



# AIRPORT HOTEL FIXED ASSET INVENTORY

## Case Study: Fixed Asset – Airport Hotel

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An airport hotel located in Poland required the support of RGIS. A fiscal inventory of fixed assets needed to be performed once every four years, the last one took place in 2018, and this year the customer decided to collaborate with RGIS.



### REQUIREMENT

The airport hotel needed to conduct an **accurate fixed asset inventory** to reveal the losses which they might not have been aware of through the last four years, so required RGIS to provide the following:

- **Count all fixed assets** in the hotel on all four floors, including 178 guest rooms, restaurant, lobby, kitchen, storerooms and administration facilities
- Complete the inventory efficiently and in **no more than four days**
- Provide an **accurate updated asset register**



### SOLUTION

The airport hotel partnered with RGIS to complete the **hotel fixed asset count project**, and RGIS provided the following:

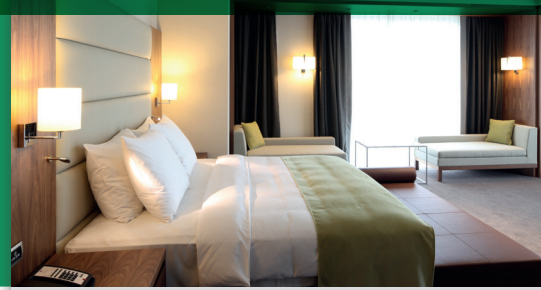
- Using the building plans supplied by the customer, RGIS scheduled a team of **10 experienced RGIS auditors** and divided the teams into five groups, which were each assigned an area of the hotel
- Three groups of auditors were allocated to the housekeeping department, due to the large number of rooms. To work more efficiently, RGIS prepared an excel table which indicated what sort of assets could be found in each room. This meant that the teams did not have any issues whether something needed to be counted or not
- The other two RGIS auditing teams conducted the inventory of administration and technical parts of the building
- The hotel's assets were **labelled with barcodes**, and after scanning, the RGIS system completed the rest of the information about that record which was taken from the database provided
- Any assets without a label were tagged with a temporary barcode and information about the asset, including serial number, location and department, were logged



### RESULTS

The airport hotel found by outsourcing **hotel fixed asset count project** to RGIS, the following results were achieved:

- Teams accurately counted a total of **7,700 items of fixed assets and equipment**
- **Variance reports** were checked against the register and any assets with missing barcodes were added to the register
- The count was **efficiently completed within the requested four days**, over a weekend
- Because of **accurate and expanded data**, the customer could easily target the assets counted in the different areas, and sort them to find what was missing to enable them to utilise the existing assets
- The customer's existing asset register was updated with the **up-to-date accurate information**



By partnering with RGIS, the airport hotel found with the updated asset register, that they were able to **complete reconciliation in three weeks after the count**



### