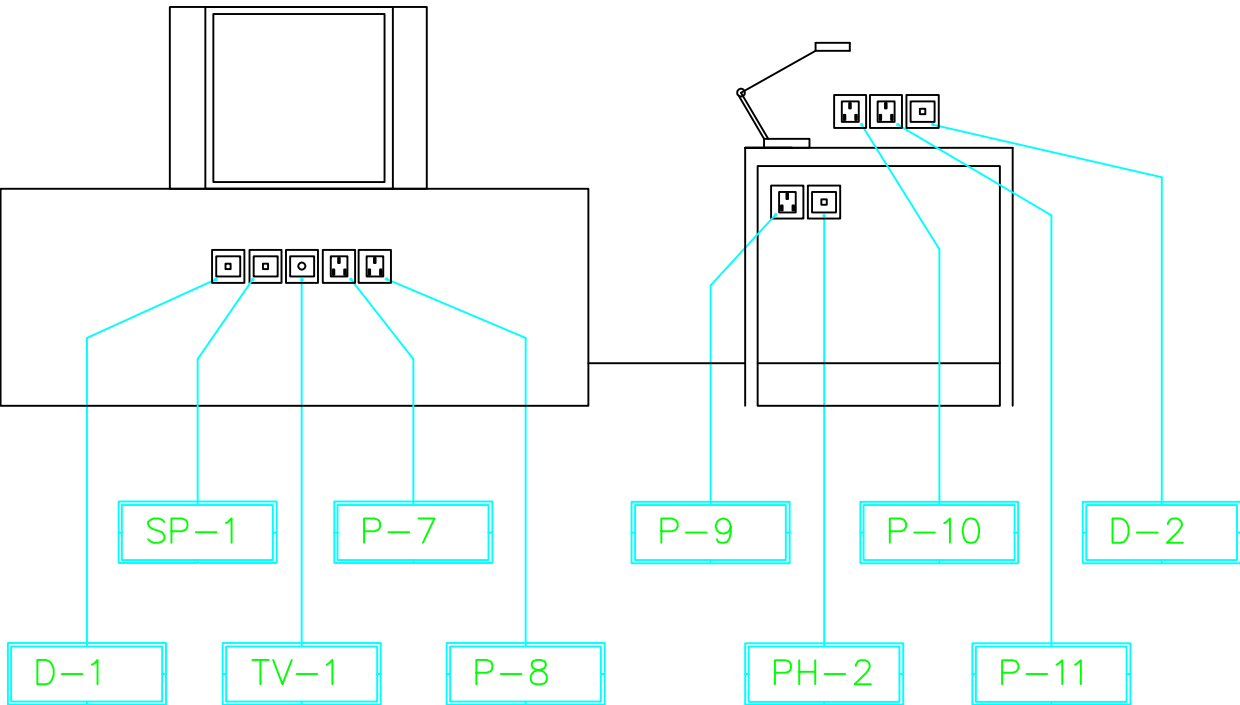
DETAIL - A



DETAIL - B



DETAIL - C



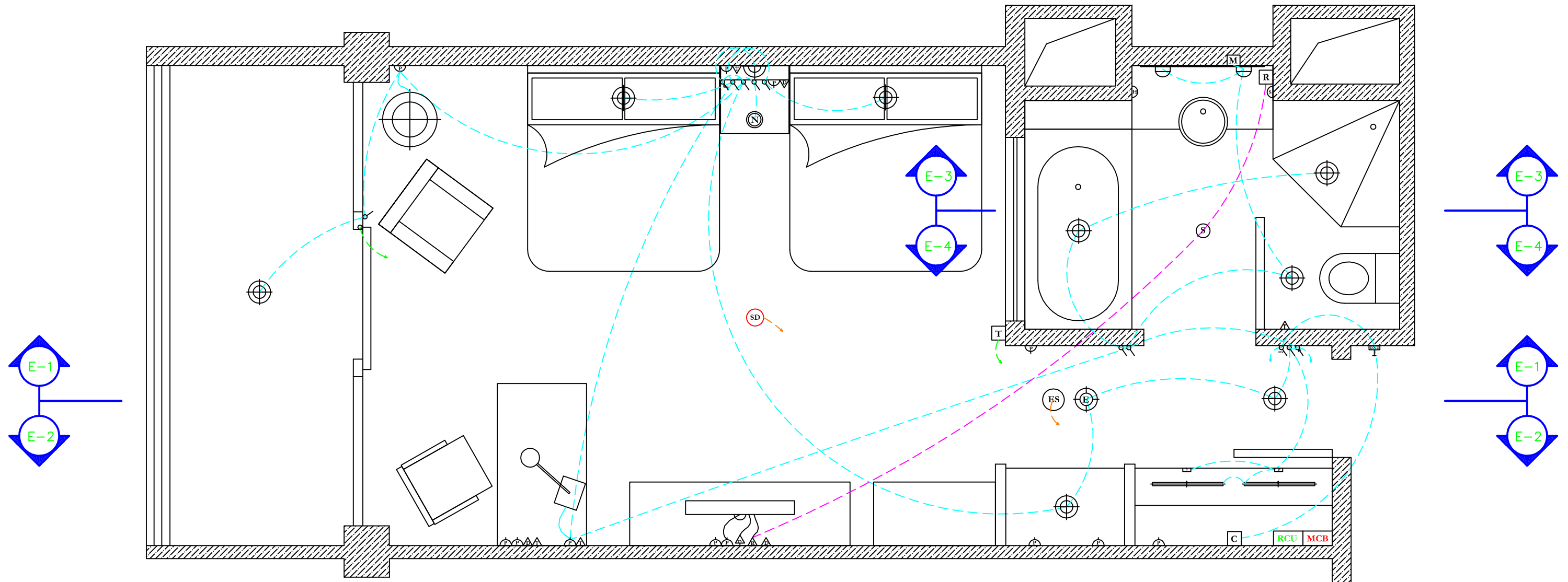
Guestroom Electrical
Typical Single Detail 1

Drawing #
A-5

Revision: 1.3

Date: Aug 2005

Typical Twin - Plan View



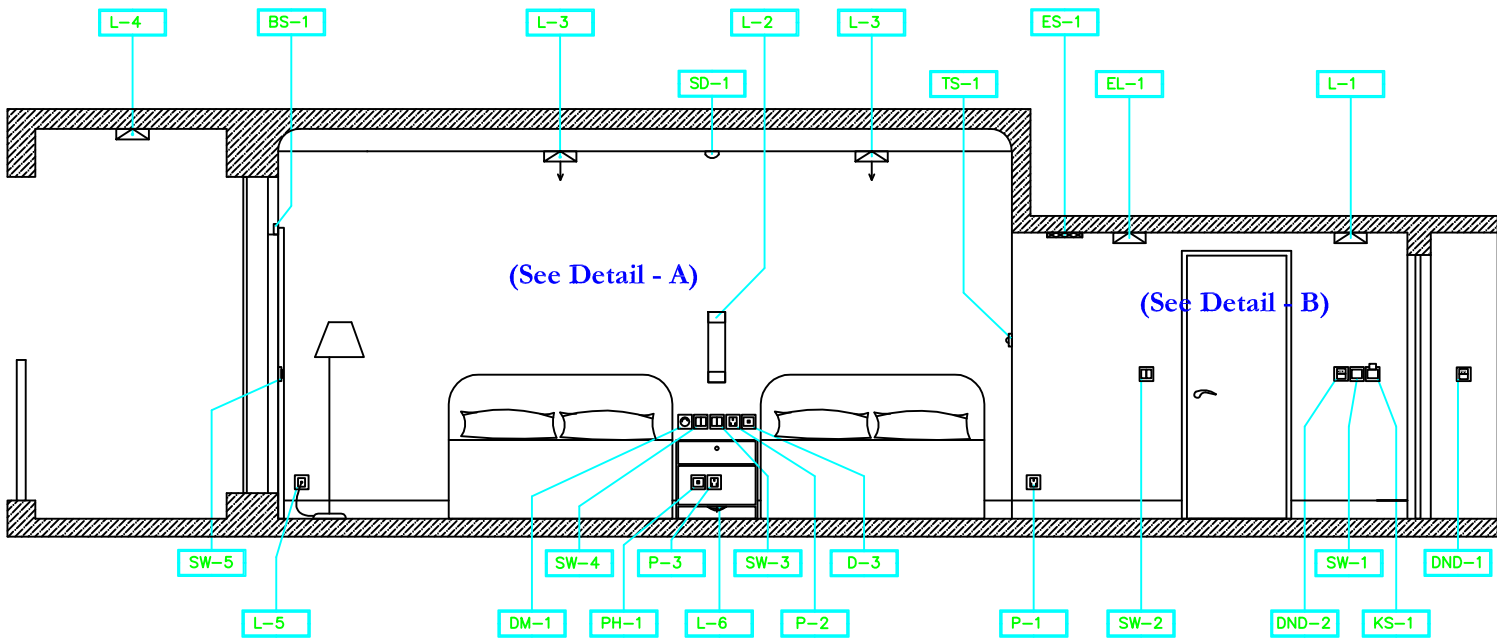
**Guestroom Electrical
Typical Double Plan View**

**Drawing #
B-1**

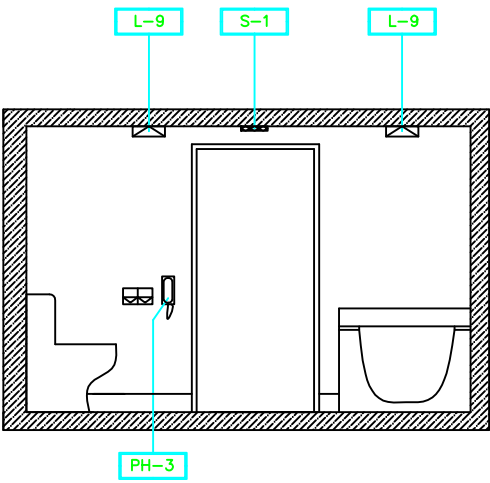
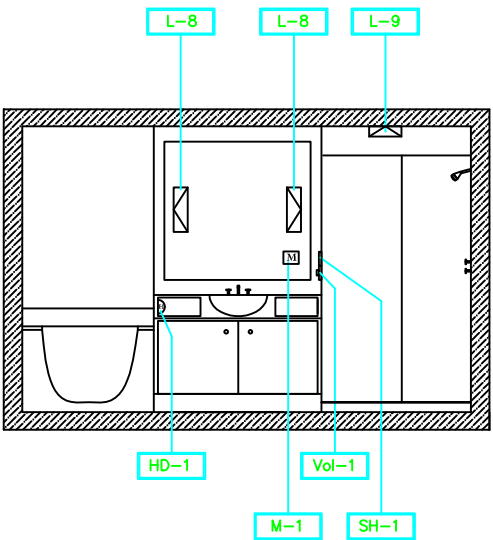
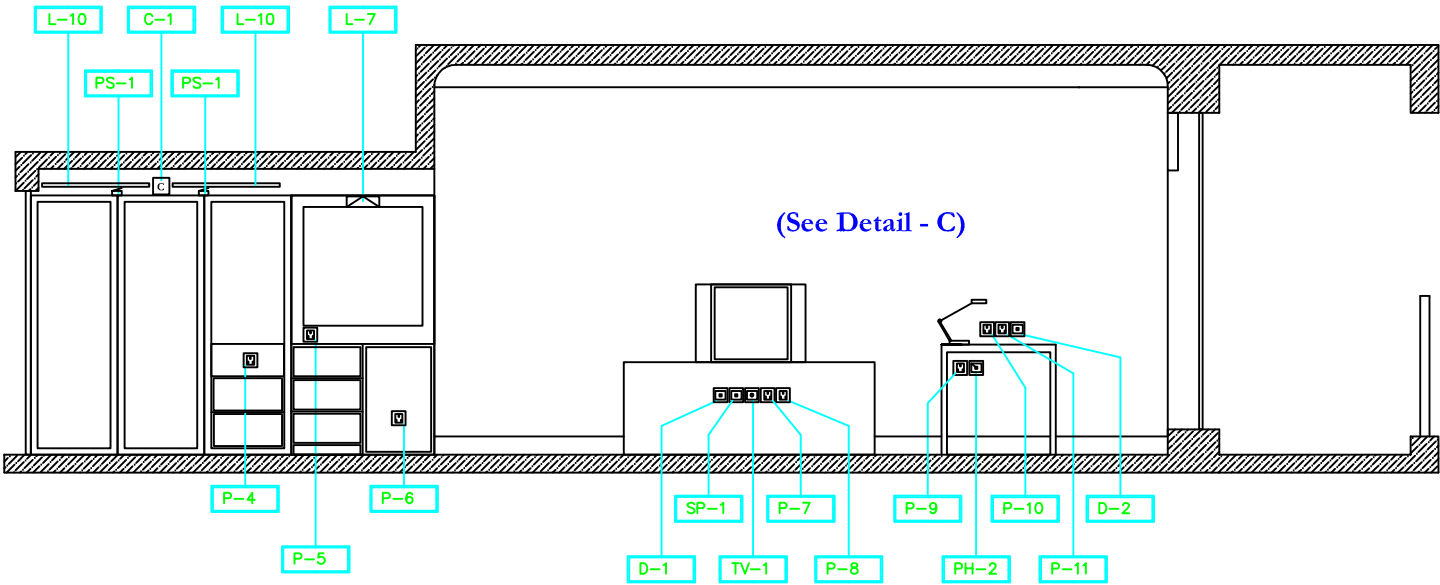
Revision: 1.3

Date: Aug 2005

Room Elevation E-1



Room Elevation E-2



Bathrrom Elevation E-3

Bathrrom Elevation E-4



Guestroom Electrical
Typical Double Elevations

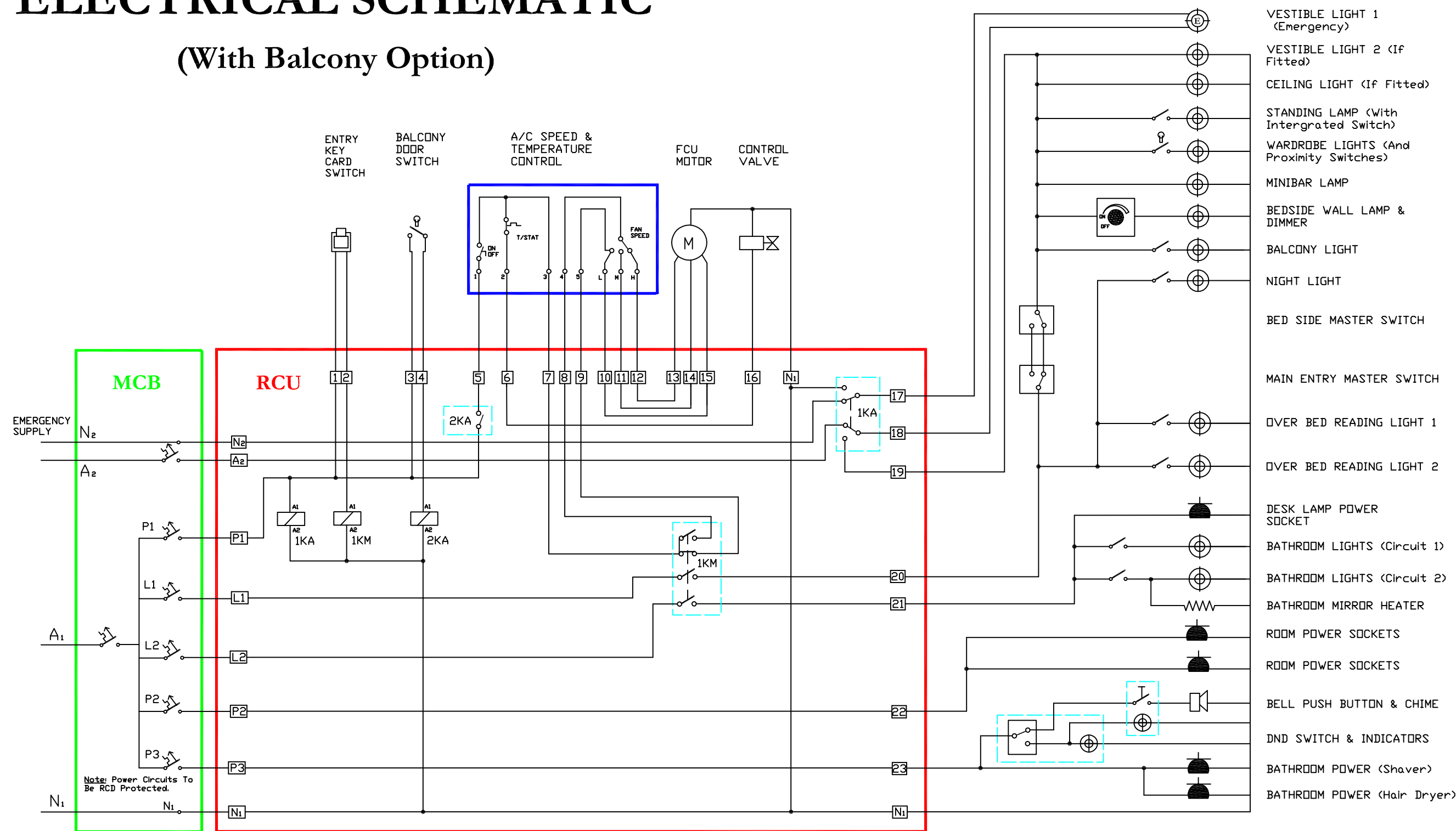
Drawing #
B-2

Revision: 1.3

Date: Aug 2005

TYPICAL DOUBLE ROOM ELECTRICAL SCHEMATIC

(With Balcony Option)



INTERCONTINENTAL
HOTELS GROUP

Guestroom Electrical
Typical Double Schematic

Drawing #
B-3

Revision: 1.4

Date: June 2006

ELECTRICAL LEGEND - POWER			
Label	Location	Description	Symbols
P-1	350 mm AFFL	MAIDS POWER OUTLET	  
P-2	150 mm above night stand	GUEST POWER OUTLET	  
P-3	Behind night stand	CLOCK POWER OUTLET	  
P-4	Behind room safe	ROOM SAFE POWER	  
P-5	150 mm above minibar cabinet	TEA/COFFE MAKING POWER (Kettle can hard wired to an outlet above or below cabinet) ³	  
P-6	Behind minibar refrigerator	MINIBAR REFRIGERATOR POWER (Note: Adiquate ventilation is required for refrigerator)	  
P-7	Behind TV cabinet	TV POWER	  
P-8	Behind TV cabinet	DVD PLAYER/PAY TV UNIT POWER	  
P-9	560 mm AFFL	DESK LAMP POWER	  
P-10	150 mm above desk	GUEST POWER OUTLET	  
P-11	150 mm above desk	GUEST POWER OUTLET	  
HD-1	Concealed under vanity	HAIR DRYER OUTLET (Hard wired) ⁴	 
SH-1	Above vanity	SHAVER OUTLET (Min. 450mm from basin)	  
DND-1	1350 mm AFFL	DOOR BELL PUSH BUTTON & DND INDICATOR (Outside entry door) ¹	 
DND-2	1350 mm AFFL	DND SWITCH & INDICATOR (Inside entry door) ¹	  
C-1	Inside wardrobe	DOOR CHIME ¹	 
BS-1	Above balcony door	BALCONY DOOR SWITCH (AC shut off. Proximity type switch)	 
TS-1	1500 mm AFFL	AIR-CONDITIONING THERMOSTAT	  

ELECTRICAL LEGEND - OTHER			
Label	Location	Description	Symbols
PH-1	Behind night stand	PHONE SOCKET ⁵	 
PH-2	560 mm AFFL	PHONE SOCKET (Under desk) ⁶	 
PH-3	Bathroom near toilet	PHONE SOCKET (Bathroom) ¹	 
D-1	Behind TV cabinet	TV OUTLET (Digital Cat 6, RJ45)	 
D-2	150 mm above desk	GUEST DATA PORT #1 (Cat 6, RJ45) ⁶	 
D-3	150 mm above night stand	BED SIDE GUEST DATA PORT #2 (Cat 6, RJ45) ⁵	 
TV-1	Behind TV cabinet	TV OUTLET (75 ohm Coax)	 
SP-1	Behind TV cabinet	BATHROOM TV SPEAKER CONNECTION ¹	 
S-1	Bathroom ceiling	BATHROOM SPEAKER ¹	 
Vol-1	Above vanity	BATHROOM SPEAKER VOLUME CONTROL ¹	 
ES-1	Vestible ceiling	EVACUATION SPEAKER (72 db at the bed head)	 
SD-1	Bedroom ceiling	SMOKE DETECTOR (With inbuilt audible alarm)	 
MCB	Inside wardrobe	MAIN CIRCUIT BOARD	
RCU	Inside wardrobe	ROOM CONTROL UNIT	

ELECTRICAL LEGEND - LIGHTING			
Label	Location	Description	Symbols
KS-1	1350 mm AFFL	KEYCARD SWITCH (At entry door)	 
SW-1	1350 mm AFFL	MASTER LIGHT SWITCH (At entry door)	  
SW-2	1350 mm AFFL	BATHROOM LIGHT SWITCHES (2 Circuits) ²	  
SW-3	150 mm above night stand	DOUBLE SWITCH (Between beds, bathroom side) - Switch 1: OVER BED READING LIGHT ¹ - Switch 2: NIGHT LIGHT ¹	  
SW-4	150 mm above night stand	DOUBLE SWITCH (Between beds, window side) - Switch 1: MASTER SWITCH - Switch 2: OVER BED READING LIGHT ¹	  
SW-5	1350 mm AFFL on window frame	BALCONY LIGHT SWITCH (If room has balcony)	  
DM-1	150 mm above night stand	BED SIDE WALL LIGHT DIMMER/SWITCH (Between beds) ¹	  
EL-1	Entry ceiling down light	VESTIBLE DOWN LIGHT (And emergency light)	 
L-1	Entry ceiling down light	VESTIBLE DOWN LIGHT #2 (If fitted)	 
L-2	Above nightstand	WALL LIGHT ¹ (1 light fitting)	  
L-3	Ceiling above bed	READING DOWN LIGHT (2 light fittings) ¹	 
L-4	Balcony Ceiling	BALCONY DOWN LIGHT (If room has balcony)	 
L-5	350 mm AFFL	WALL OUTLET FOR STANDING LAMP (To be hard wired)	 
L-6	Under night stand	NIGHT LIGHT ¹	  
L-7	Above minibar	MINIBAR DOWN LIGHT ¹	 
L-8	Bathroom mirror	BATHROOM MIRROR LIGHTS (2 light fittings) ²	 
L-9	Bathroom ceiling	BATHROOM DOWN LIGHT (3 light fittings. Shower light to be vapour proof) ²	 
L-10	Wardrobe	WARDROBE LIGHTS (2 light fittings) ¹	 
MH-1	Behind bathroom mirror	BATHROOM MIRROR HEATER ¹	 
PS-1	Above wardrobe door	WARDROBE LIGHTING PROXIMITY SWITCH (2 units) ¹	 

Notations:

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Not required for the "Expres By Holiday Inn" brand.
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- 3

This power outlet to be located above or below the TV cabinet for the "Express By Holiday Inn" brand. Kettle can be hard wired.
- 4

Power outlet required for a wall mounted hair dryer in the "Express By Holiday Inn" brand. The shaver outlet may be incorporated with the hairdryer for the Express brand.
- 5

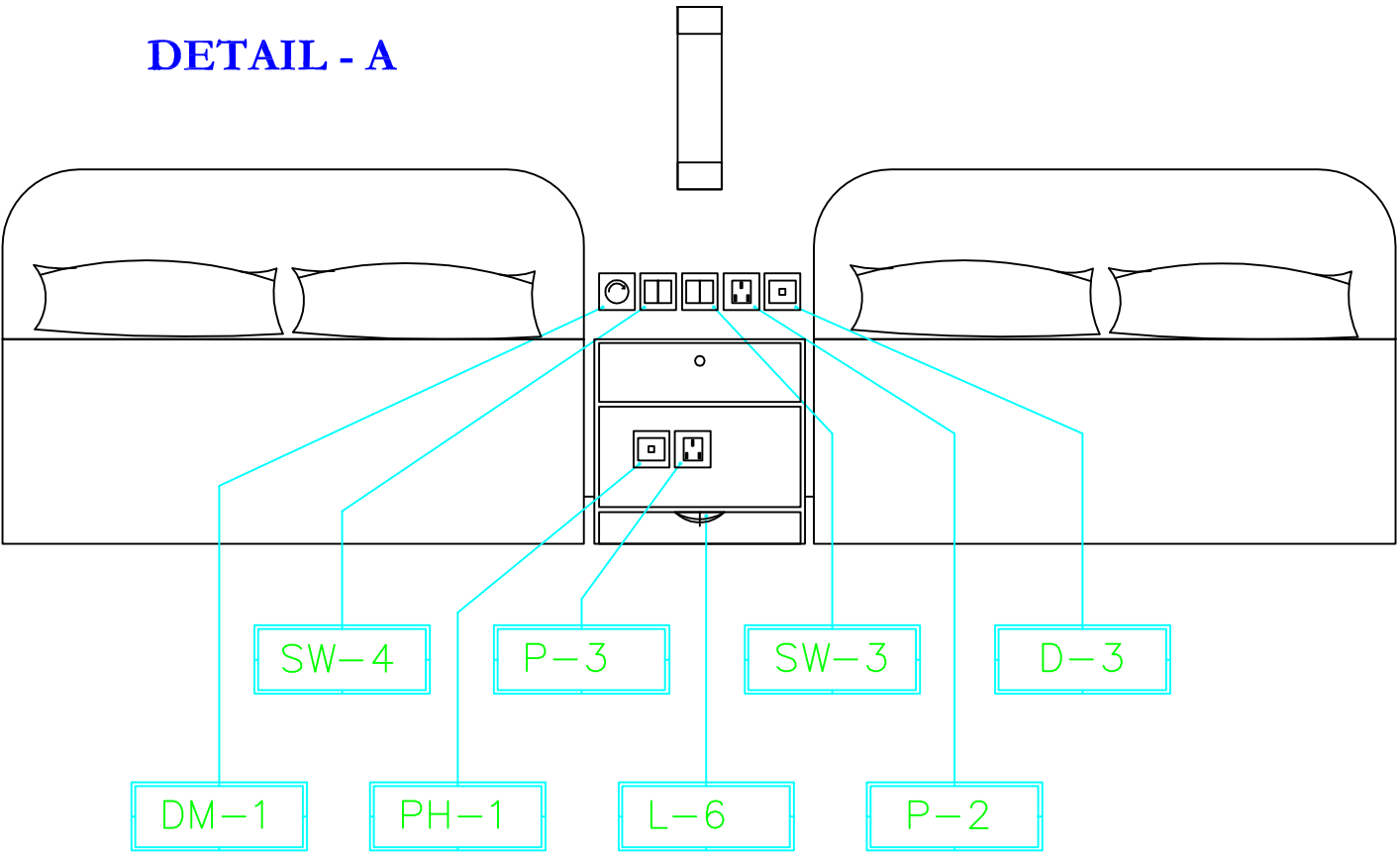
Phone & Data outlets on the same mounting plate 150mm above the night stand for the "Express By Holiday Inn" brand.
- 6

Phone outlet mounted 150mm above the desk on the same mounting plate as the Data socket for the "Express By Holiday Inn" brand.

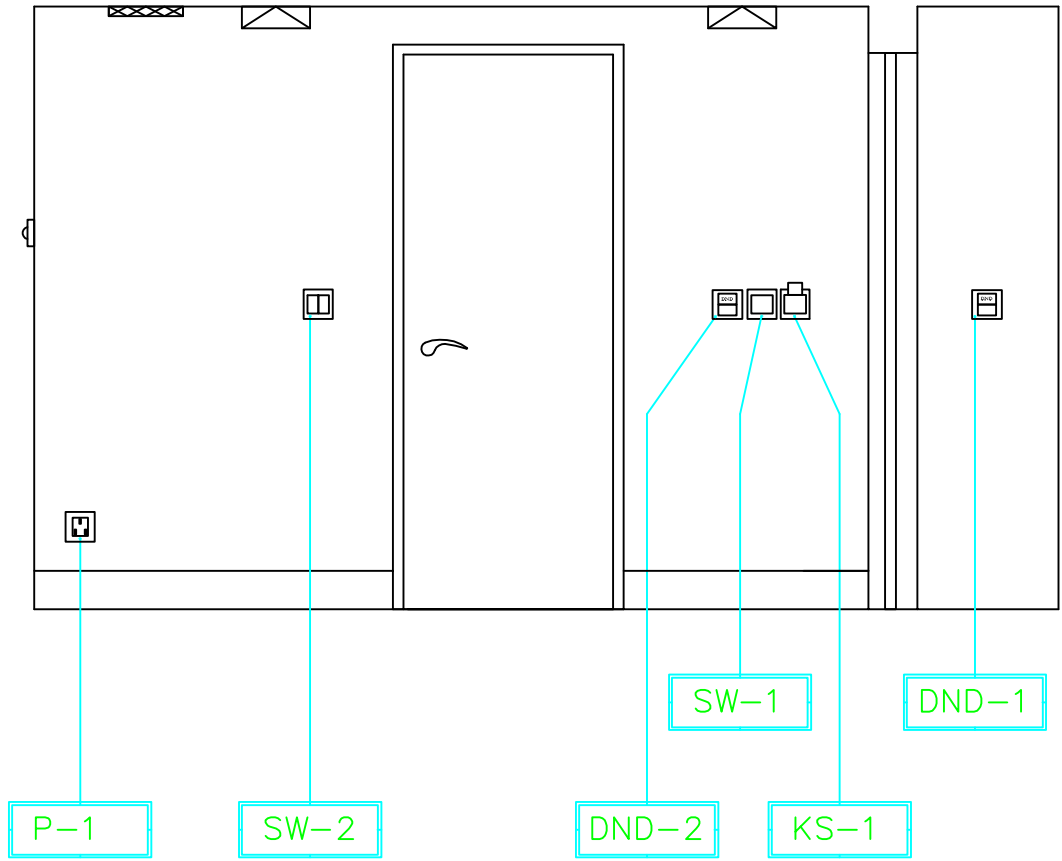


	
Guestroom Electrical Typical Double Legends	Drawing # B-4
Revision: 1.3	Date: Aug 2005

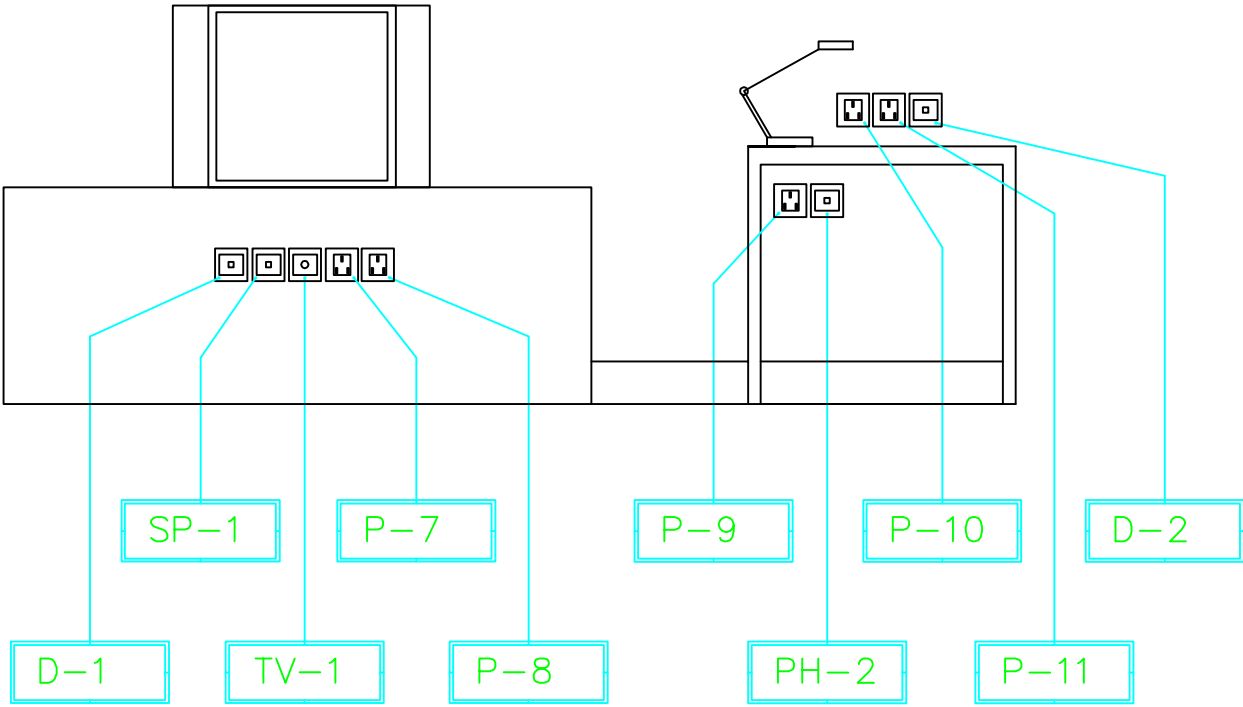
DETAIL - A



DETAIL - B



DETAIL - C



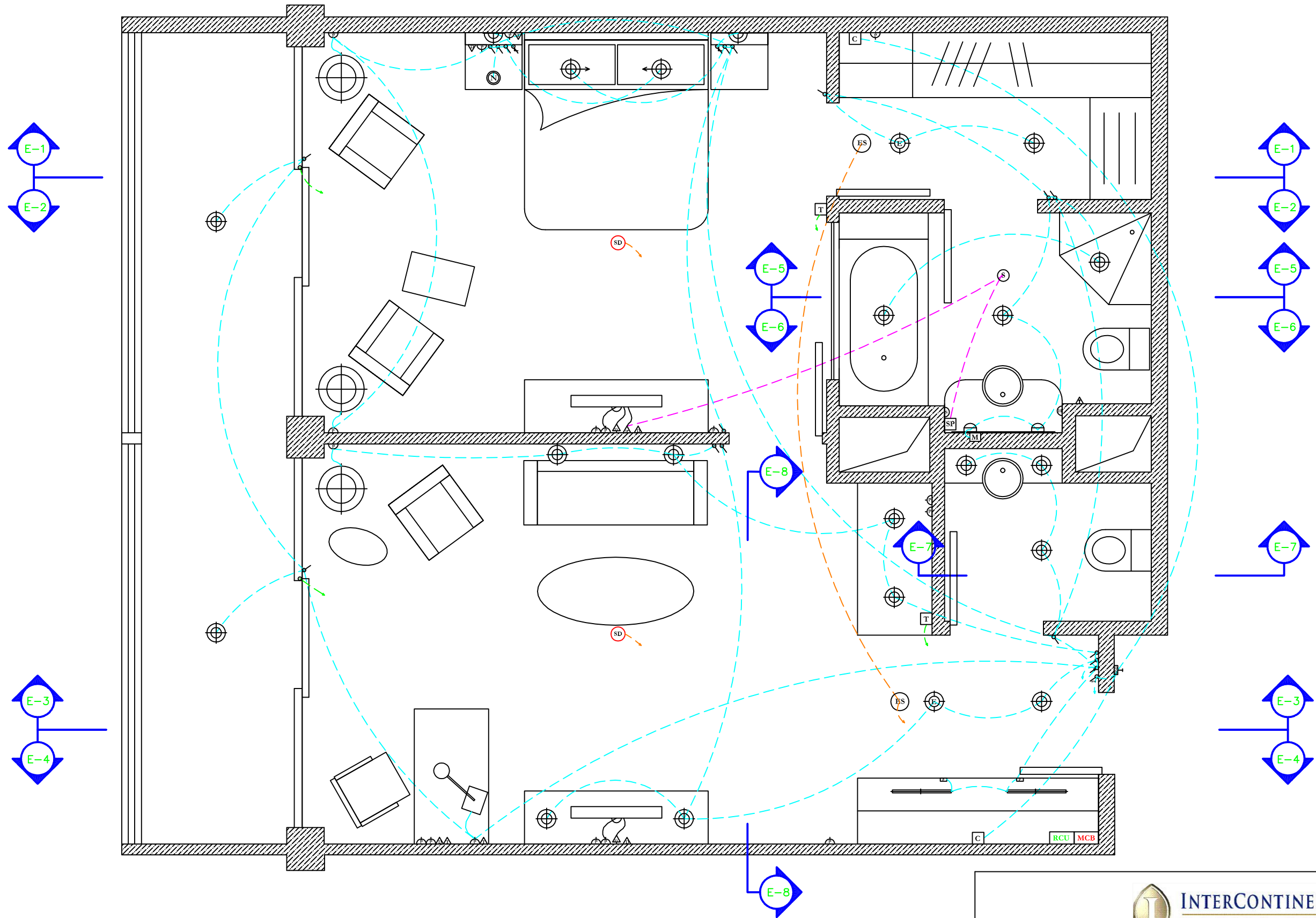
Guestroom Electrical
Typical Double Detail 1

Drawing #
B-5

Revision: 1.3

Date: Aug 2005

Typical 2 Room Suite - Plan View



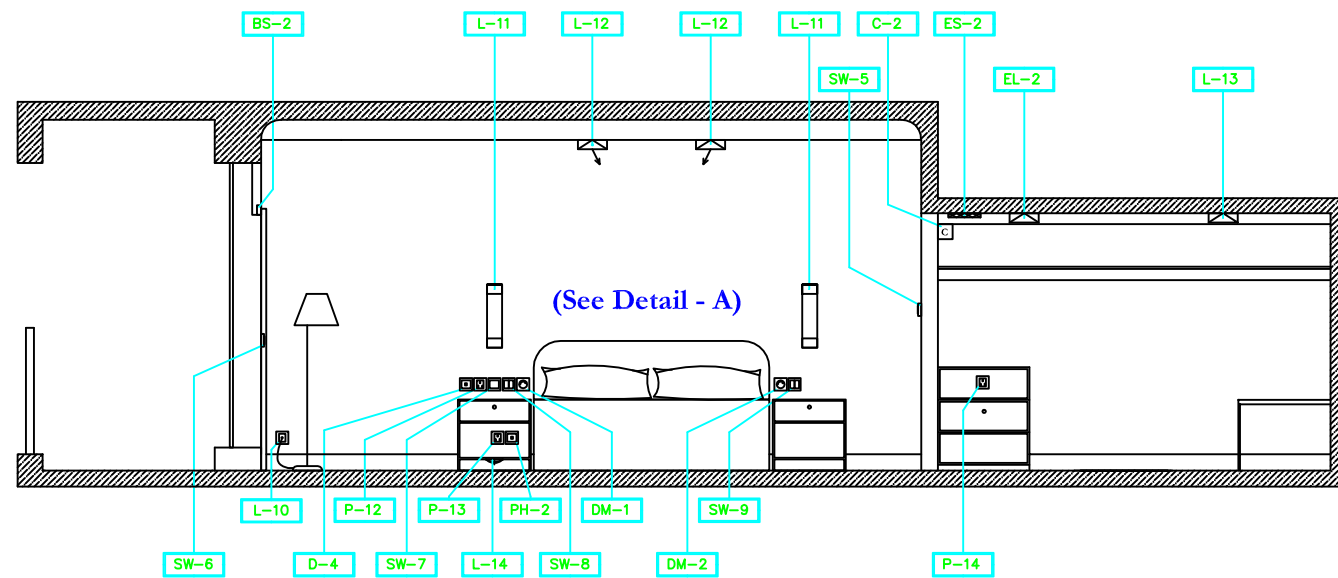
**Guestroom Electrical
Typical 2 Room Suite Plan View**

**Drawing #
C-1**

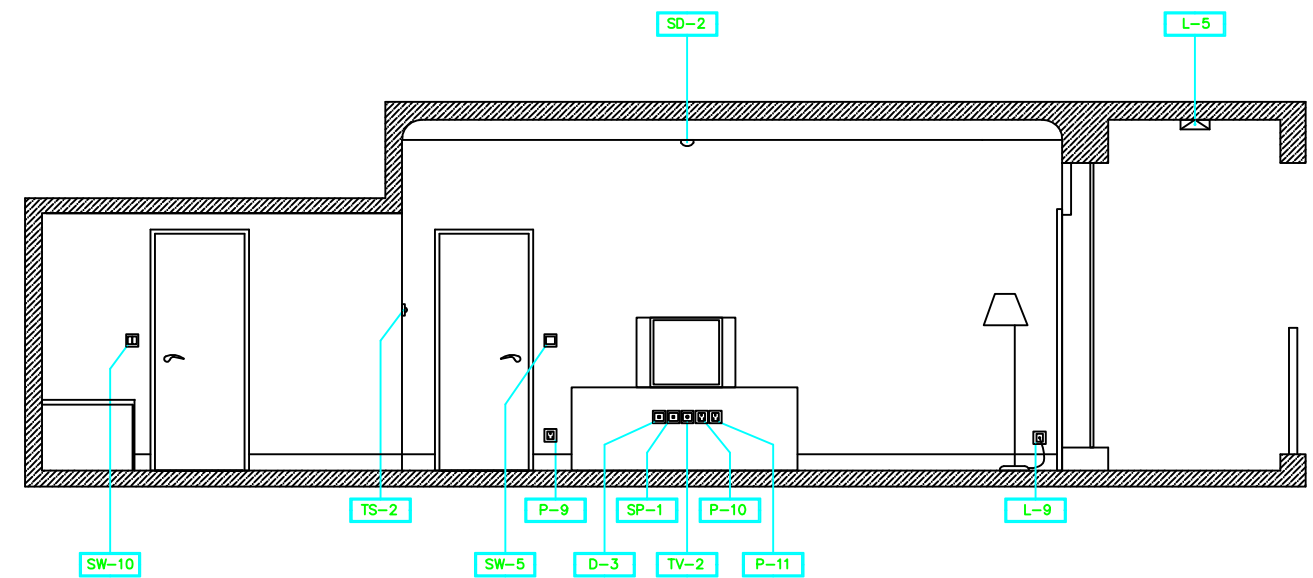
Revision: 1.3

Date: Aug 2005

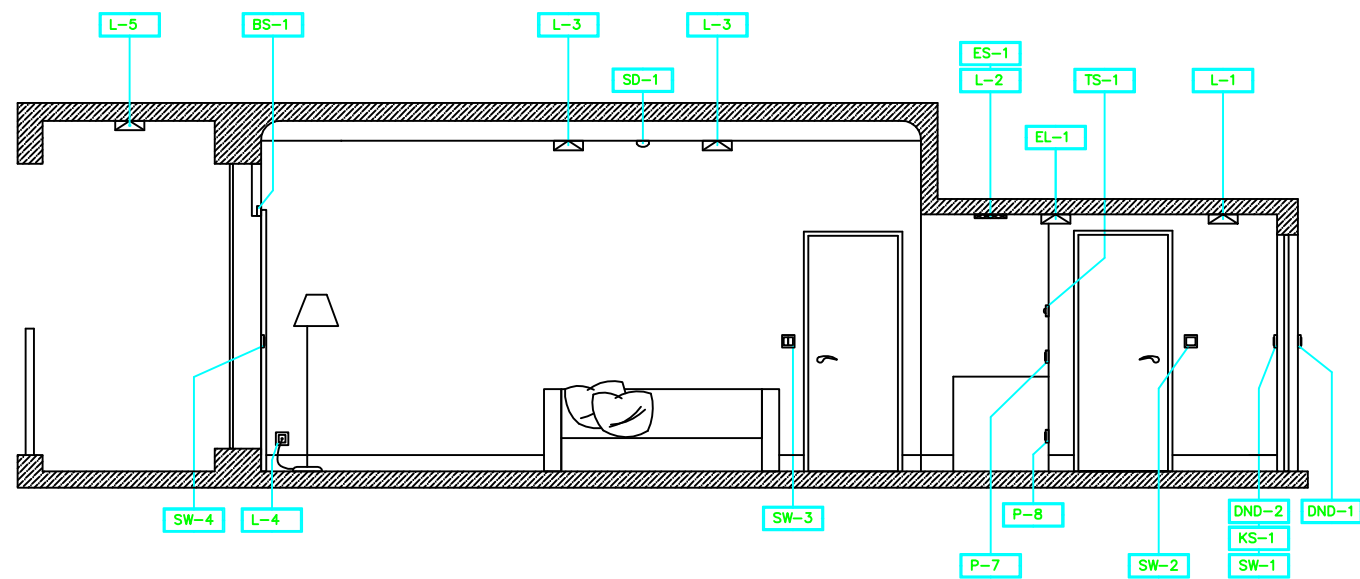
Suite - Elevation E-1



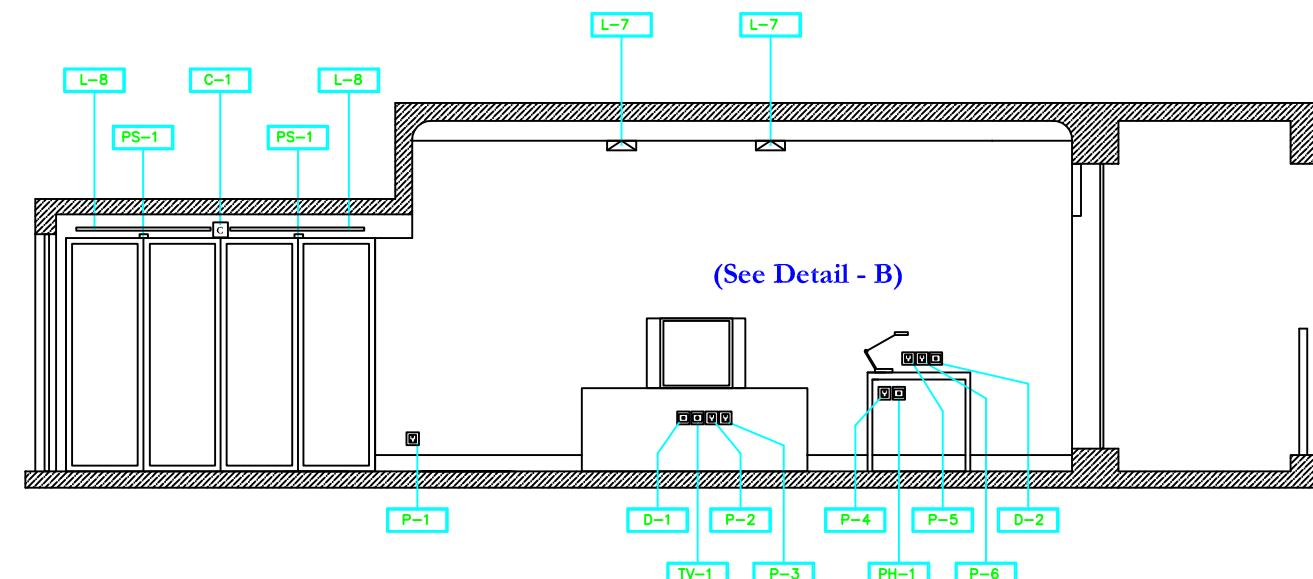
Suite - Elevation E-2



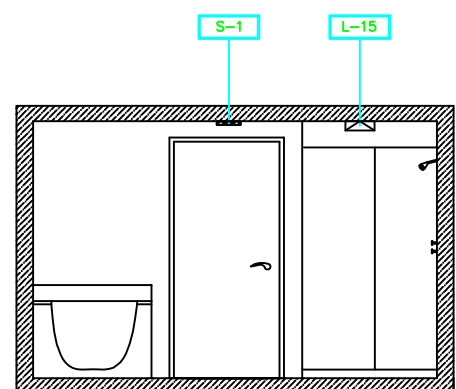
Suite - Elevation E-3



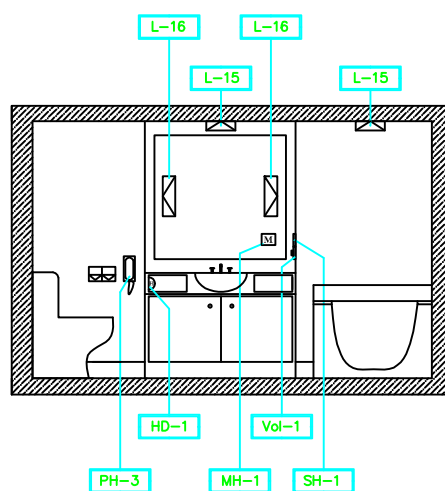
Suite - Elevation E-4



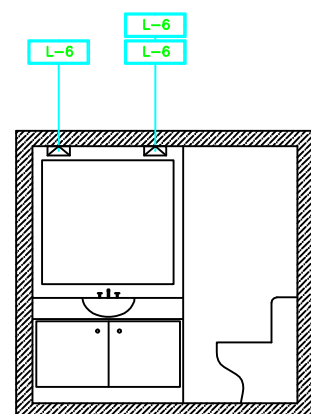
Bathroom Elevation E-5



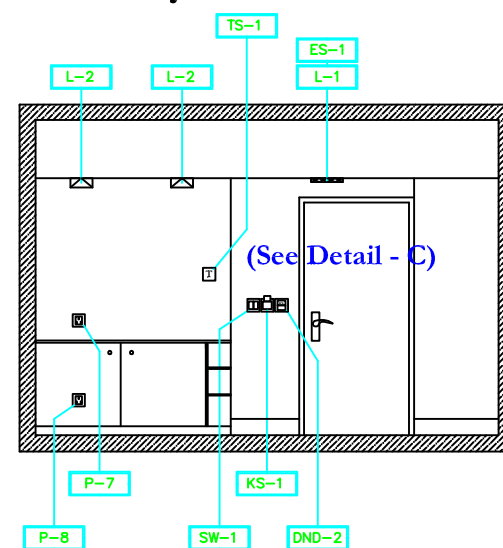
Bathroom Elevation E-6



Bathroom Elevation E-7



Entry Elevation E-8



**Guestroom Electrical
Typical 2 Room Suite Elevations**

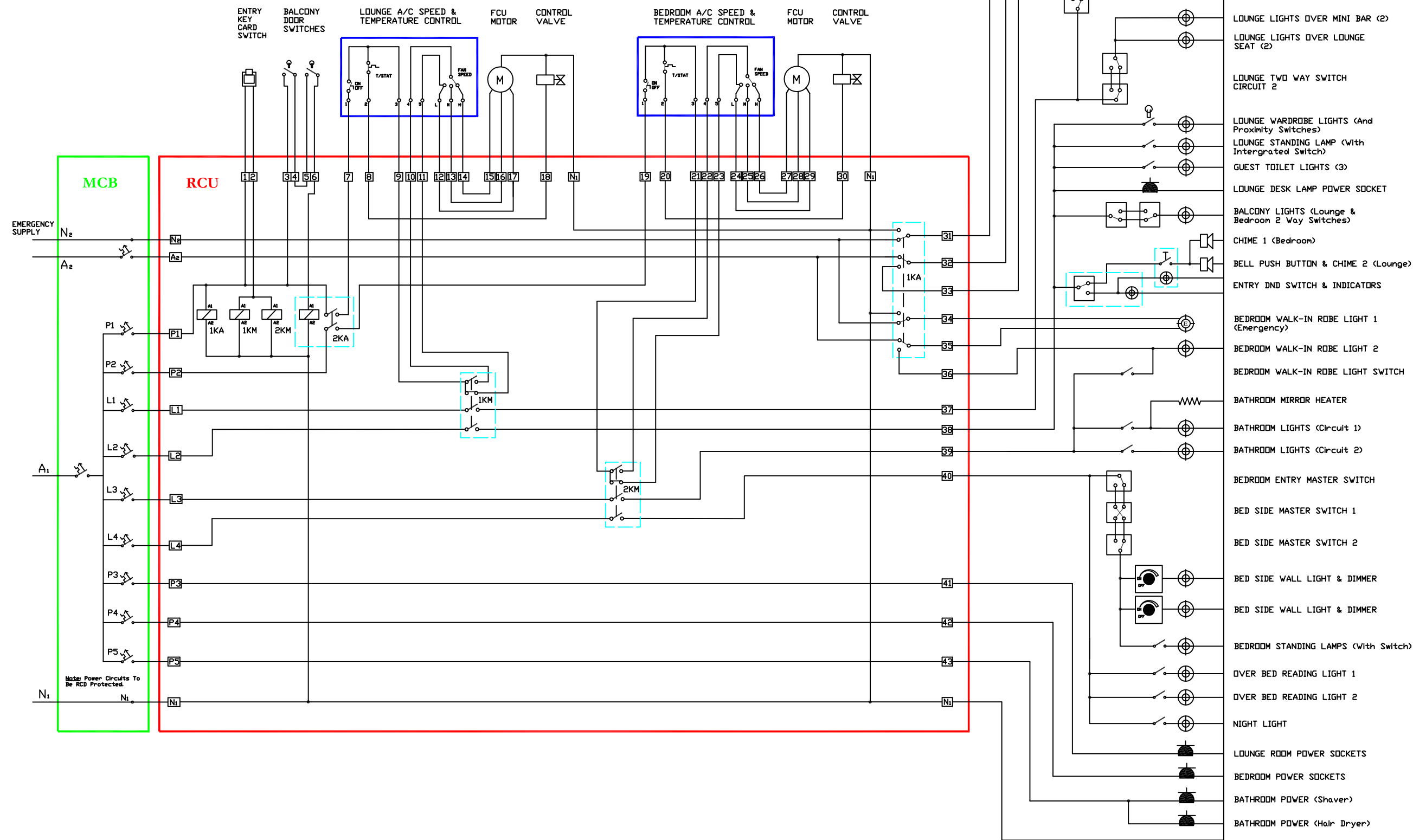
**Drawing #
C-2**

Revision: 1.3

Date: Aug 2005

TYPICAL TWO ROOM SUITE ELECTRICAL SCHEMATIC

(With Balcony Option)



Guestroom Electrical
Typical 2 Room Suite Schematic

Drawing #
C-3

Revision: 1.3

Date: Aug 2005



ELECTRICAL LEGEND - LIGHTING			
Label	Location	Description	Symbols
KS-1	1350 mm AFFL at entry door	KEYCARD SWITCH (When card is removed, after 30 seconds the AC goes to low speed & the temp re-sets 2 degs.)	 
SW-1	1350 mm AFFL at main entry door	2 WAY LOUNGE LIGHTING SWITCH (2 circuits)	  
SW-2	1350 mm AFFL	GUEST TOILET LIGHT SWITCH	  
SW-3	1350 mm AFFL outside bedroom entry door	2 WAY LOUNGE LIGHTING SWITCH (2 circuits)	  
SW-4	1350 mm AFFL	BALCONY LIGHT SWITCH (2 way, on lounge window frame)	  
SW-5	1350 mm AFFL	BEDROOM MASTER SWITCH (Inside bedroom entry door)	  
SW-6	1350 mm AFFL	BALCONY LIGHT SWITCH (2 way, on bedroom window frame)	  
SW-7	150 mm above night stand	BEDROOM MASTER SWITCH (Window side of bed)	  
SW-8	150 mm above night stand	DOUBLE SWITCH (At bedside, window side) - Switch 1: OVER BED READING LIGHT - Switch 2: NIGHT LIGHT	    
SW-9	150 mm above night stand	DOUBLE SWITCH (At bedside, bathroom side) - Switch 1: BEDROOM MASTER SWITCH - Switch 2: OVER BED READING LIGHT	    
SW-10	1350 mm AFFL	BATHROOM LIGHT SWITCHES (2 Circuits)	  
DM-1	150 mm above night stand	BED SIDE WALL LIGHT DIMMER/SWITCH (Window side of bed)	  
DM-2	150 mm above night stand	BED SIDE WALL LIGHT DIMMER/SWITCH (Bathroom side of bed)	  
EL-1	Entry ceiling down light	VESTIBLE DOWN LIGHT (And emergency light)	 
L-1	Entry ceiling down light	VESTIBLE DOWN LIGHT #2 (If fitted)	 
L-2	Above lounge mini bar	CEILING DOWN LIGHT (2 light fittings)	 
L-3	Above lounge sofa	CEILING DOWN LIGHT (2 light fittings)	 
L-4	350 mm AFFL	WALL OUTLET FOR LOUNGE STANDING LAMP (To be hard wired)	 
L-5	Balcony Ceiling	BALCONY DOWN LIGHTS (2 Light fittings)	 
L-6	Guest Toilet	GUEST TOILET DOWN LIGHTS (3 Light fittings)	 
L-7	Lounge Ceiling	DOWN LIGHTS (2 Fittings over lounge TV cabinet)	 
L-8	Wardrobe	LOUNGE WARDROBE LIGHTS (2 Fittings)	 
L-9	350 mm AFFL	WALL OUTLET FOR BEDROOM STANDING LAMP # 1 (To be hard wired)	 
L-10	350 mm AFFL	WALL OUTLET FOR BEDROOM STANDING LAMP # 2 (To be hard wired)	 
L-11	Above night stand	BEDROOM WALL LIGHTS (2 light fittings)	  
L-12	Ceiling above bed	READING DOWN LIGHT (Note, these 2 lights must focus to the opposite pillow)	  
EL-2	Walk in robe ceiling	BEDROOM WALK IN ROBE LIGHT (And emergency light)	 
L-13	Walk in robe ceiling	BEDROOM WALK IN ROBE LIGHT	 
L-14	Under night stand	NIGHT LIGHT (Under night stand, window side of bed)	  
L-15	Bathroom ceiling	BATHROOM DOWN LIGHTS (3 light fittings)	  
L-16	Bathroom Mirror	BATHROOM MIRROR LIGHTS (2 light fittings)	  
MH-1	Behind bathroom mirror	BATHROOM MIRROR HEATER	 
PS-1	Above lounge wardrobe doors	WARDROBE LIGHTING PROXIMITY SWITCH (2 units)	 

ELECTRICAL LEGEND - POWER			
Label	Location	Description	Symbols
P-1	350 mm AFFL	LOUNGE MAIDS POWER OUTLET	  
P-2	Behind lounge TV cabinet	LOUNGE TV POWER	  
P-3	Behind lounge TV cabinet	LOUNGE DVD PLAYER/PAY TV UNIT POWER	  
P-4	560 mm AFFL	LOUNGE DESK LAMP POWER	  
P-5	150 mm above desk	LOUNGE DESK GUEST POWER OUTLET	  
P-6	150 mm above desk	LOUNGE DESK GUEST POWER OUTLET	  
P-7	Behind minibar refrigerator	LOUNGE MINIBAR REFRIGERATOR POWER (Note: Adequate ventilation is required for refrigerator)	  
P-8	150 mm above bench top	LOUNGE TEA/COFFE MAKING POWER (Kettle can be hardwired to an outlet above or below cabinet)	  
P-9	350 mm AFFL	BEDROOM MAIDS POWER OUTLET	  
P-10	Behind bedroom TV cabinet	BEDROOM TV/DVD PLAYER POWER	  
P-11	Behind bedroom TV cabinet	BEDROOM TV/DVD PLAYER POWER	  
P-12	150 mm above night stand	GUEST POWER OUTLET	  
P-13	Behind night stand	BEDSIDE CLOCK POWER OUTLET	  
P-14	Behind room safe	ROOM SAFE POWER	  
HD-1	Concealed under vanity	HAIR DRYER OUTLET (Hard wired)	 
SH-1	Above vanity	SHAVER OUTLET (Min. 450mm from basin)	  
DND-1	1350 mm AFFL	DOOR BELL PUSH BUTTON & DND INDICATOR (Outside entry door)	 
DND-2	1350 mm AFFL	DND SWITCH & INDICATOR (Inside entry door)	  
C-1	Inside lounge wardrobe	DOOR CHIME (Lounge)	 
C-2	Inside bedroom walk in robe	DOOR CHIME (Bedroom)	 
BS-1	Above balcony door, Lounge	BALCONY DOOR SWITCH (AC shut off. Proximity type switch)	 
BS-2	Above balcony door, Bedroom	BALCONY DOOR SWITCH (AC shut off. Proximity type switch)	 
TS-1	1500 mm AFFL	AIR-CONDITIONING THERMOSTAT (Lounge)	  
TS-2	1500 mm AFFL	AIR-CONDITIONING THERMOSTAT (Bedroom)	  

ELECTRICAL LEGEND - OTHER			
Label	Location	Description	Symbols
PH-1	560 mm AFFL	LOUNGE DESK PHONE SOCKET (Under desk)	 
PH-2	Behind night stand	PHONE SOCKET (Window side of bed)	 
PH-3	Bathroom near toilet	PHONE SOCKET (Bathroom)	 
D-1	Behind TV cabinet	LOUNGE TV OUTLET (Digital Cat 6, RJ45)	 
D-2	150 mm above desk	GUEST DATA PORT #1 (Cat 6, RJ45)	 
D-3	Behind TV cabinet	BEDROOM TV OUTLET (Digital Cat 6, RJ45)	 
D-4	150 mm above night stand	BED SIDE GUEST DATA PORT #2 (Cat 6, RJ45)	 
TV-1	Behind TV cabinet	LOUNGE TV OUTLET (75 ohm Coax)	 
TV-2	Behind TV cabinet	BEDROOM TV OUTLET (75 ohm Coax)	 
SP-1	Behind TV cabinet	BATHROOM TV SPEAKER CONNECTION	 
S-1	Bathroom ceiling	BATHROOM SPEAKER	 
Vol-1	Above vanity	BATHROOM SPEAKER VOLUME CONTROL	 
ES-1	Vestible ceiling	EVACUATION SPEAKER	 
ES-2	Walk in robe ceiling	EVACUATION SPEAKER (72 db at the bed head)	 
SD-1	Center of lounge ceiling	SMOKE DETECTOR (With inbuilt audible alarm)	 
SD-2	Center of bedroom ceiling	SMOKE DETECTOR (With inbuilt audible alarm)	 
MCB	Inside wardrobe	MAIN CIRCUIT BOARD	
RCU	Inside wardrobe	ROOM CONTROL UNIT	

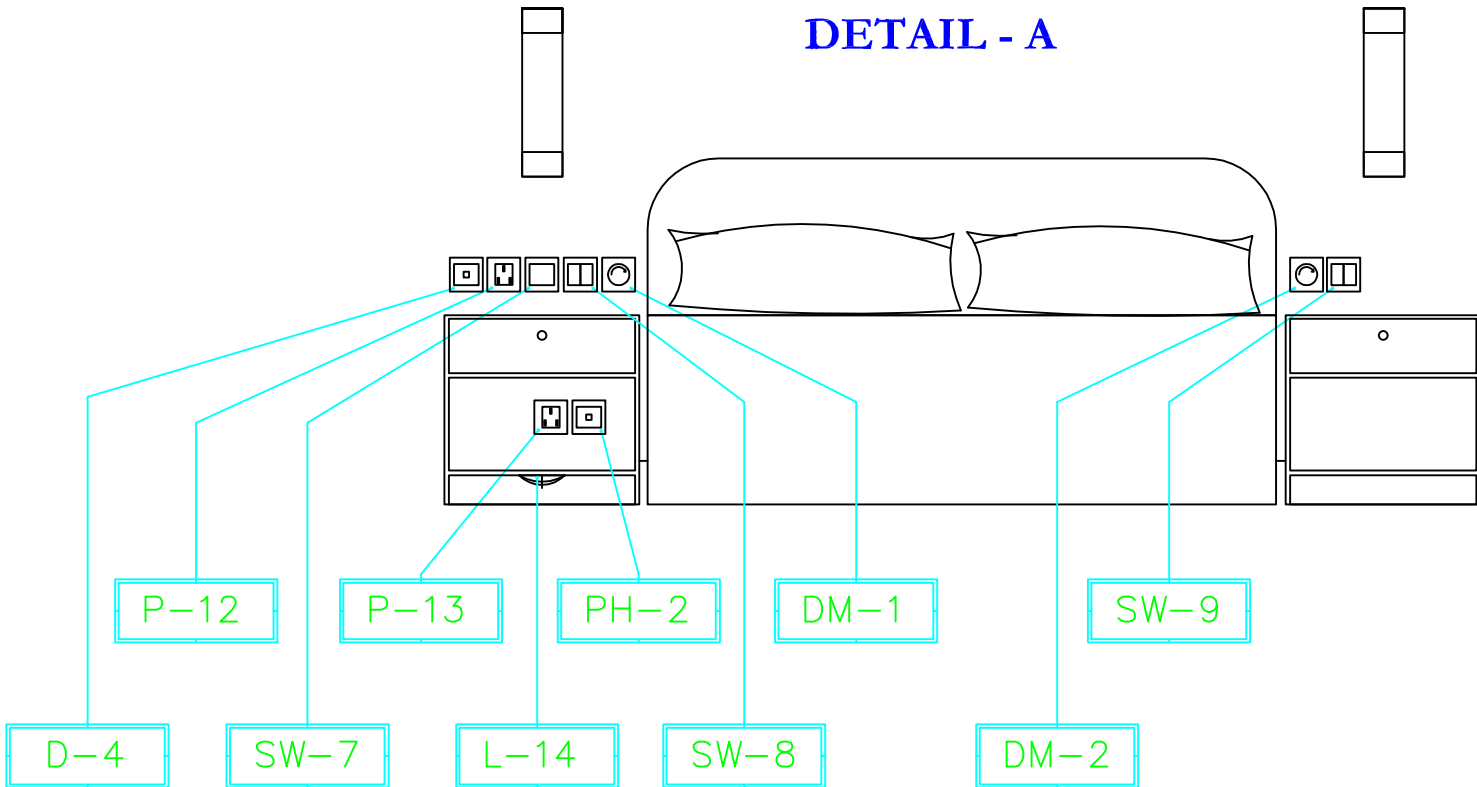
Note:

The 2 room suite is not applicable to the "Expres By Holiday Inn" brand.

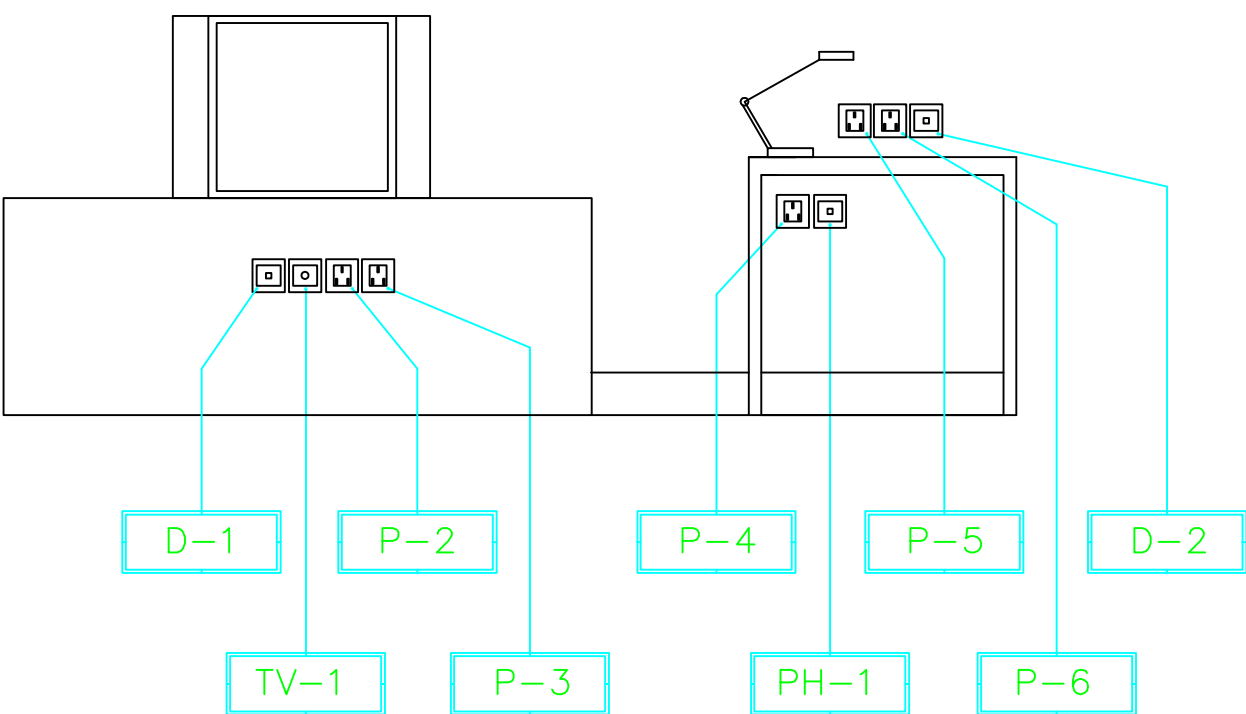
	
Guestroom Electrical Typical 2 Room Suite Legends	Drawing # C-4
Revision: 1.3	Date: Aug 2005



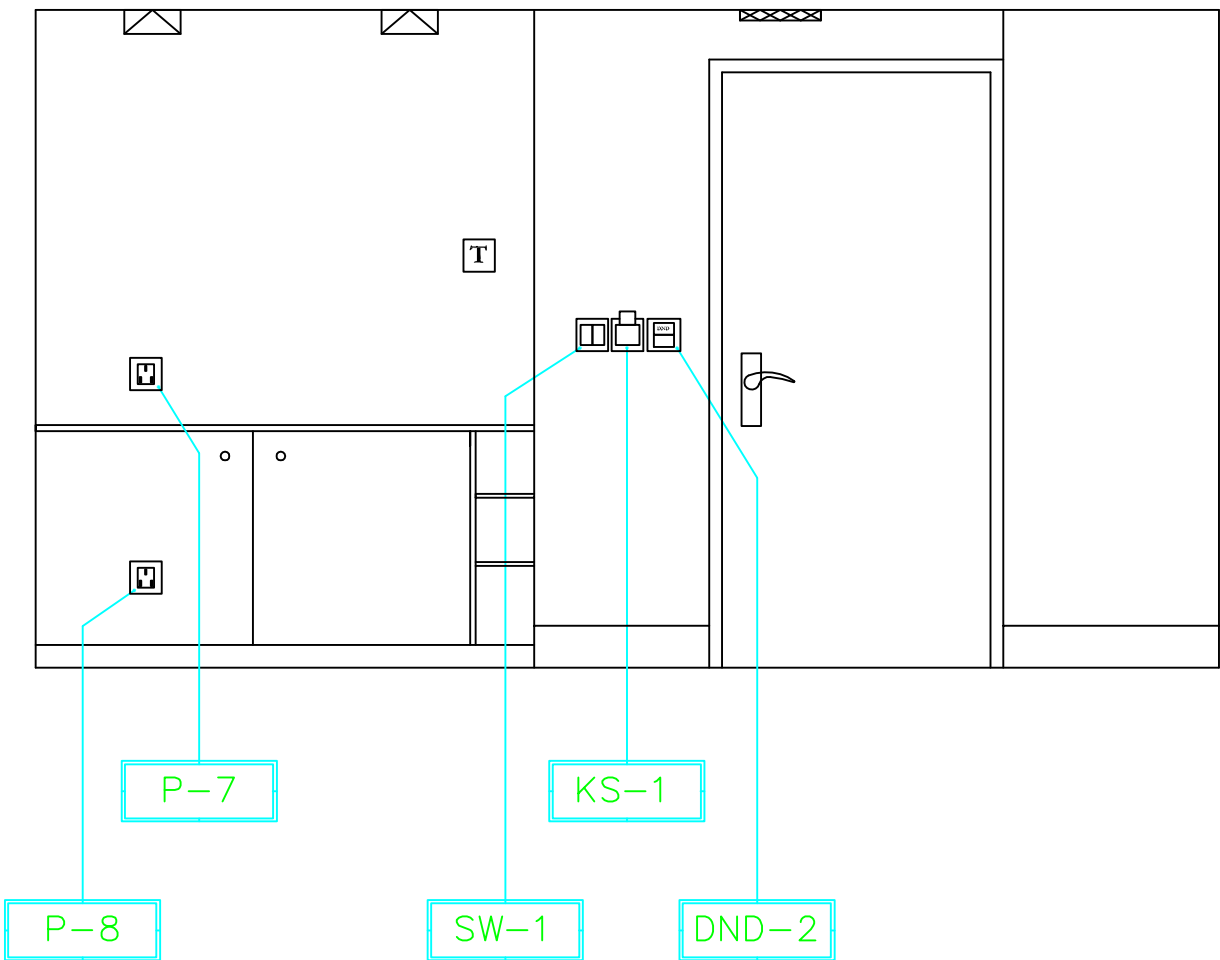
DETAIL - A



DETAIL - B



DETAIL - C



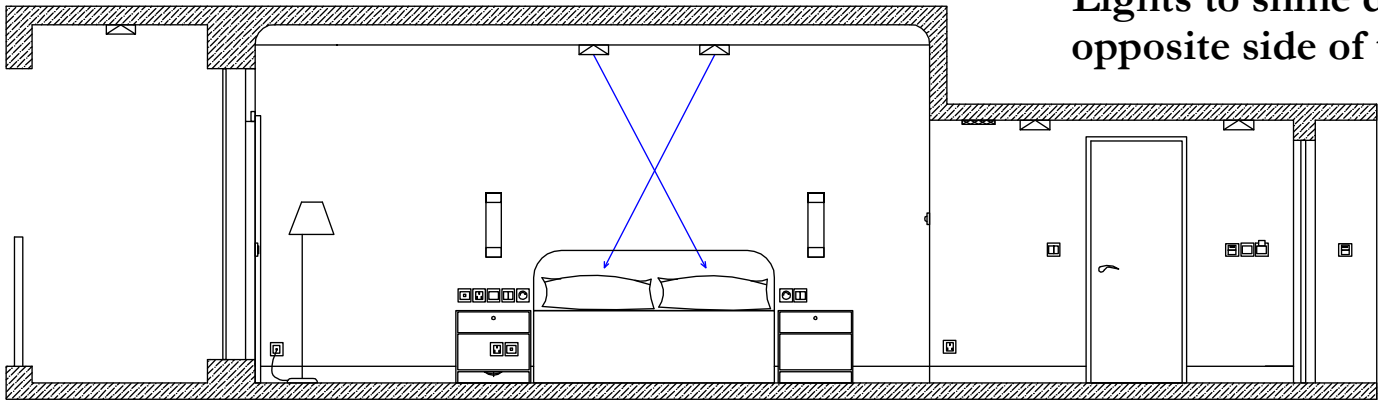
**Guestroom Electrical
Typical 2 Room Suite Detail 1**

**Drawing #
C-5**

Revision: 1.3

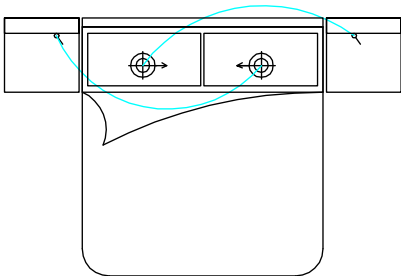
Date: Aug 2005

Elevation View of Overbed Lighting Arrangement



Lights to shine down onto the opposite side of the bed

Note: The lamp (bulb) used for the overbed light should be a Halogen type with a beam width no more than 24 degrees so the light doesn't shine onto the other person in the bed.



Plan View of Overbed Lighting Arrangement

Switches need to control the light on the opposite side of the bed.

Typical Halogen Lamp Data (Phillips)

Full product name	Halogen Dichroic 4yr 50W GU5.3 12V 24D 1BS
Rated Lamp Wattage	50W
Cap-Base	GU5.3
Voltage	12V
Beam Angle	24 Degrees
Philips Code	14619
ANSI Code	Halogen EXZ
Bulb	MR16[MR 16inch/50mm]
Bulb Finish	Clear
Burning Position	Any [Any/Universal]
Colour Rendering Index 100 [Ra8]	
Colour Temperature	3000 [K]
Lamp Life	4000 Hours



Overbed Reading Lighting,
Single Bed Arrangement

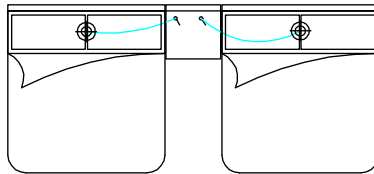
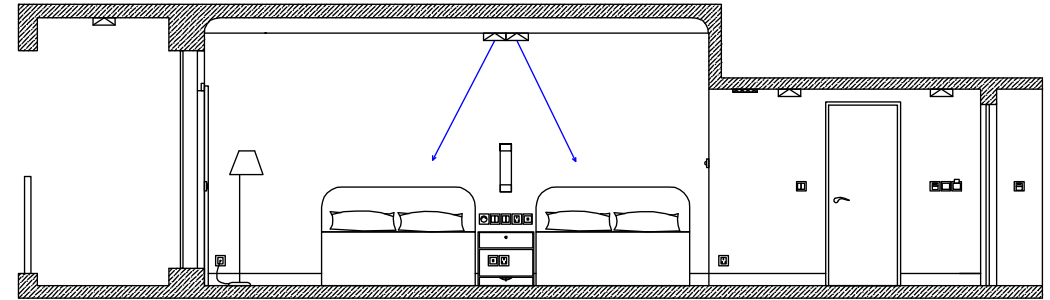
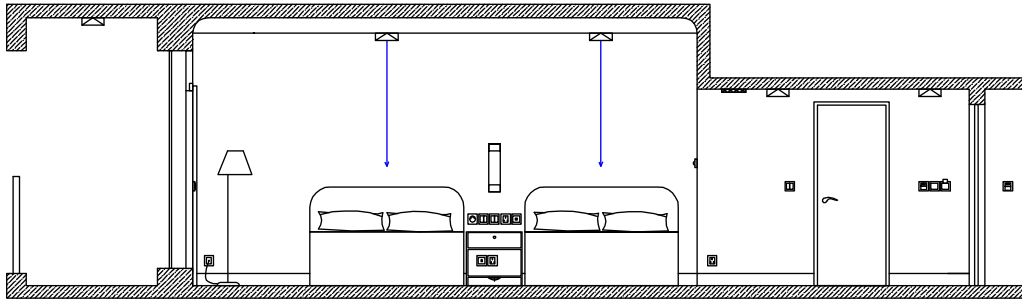
Drawing #
OBL-1

Revision: 1

Date: Dec 2005

Elevation View of Overbed Lighting Arrangement

2 Options



Plan View of Overbed Lighting Arrangement

Switching will be similar for both options

Typical Halogen Lamp Data (Phillips)

Full product name	Halogen Dichroic 4yr 50W GU5.3 12V 24D 1BS
Rated Lamp Wattage	50W
Cap-Base	GU5.3
Voltage	12V
Beam Angle	24 Degrees
Philips Code	14619
ANSI Code	Halogen EXZ
Bulb	MR16[MR 16inch/50mm]
Bulb Finish	Clear
Burning Position	Any [Any/Universal]
Colour Rendering Index 100 [Ra8]	
Colour Temperature	3000 [K]
Lamp Life	4000 Hours



Note: The lamp (bulb) used for the overbed light should be a Halogen type with a beam width no more than 24 degrees so the light doesn't shine onto the person in the other bed.



Overbed Reading Lighting,
Twin Bed Arrangement

Drawing #
OBL-2

Revision: 1

Date: Dec 2005

APPENDIX ‘B’
Master Key Schedule
附件 ‘B’
总进度

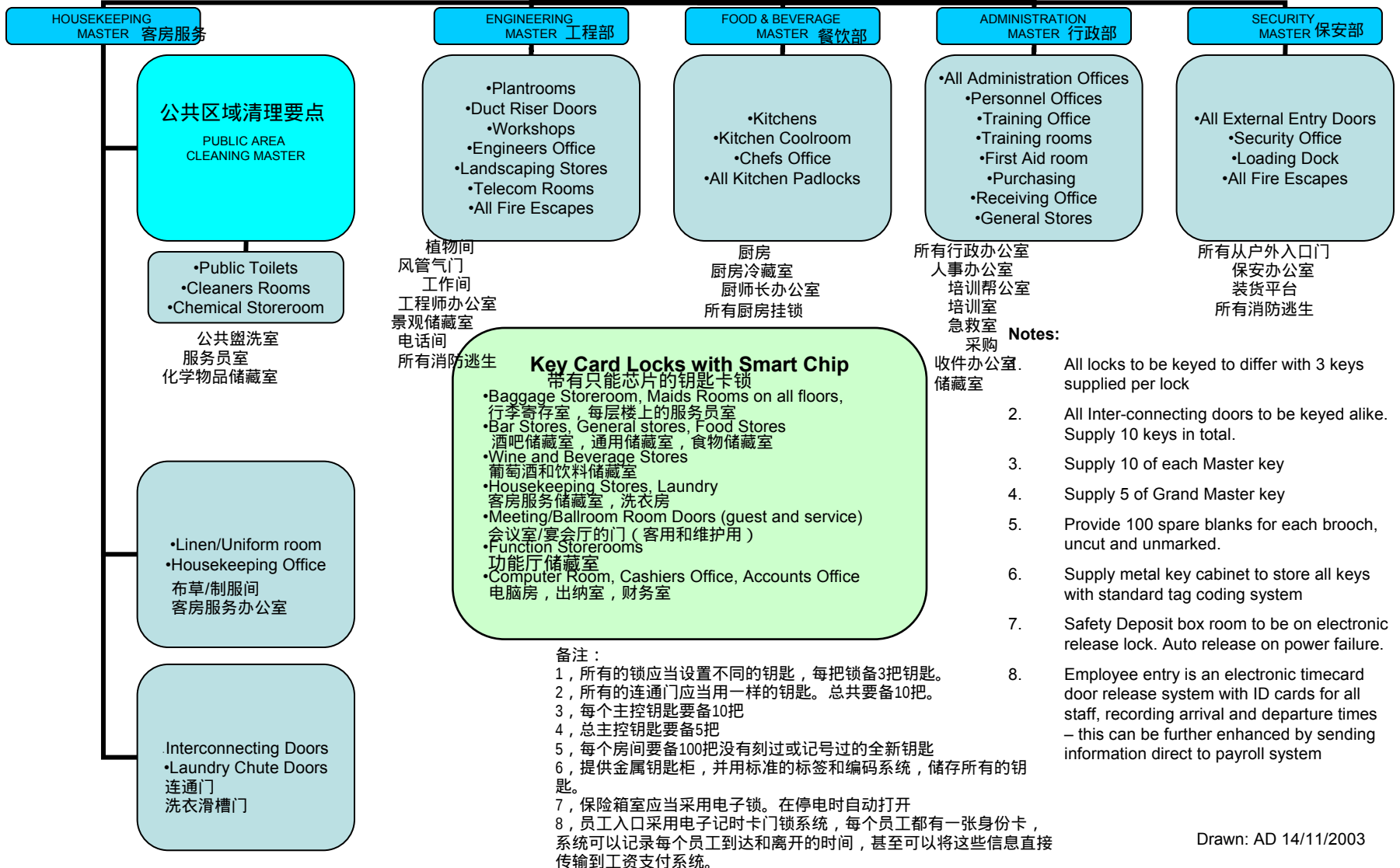
Master Key Schedule

总进度表

Project: 项目

Issue Date: 日期

GRAND MASTER 要点



Drawn: AD 14/11/2003

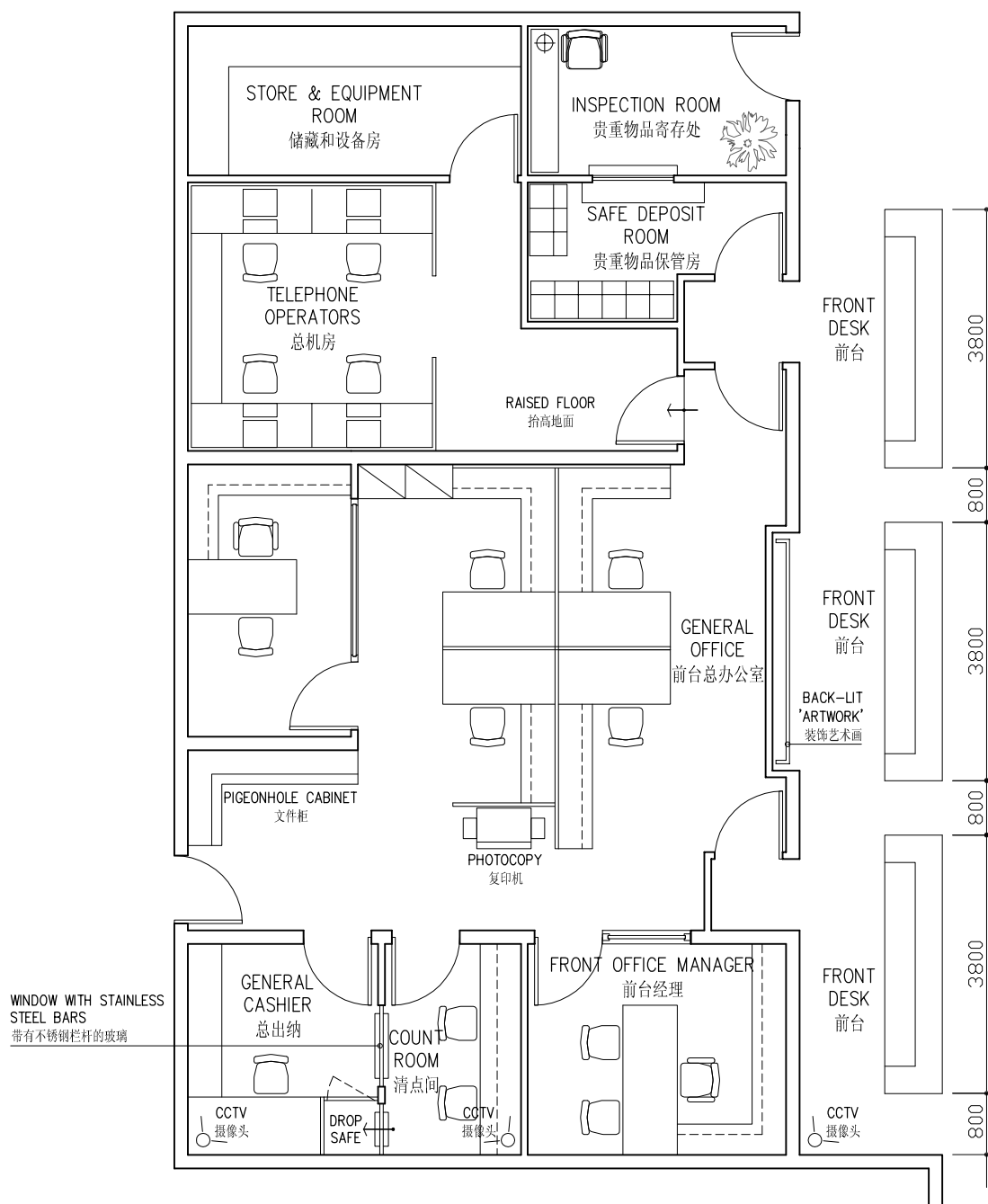
APPENDIX ‘C’
Generic Office and BOH Layouts & Finishes Boards
附件 ‘C’
办公区和后场布置及装饰

Generic Layouts 总平面布置图

BOH Generic Layouts 后场总平面布置图

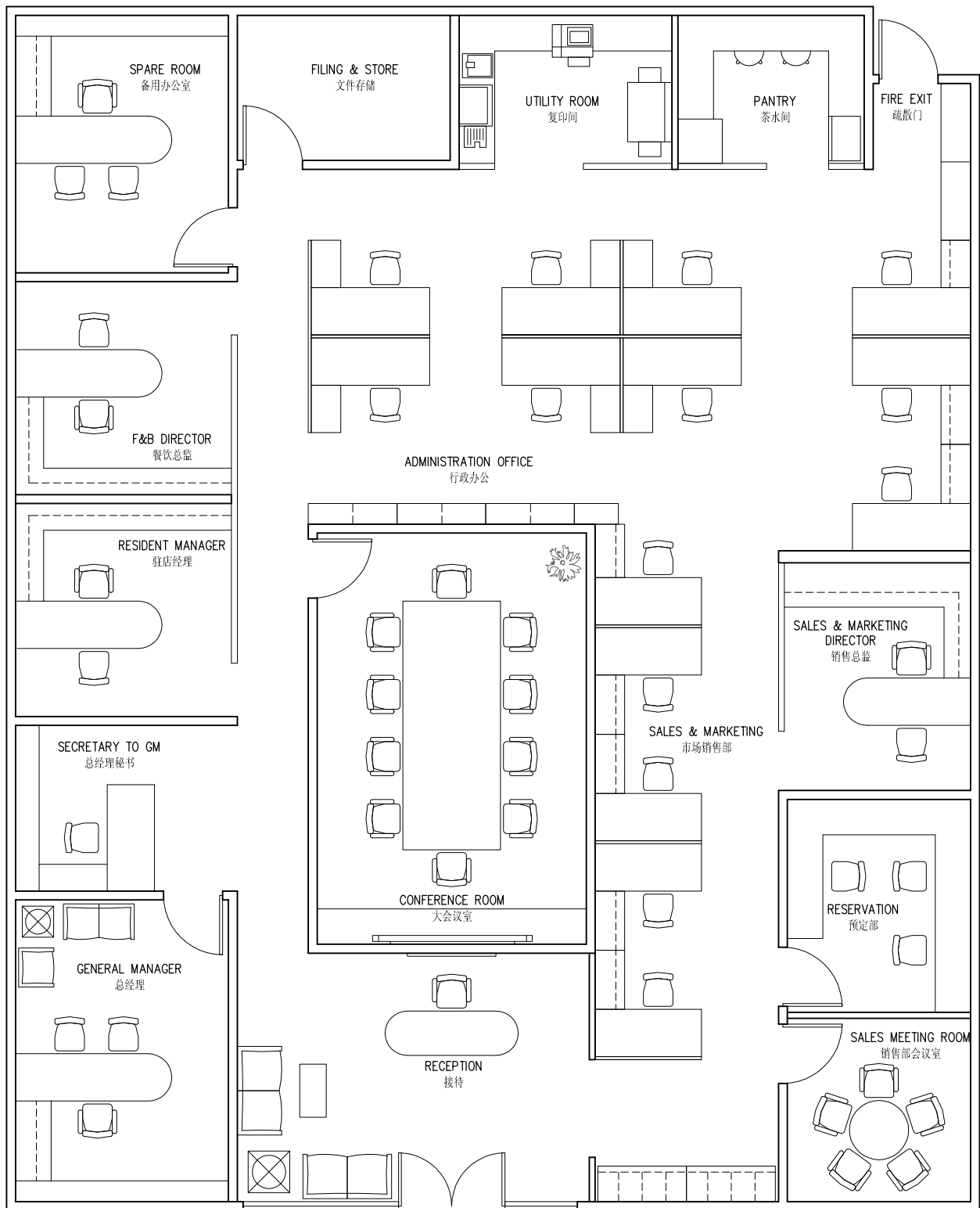
Front Office, Reception and Safe Deposit Box.....	BOH.O.101
前台办公室，接待台和保险箱	
Executive Office	BOH.O.102
行政办公室	
Accounts Office.....	BOH.O.103
财务办公室	
Loading Dock	BOH.O.104
装货平台	
Human Resources.....	BOH.O.105
人力资源部	
Housekeeping, Linen Store and Uniform Issue.....	BOH.O.106
客房服务部，布草房和制服间	
Staff Change Rooms and Lockers.....	BOH.O.107
员工更衣室和储物锁柜	
Staff Dining Room.....	BOH.O.108
员工餐厅	
IT and PABX Room.....	BOH.O.109
电脑及电话转换机房	
Engineering Department.....	BOH.O.110
工程部	
Maids Room.....	BOH.O.111
服务员房	
Maids and Butler Room (Combined)	BOH.O.112
服务员和总管室（合并）	
Resort Service Building.....	BOH.O.113
度假村服务大楼	
BOH Departmental Relationships.....	BOH.O.114
后场各部门关系	

Crowne Plaza Design Standards Manual 皇冠酒店设计标准手册



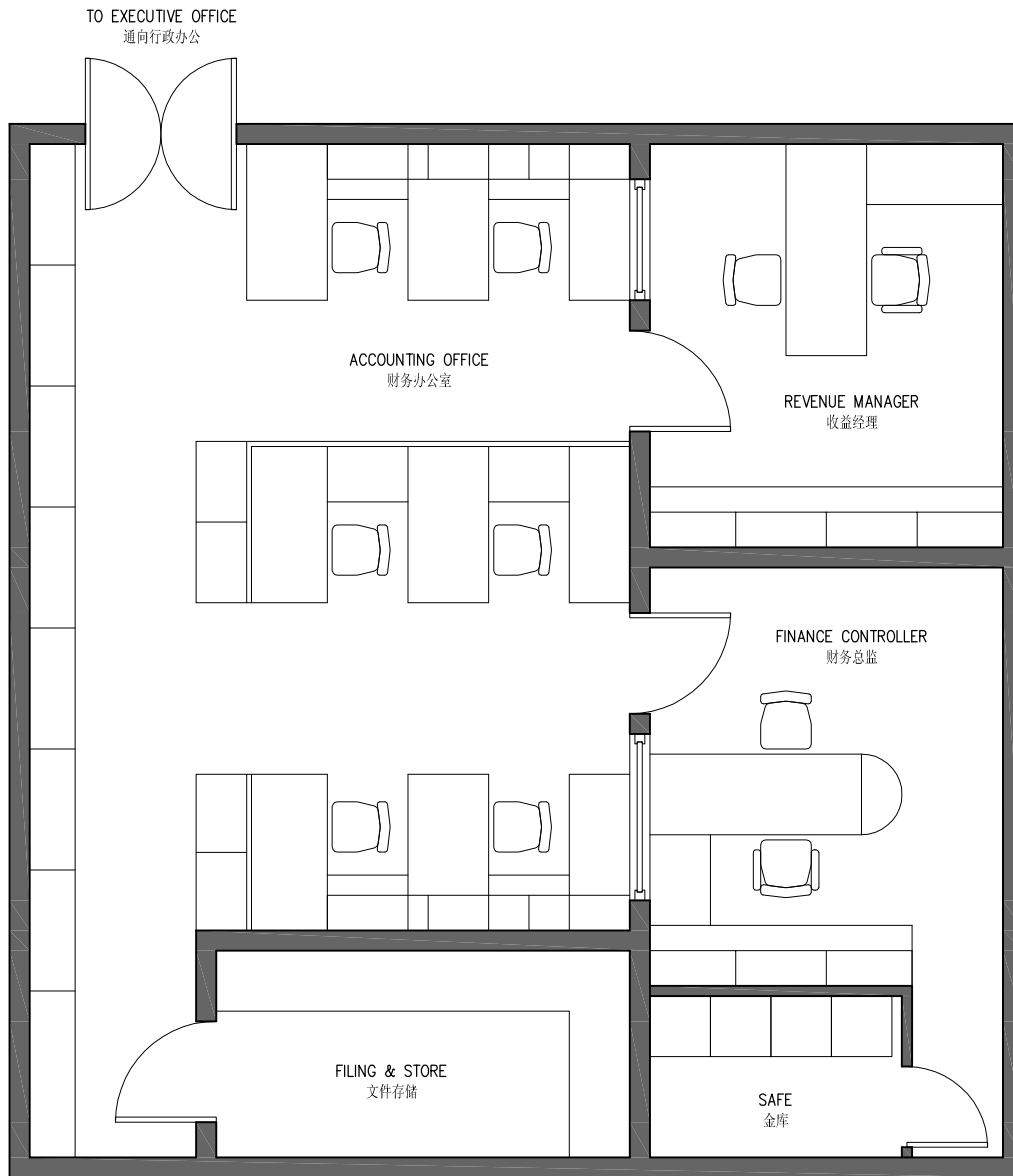
FRONT OFFICE, RECEPTION & SAFE DEPOSIT BOX ROOM
(M2 area as per facilities program)
前台办公室,接待和贵重物品存放
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: FRONT OFFICE, RECEPTION & SAFE DEPOSIT BOX ROOM 前台办公室,接待和贵重物品存放														
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table><tr><td>SCALE: N.T.S.无比例</td><td colspan="4">DATE 日期: 11 JUL 2007</td></tr><tr><td rowspan="2">DWG NO 图号: BOH.101</td><td colspan="4">ISSUE 版本: A</td></tr><tr><td>REV 修改:</td><td></td><td></td><td></td></tr></table> COPYRIGHT © 2006 BY IHG-ASIA PACIFIC ALL RIGHTS RESERVED 版权归洲际酒店集团亚太区所有	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007				DWG NO 图号: BOH.101	ISSUE 版本: A				REV 修改:			
SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007														
DWG NO 图号: BOH.101	ISSUE 版本: A														
	REV 修改:														



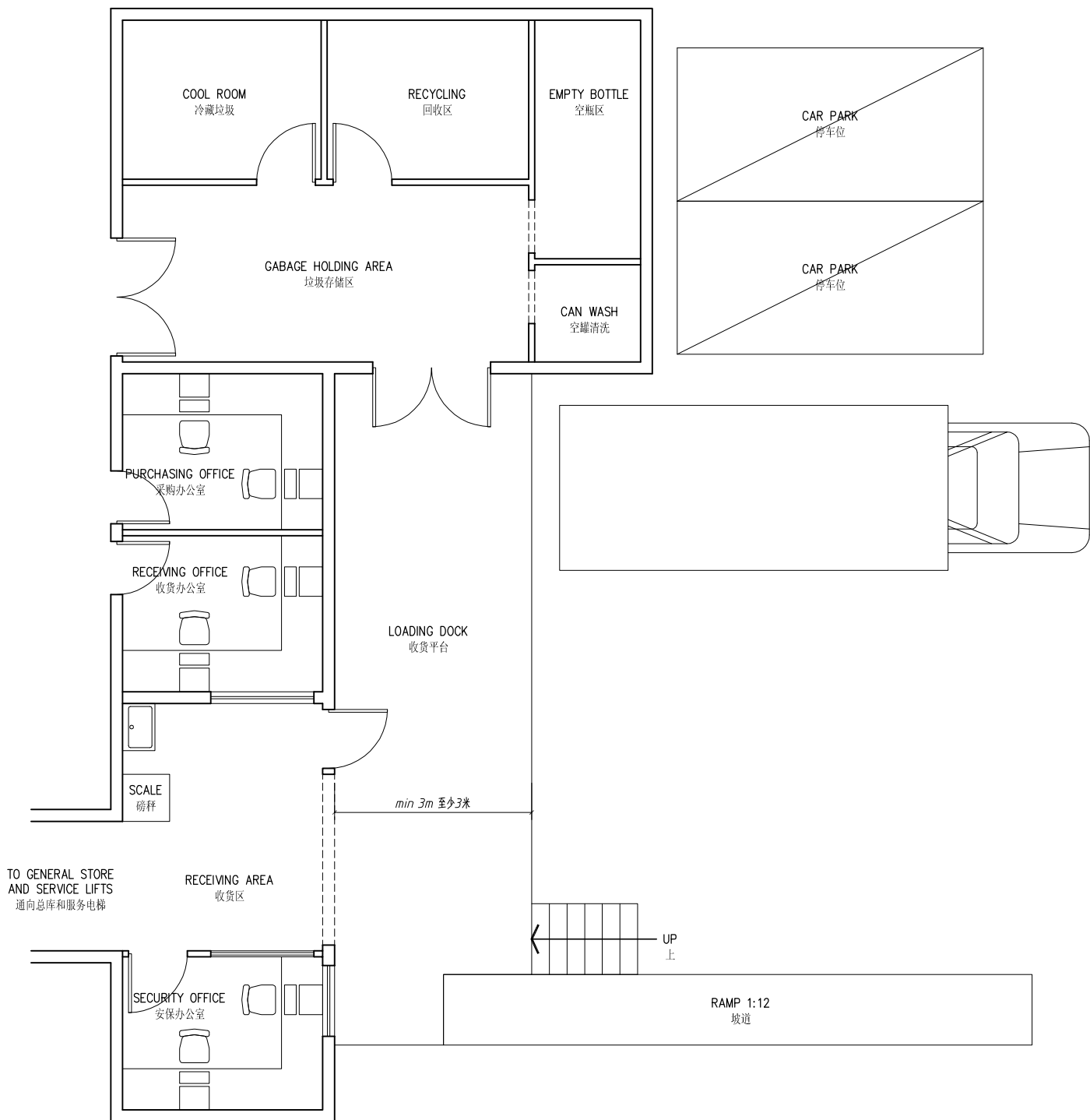
EXECUTIVE OFFICE
(M2 area as per facilities program)
行政办公室
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: EXECUTIVE OFFICE 行政办公室		
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:		
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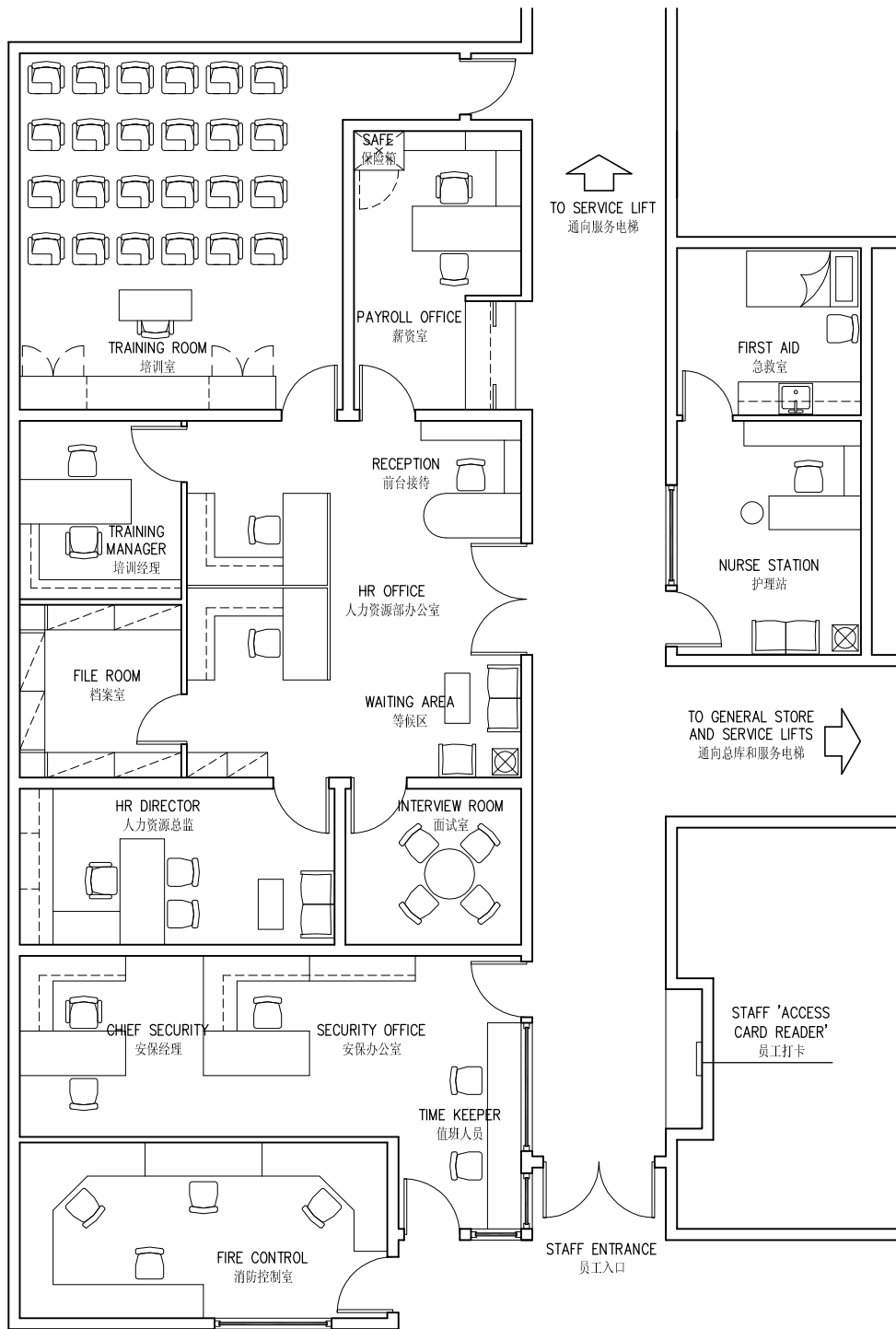
ACCOUNTING OFFICE
(M2 area as per facilities program)
财务办公室
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: ACCOUNTING OFFICE 财务办公室						
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Notwithstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table border="1"> <tr> <td>SCALE: N.T.S.无比例</td><td>DATE 日期: 11 JUL 2007</td></tr> <tr> <td>DWG NO 图号:</td><td>ISSUE 版本: A</td></tr> <tr> <td>BOH.103</td><td>REV 修改:</td></tr> </table> COPYRIGHT © 2006 BY IHG-ASIA PACIFIC ALL RIGHTS RESERVED 版权归洲际酒店集团亚太区所有	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007	DWG NO 图号:	ISSUE 版本: A	BOH.103	REV 修改:
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DWG NO 图号:	ISSUE 版本: A						
BOH.103	REV 修改:						



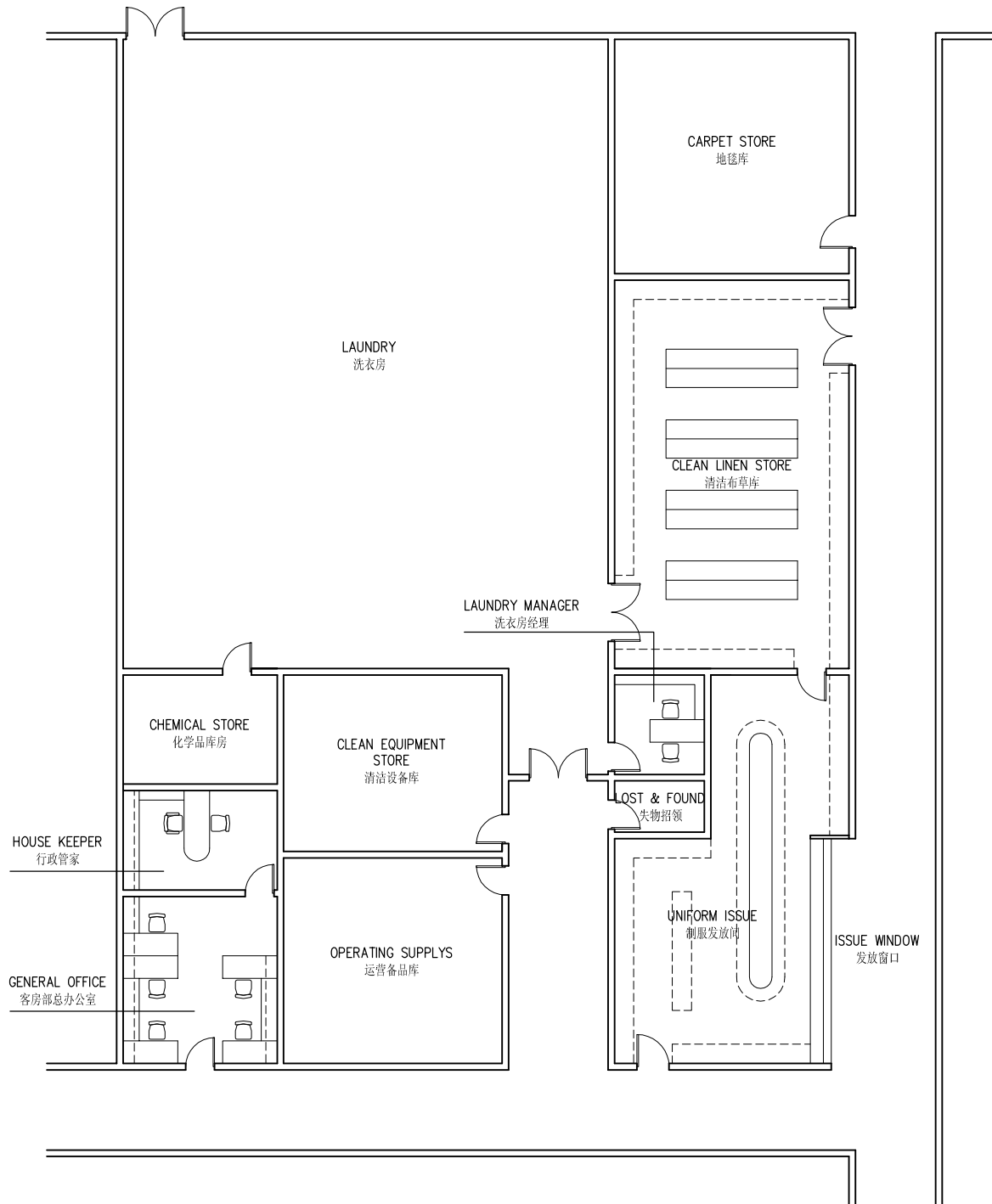
LOADING DOCK
(M2 area as per facilities program)
收货平台
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: LOADING DOCK 收货平台	
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:	
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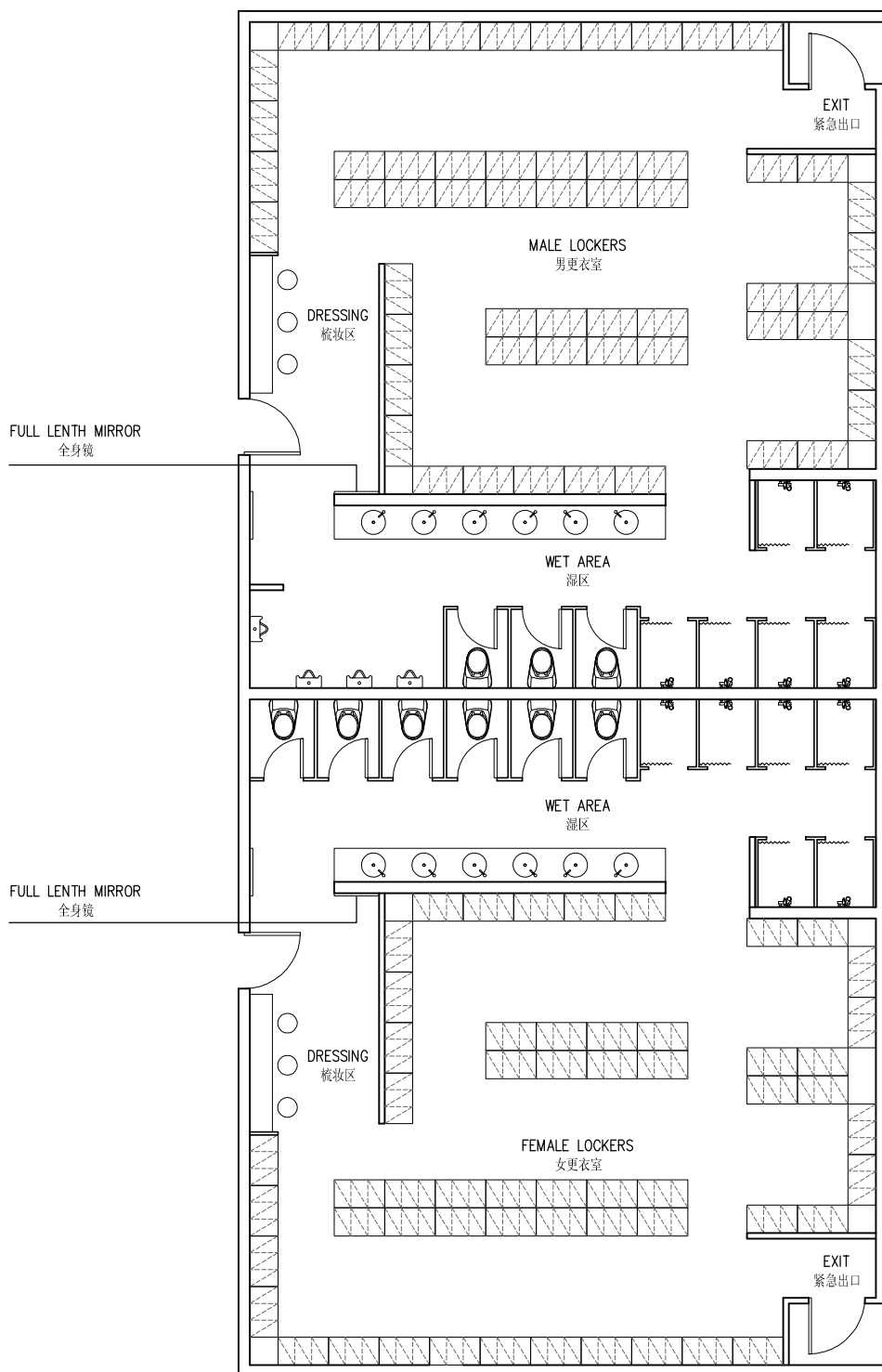
HUMAN RESOURCES OFFICE (M2 area as per facilities program) 人力资源部办公室 (面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: HUMAN RESOURCES OFFICE 人力资源部办公室						
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsible for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table border="1"> <tr> <td>SCALE: N.T.S.无比例</td><td>DATE 日期: 11 JUL 2007</td></tr> <tr> <td>DWG NO 图号:</td><td>ISSUE 版本: A</td></tr> <tr> <td>BOH.105</td><td>REV 修改:</td></tr> </table> COPYRIGHT © 2006 BY IHG-ASIA PACIFIC ALL RIGHTS RESERVED 版权归洲际酒店集团亚太区所有	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007	DWG NO 图号:	ISSUE 版本: A	BOH.105	REV 修改:
SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007						
DWG NO 图号:	ISSUE 版本: A						
BOH.105	REV 修改:						



HOUSEKEEPING, LINEN STORE & UNIFORM ISSUE
(M2 area as per facilities program)
房务部,布草间和制服发放
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: HOUSEKEEPING, LINEN STORE & UNIFORM ISSUE 房务部, 布草间和制服发放													
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table><tr><td>SCALE: N.T.S.无比例</td><td colspan="3">DATE 日期: 11 JUL 2007</td></tr><tr><td>DWG NO 图号:</td><td colspan="3">ISSUE 版本: A</td></tr><tr><td>BOH.106</td><td>REV 修改:</td><td></td><td></td></tr></table>		SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007			DWG NO 图号:	ISSUE 版本: A			BOH.106	REV 修改:		
SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007													
DWG NO 图号:	ISSUE 版本: A													
BOH.106	REV 修改:													
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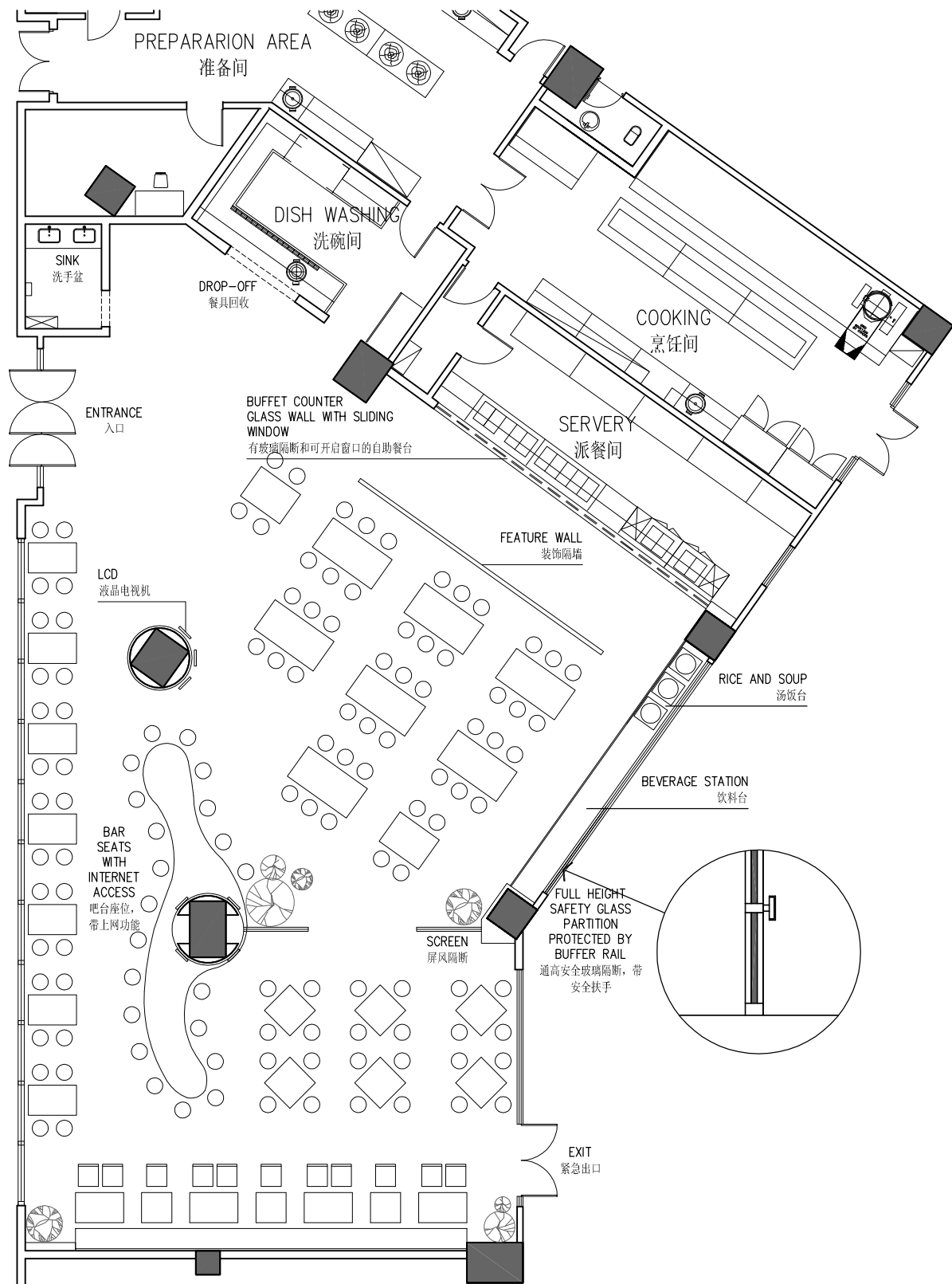
NOTE:

注:

- Lockers to be split 10% for staff management
员工总数的10%为管理层员工，有独立更衣室
- Lockers to be exactly the same finishes
管理层员工的更衣室和普通员工的装修规格一样
- Showers and toilets provided in each, all finishes to be exactly the same
管理层员工更衣室内，也同样提供淋浴房和厕所，装修规格与普通员工一样
- Split between male and female is 55% and 50% female management
普通女员工占总普通员工总数的55%，管理层女员工占总管理层员工总数的50%。

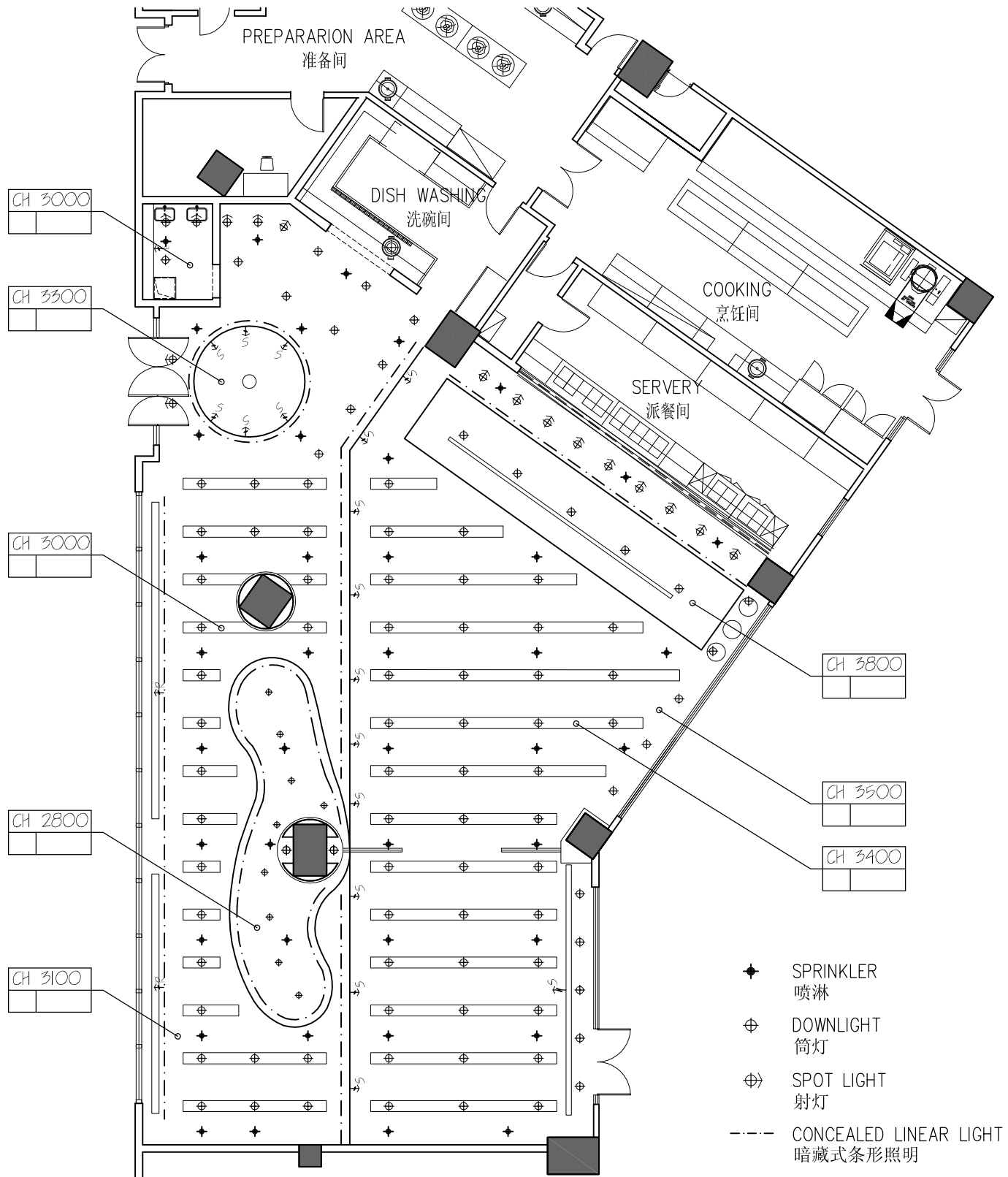
STAFF CHANGE ROOMS & LOCKERS (M2 area as per facilities program) 员工更衣室 (面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: STAFF CHANGE ROOMS & LOCKERS 员工更衣室						
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:						
	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007					
	DWG NO 图号: BOH.107	ISSUE 版本: A REV 修改: <table><tr><td></td><td></td><td></td><td></td></tr></table>					
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STAFF DINING ROOM
(M2 area as per facilities program)
员工餐厅
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE: STAFF DINING ROOM - GENERIC LAYOUT 员工餐厅 - 平面图	
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS:	
	SCALE: N.T.S.	DATE: 11 JUL 2007
	DWG NO :	ISSUE: A
	BOH.108.1	REV:
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STAFF DINING ROOM (M2 area as per facilities program)

员工餐厅
(面积参见设施面积方案)



InterContinental Hotels Group

GENERAL NOTES:

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DRAWING TITLE:

STAFF DINING ROOM - RCP
员工餐厅 - 天花布置图

ADDITIONAL COMMENTS:

SCALE: N.T.S.

DATE: 11 JUL 2007

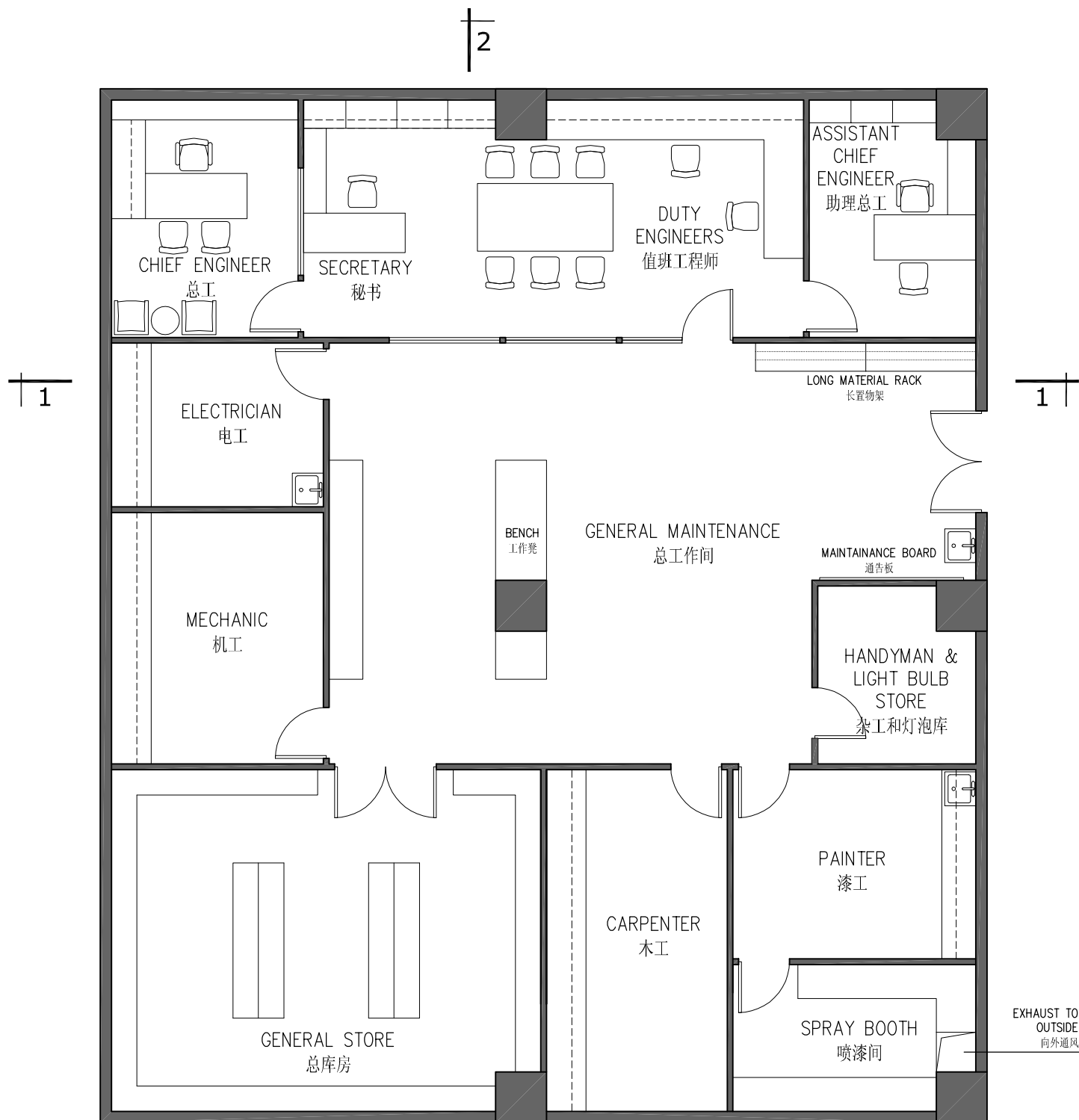
DWG No :

BOH.108.2

ISSUE: A

REV:

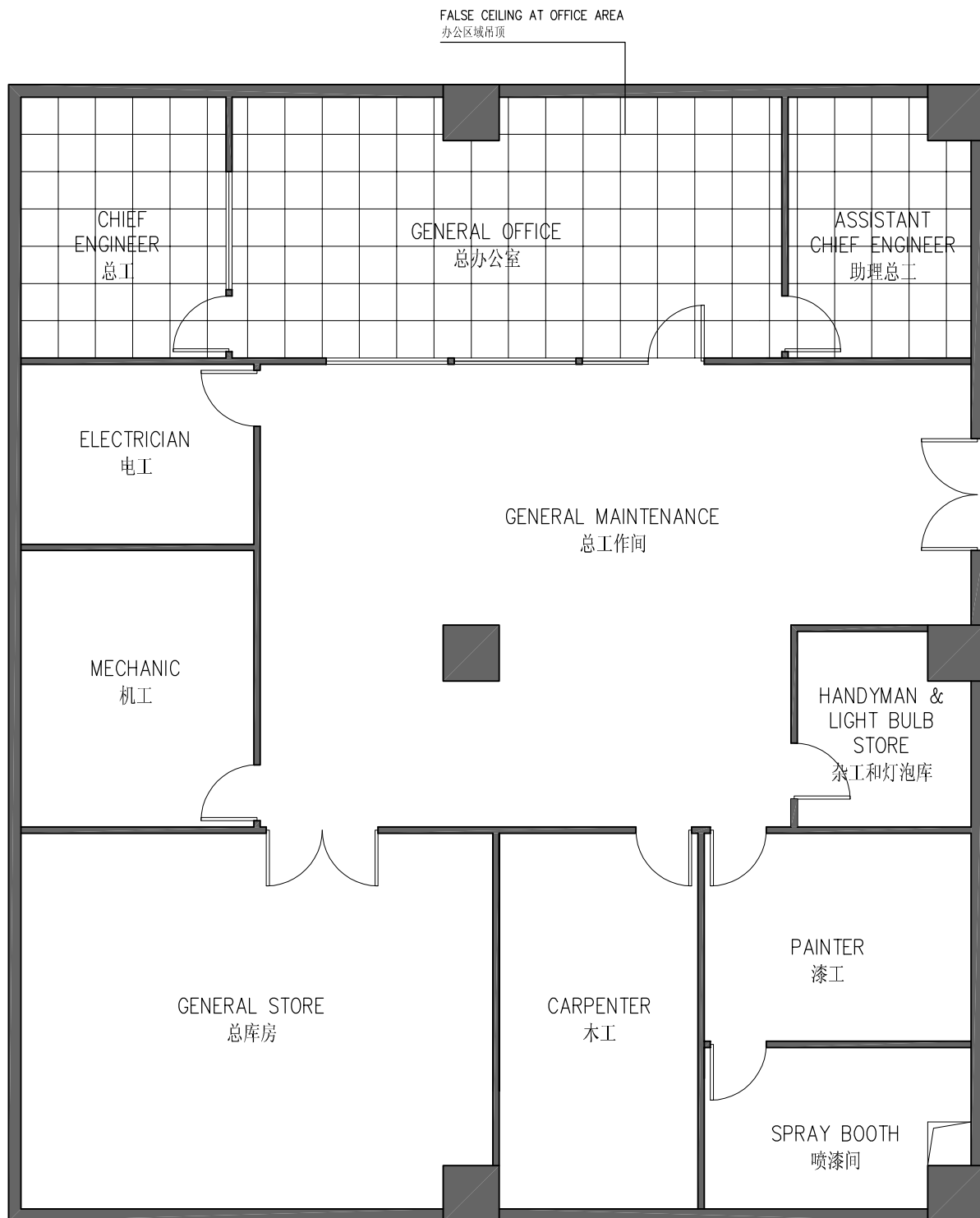
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ENGINEERING DEPARTMENT
(M2 area as per facilities program)
工程部
(面积参见设施面积方案)

NOTE: SECOND MEANS OF
ESCAPE NEEDED IN AREAS
LARGER THAN 75 SQM
注: 面积超过60平方米须设第二个
逃生出口

	DRAWING TITLE 图名: ENGINEERING DEPARTMENT 工程部
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:
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ISSUE 版本: A	REV 修改:
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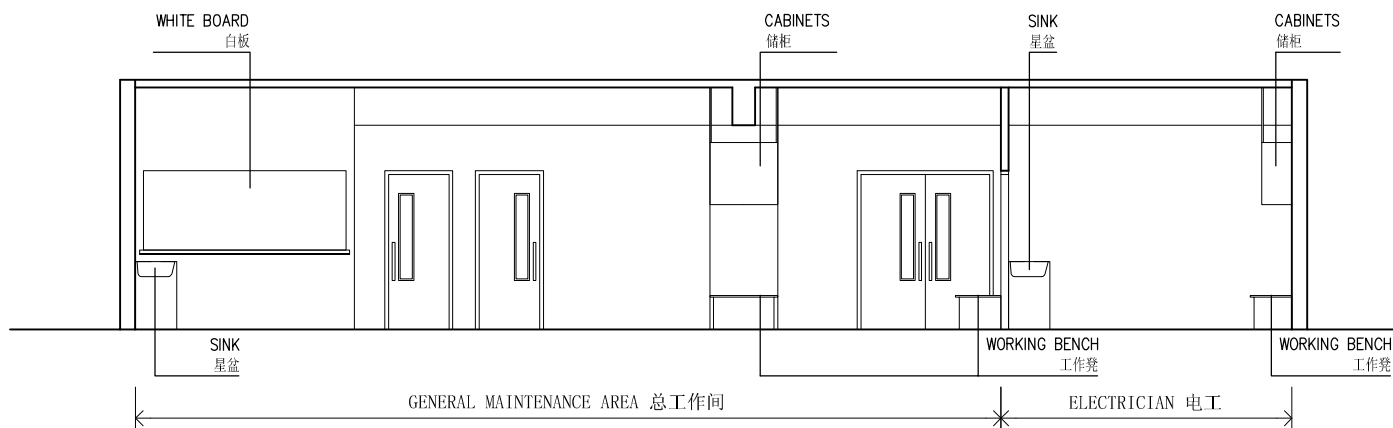


NOTE 注:

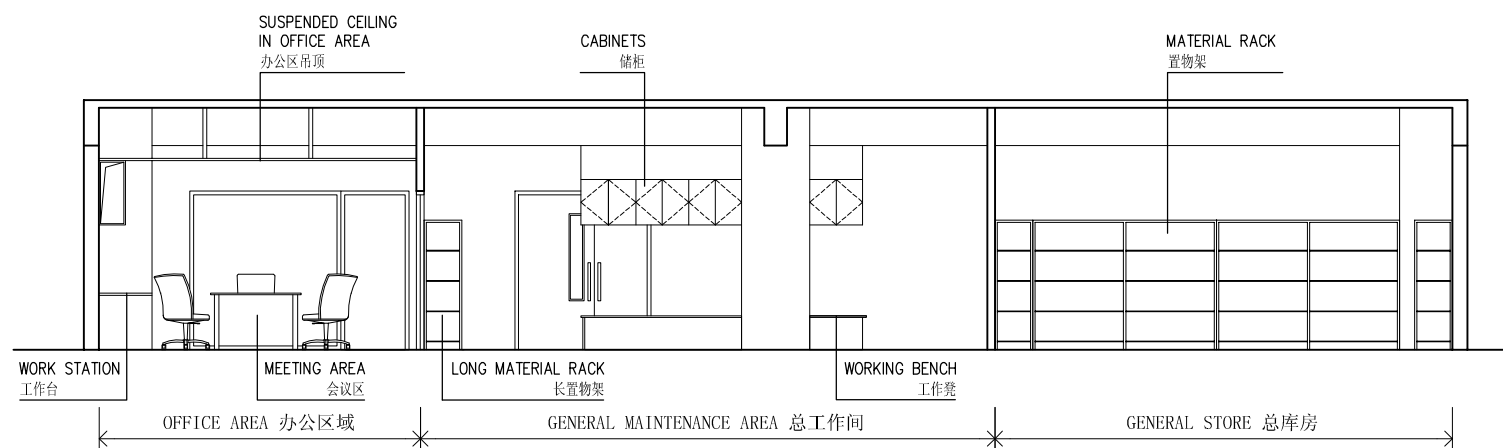
- FLUORESCENT LIGHT FITTING 荧光灯照明
- ARMSTRONG CEILING PANEL (600X600 / 600X1200) 吊顶板600x600/600x1200
- FIRE SPRINKLER AND SMOKING DETECTORS 安装喷淋和烟感

ENGINEERING DEPARTMENT Reflected Ceiling Plan 工程部天花图

IHG InterContinental Hotels Group	DRAWING TITLE 图名: ENGINEERING DEPARTMENT RCP 工程部天花图
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:
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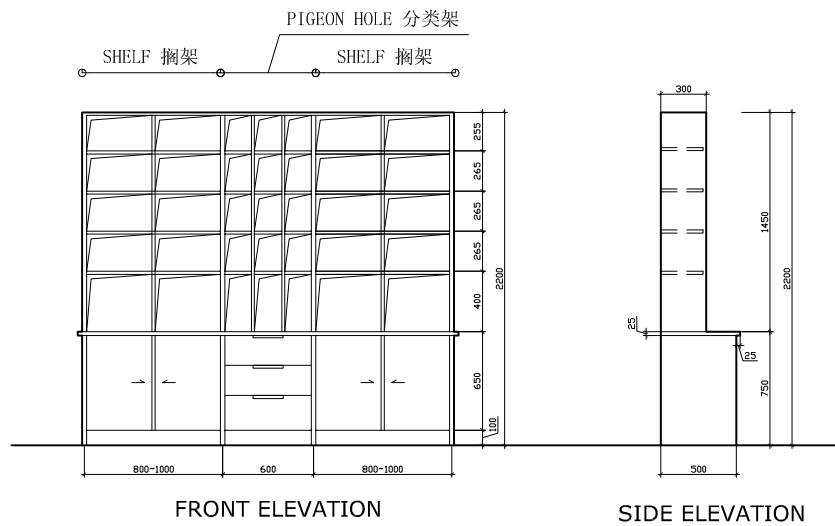
1-1 SECTION 剖面



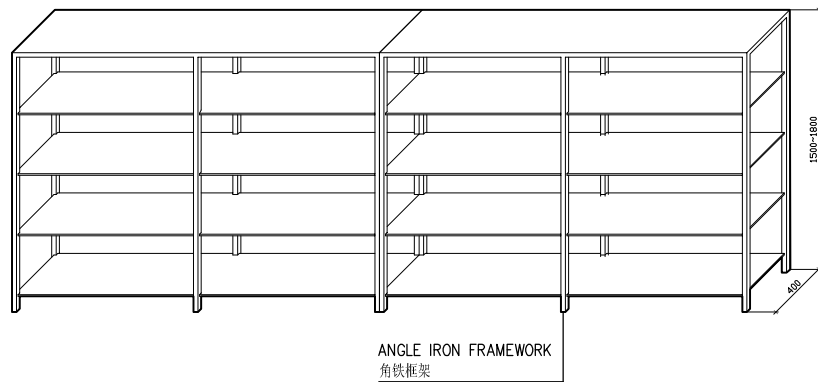
2-2 SECTION 剖面

ENGINEERING DEPARTMENT Sections 工程部剖面

IHG InterContinental Hotels Group	DRAWING TITLE 图名: ENGINEERING DEPARMENT SECTIONS 工程部剖面				
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:				
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OFFICE COMBINATION CABINET 办公室组合柜



MATERIAL RACK (IN WORKSHOP) 置物架 (工作间)

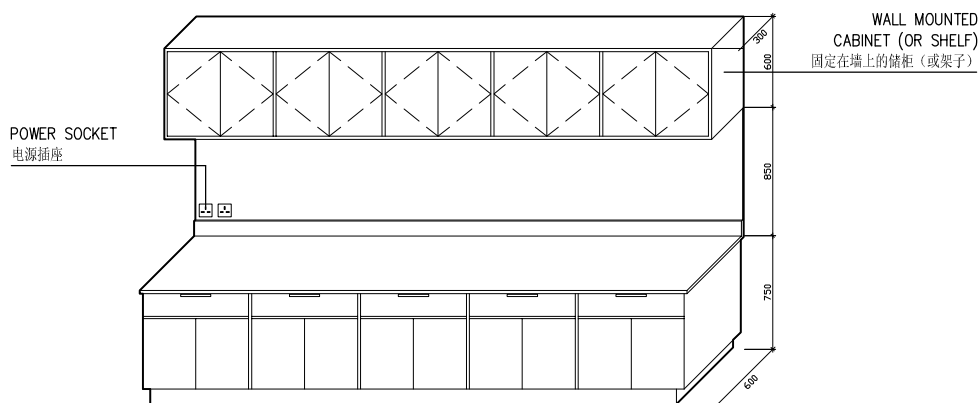
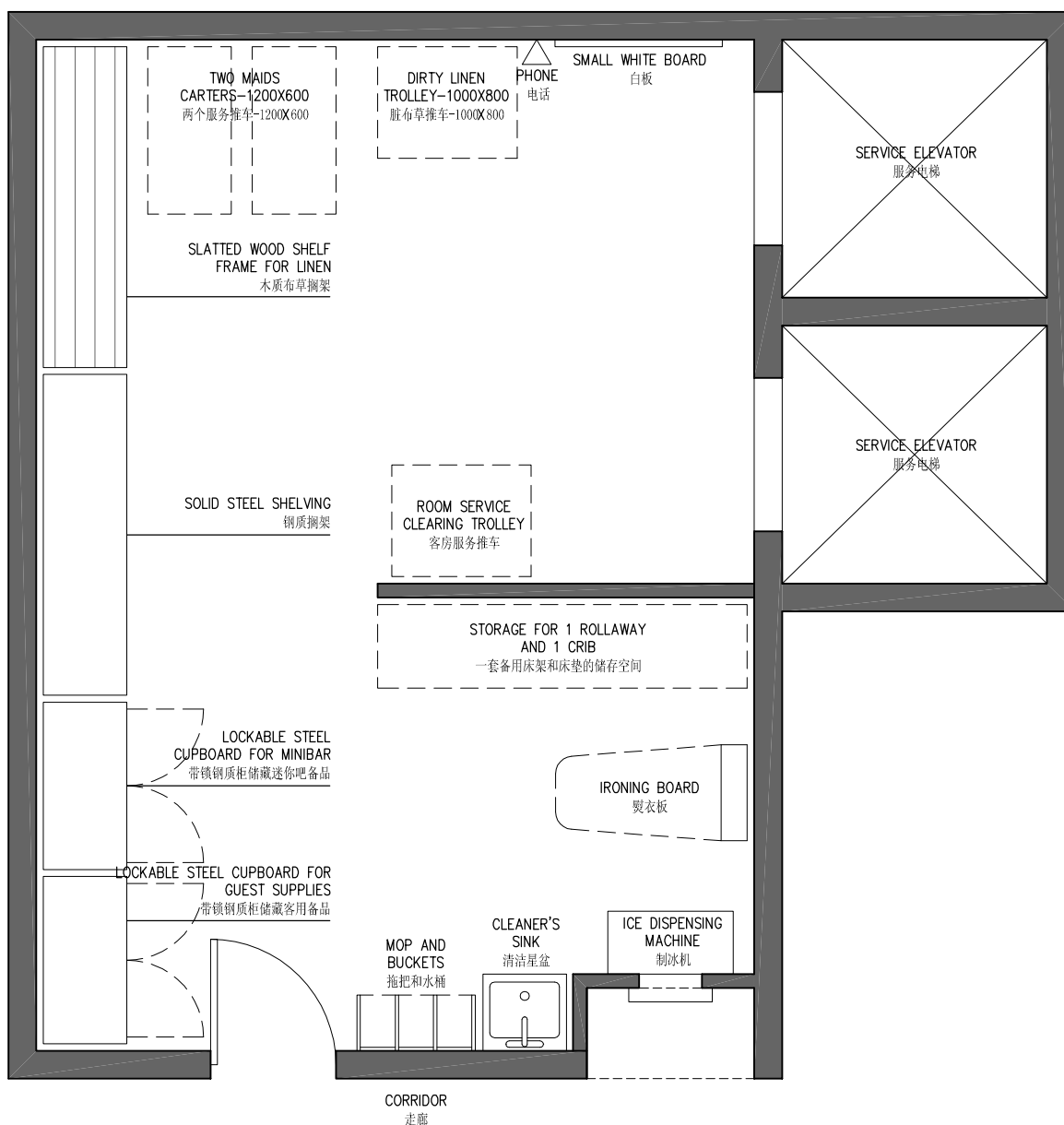


TABLE TOP CABINET (IN WORKSHOP) 带台面的储物柜 (工作间)

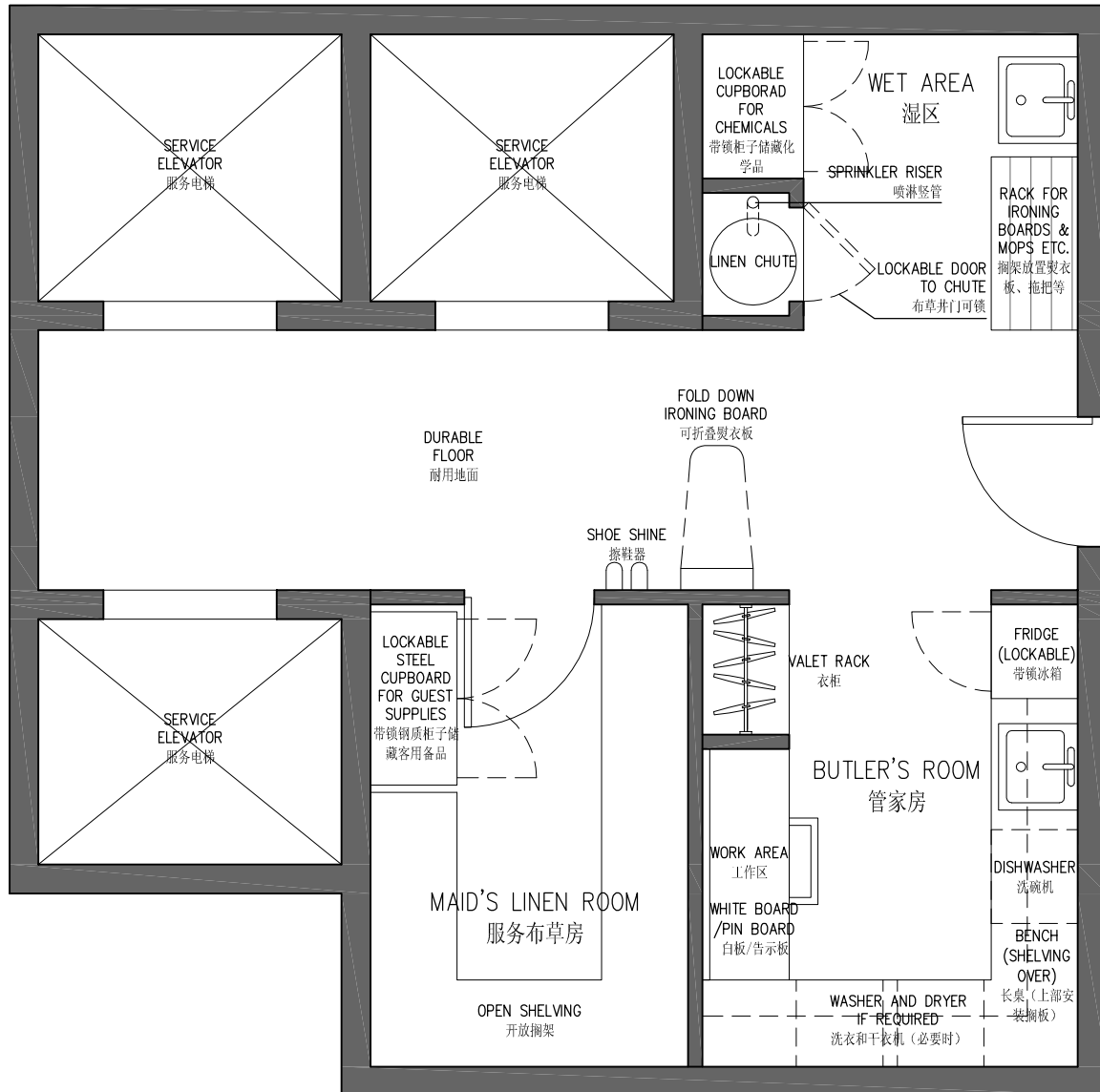
ENGINEERING DEPARTMENT Furnitures 工程部移动家具

IHG InterContinental Hotels Group	DRAWING TITLE 图名: ENGINEERING DEPARTMENT FURNITURES 工程部移动家具										
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table><tr><td>SCALE: N.T.S.无比例</td><td>DATE 日期: 11 JUL 2007</td></tr><tr><td>DWG NO 图号: BOH.110.4</td><td>ISSUE 版本: A</td></tr><tr><td></td><td>REV 修改: <table><tr><td></td><td></td><td></td><td></td></tr></table></td></tr></table>	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007	DWG NO 图号: BOH.110.4	ISSUE 版本: A		REV 修改: <table><tr><td></td><td></td><td></td><td></td></tr></table>				
SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007										
DWG NO 图号: BOH.110.4	ISSUE 版本: A										
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MAIDS ROOM
(M2 area as per facilities program)
服务间
(面积参见设施面积方案)

InterContinental Hotels Group	DRAWING TITLE 图名: MAIDS ROOM 服务间														
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table><tr><td>SCALE: N.T.S.无比例</td><td colspan="4">DATE 日期: 11 JUL 2007</td></tr><tr><td rowspan="2">DWG NO 图号: BOH.III</td><td colspan="4">ISSUE 版本: A</td></tr><tr><td>REV 修改:</td><td></td><td></td><td></td></tr></table> COPYRIGHT © 2006 BY IHG-ASIA PACIFIC ALL RIGHTS RESERVED 版权归洲际酒店集团亚太区所有	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007				DWG NO 图号: BOH.III	ISSUE 版本: A				REV 修改:			
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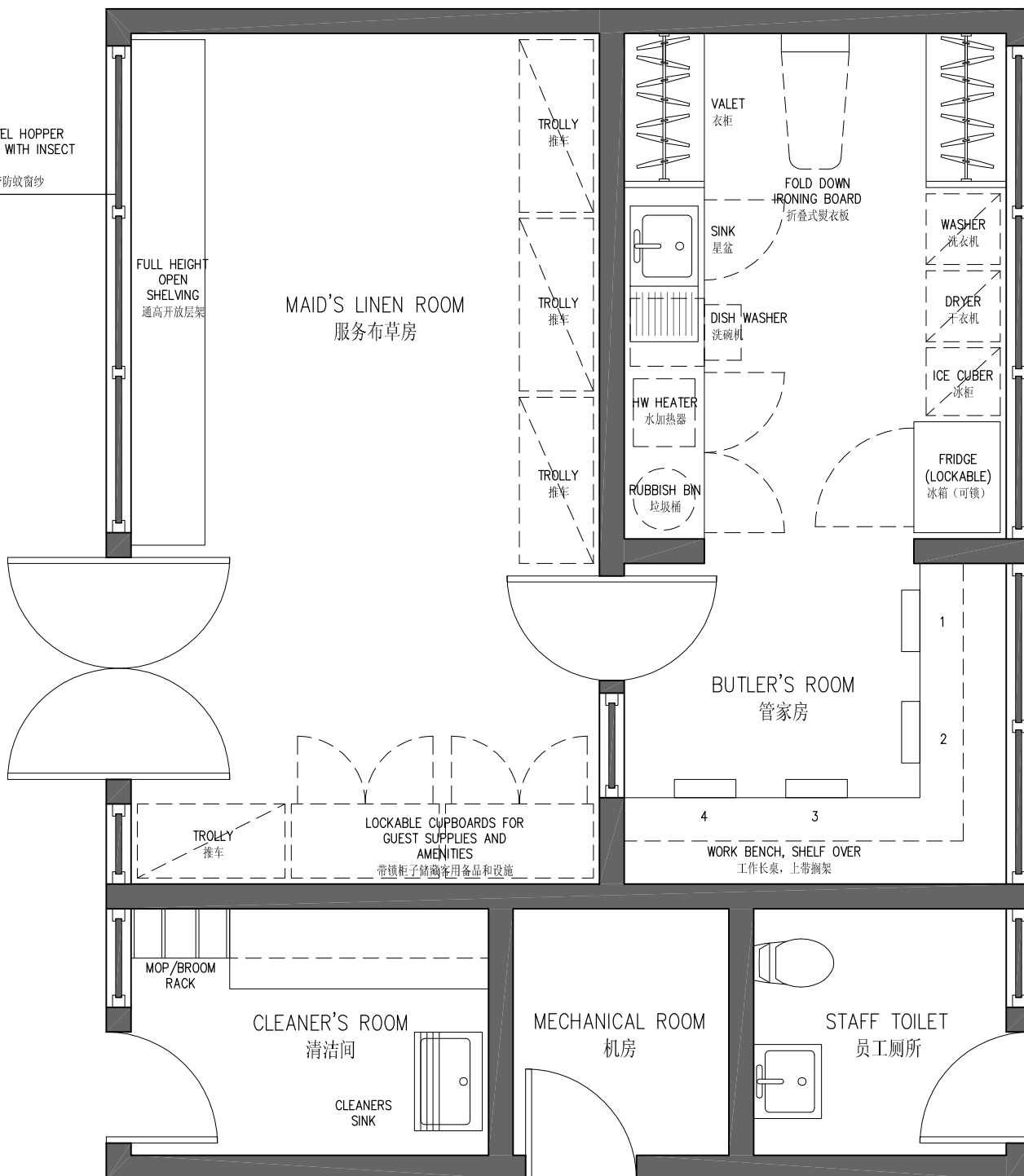


NOTE: SHOULD BE AIR CONDITIONED
注:须有空调

MAIDS & BUTLER ROOM (COMBINED) (M2 area as per facilities program) 服务和管家间（合用） (面积参见设施面积方案)

InterContinental Hotels Group	DRAWING TITLE 图名: MAIDS & BUTLER ROOM (COMBINED) 服务和管家间（合用）										
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明:										
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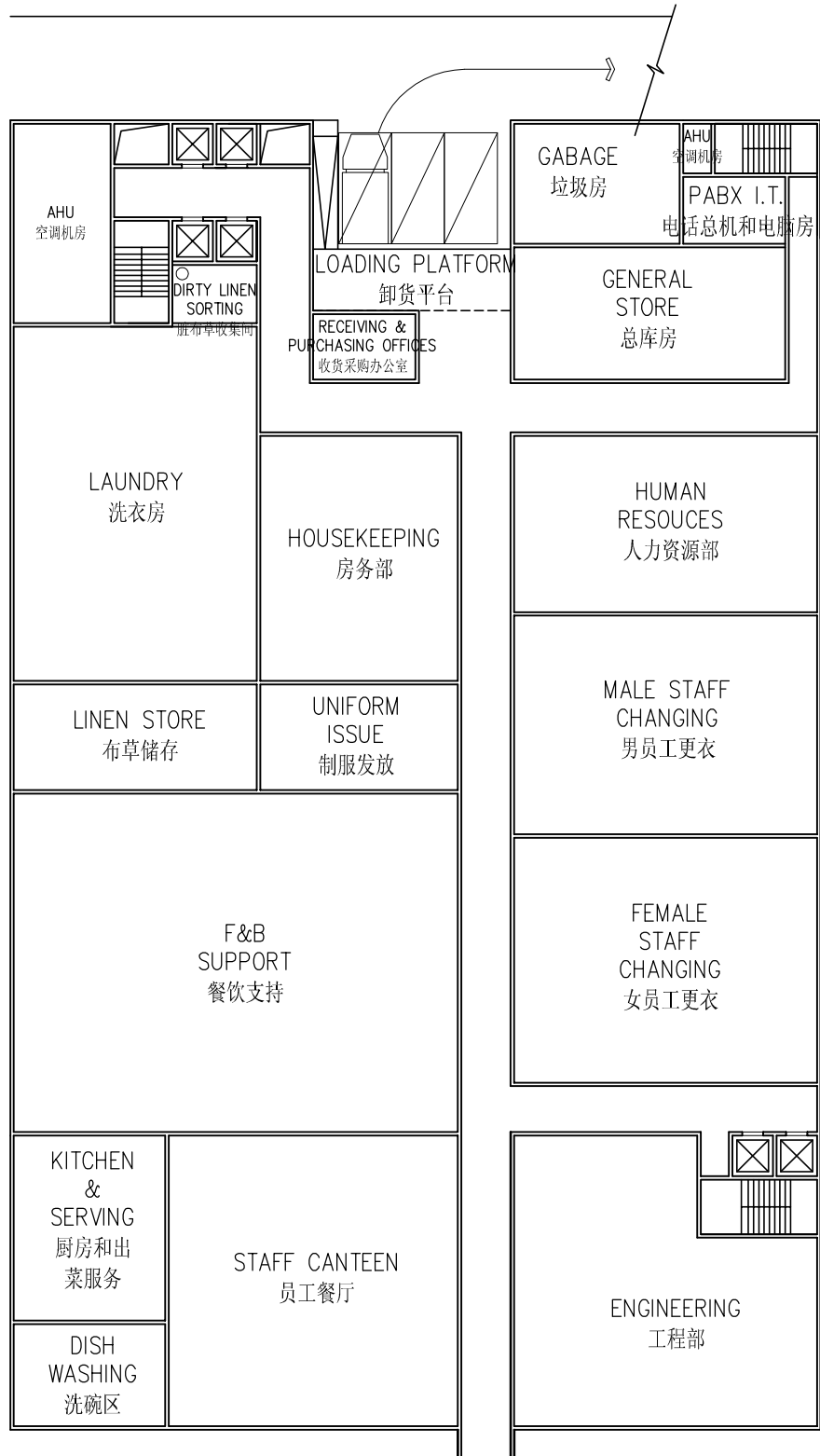
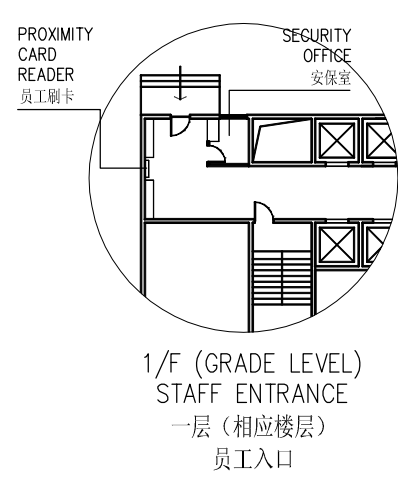
HIGH LEVEL HOPPER
WINDOWS WITH INSECT
SCREENS
高上旋窗带防蚊窗纱



RESORT SERVICE BUILDING FOR VILLA ARRANGEMENT (M2 area as per facilities program)

度假村别墅服务间
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: RESORT SERVICE BUILDING FOR VILLA ARRANGEMENT 度假村别墅服务间												
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	ADDITIONAL COMMENTS 附加说明: <table><tr><td>SCALE: N.T.S.无比例</td><td colspan="3">DATE 日期: 11 JUL 2007</td></tr><tr><td rowspan="2">DWG NO 图号: BOH.113</td><td colspan="3">ISSUE 版本: A</td></tr><tr><td>REV 修改:</td><td></td><td></td></tr></table> COPYRIGHT © 2006 BY IHG-ASIA PACIFIC ALL RIGHTS RESERVED 版权归洲际酒店集团亚太区所有		SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007			DWG NO 图号: BOH.113	ISSUE 版本: A			REV 修改:		
SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007												
DWG NO 图号: BOH.113	ISSUE 版本: A												
	REV 修改:												



NOTE: AREA SHOWN ARE
INDICATIVE ONLY
注:所示面积仅为示意性的

BOH DEPARTMENT RELATIONSHIPS
(M2 area as per facilities program)
后场各部分关系示意
(面积参见设施面积方案)

 InterContinental Hotels Group	DRAWING TITLE 图名: BOH DEPARTMENT RELATIONSHIPS 后场各部分关系示意				
	ADDITIONAL COMMENTS 附加说明:				
GENERAL NOTES: This layout shown is intended to convey the general arrangement and spacial relationship of the facilities required; and shall not be construed as final and all inclusive. Not withstanding any omission and/or inadequacy thereof, the designer shall be responsibel for the detailed planning and design engineering including all measures necessary to guarantee full compliance to the IHG design intent, specifications, performance criteria, and where applicable, to all local codes and standards.	SCALE: N.T.S.无比例	DATE 日期: 11 JUL 2007			
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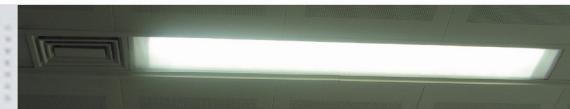
Ceiling Paint
天花涂料

Wall Paint (Accent colour 1)
墙体涂料（点缀色 1）

Wall Paint (Accent Colour 2)
墙体涂料（点缀色 2）

Wall Paint (General Painted Area)
Gloss Finish & Washable
墙体涂料（总体色）
上光饰面并且易于清洗

Ceiling Accoustic Tile
in Suspended Grid
吸声板吊顶天花



Recessed Ceiling Light
嵌入式顶灯



Work-Stations
工作台

Wood Panel 1
木板 1

Wood Panel 2
木板 2

Glazed Partition:
Safety Glass (Clear)
玻璃隔断：
安全玻璃（透明）

Glazed Partition:
Safety Glass (translucent)
玻璃隔断：
安全玻璃（半透明）

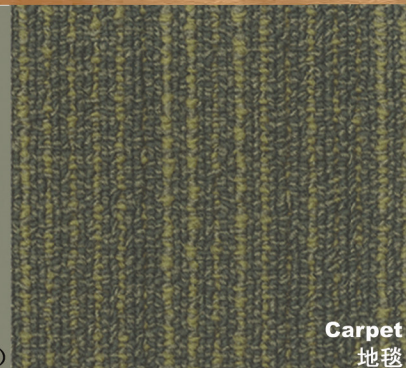
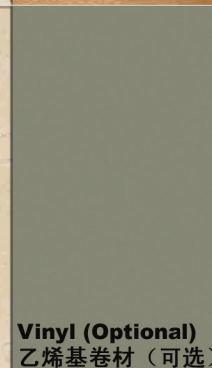
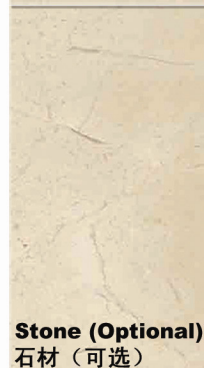


Note: Glazed partition to have middle section translucent for privacy.
注：玻璃隔断在腰系使用半透明玻璃以保证私密性。

Note:
Several walls can be decorated by different color paint or wood panel.
注：一些墙面可以用不同颜色的涂料或木板进行点缀。

Stone Skirting
石材踢脚线

Timber Skirting
木材踢脚线



Stone (Optional)
石材（可选）

Vinyl (Optional)
乙烯基卷材（可选）

Carpet
地毯

Partition Mullions:Charcoal Anodised Aluminum Finish
隔断框料：氟碳烤漆铝框



Filing & Storage
文件管理和储藏



Office Furniture
办公家具



Meeting Room
会议室

Discription 图名:

BOH MATERIALS & FINISHES BOARD 后场用材和饰面展板

Area 适用区域:

BOH OFFICES
后场办公室



REF.NO.: C-BOH-2

Date:01-Oct-2006

Issue: A

Rev:

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Note: This Sample Board is for consultant guidance in specifying the appropriate materials & finishes for all brands of the InterContinental Hotels Group. All locally specified materials must be submitted to IHG D&E for approval prior to orders being placed. This should be read in conjunction with the IHG BOH Finishes Schedule in the supplementary Design Guide.

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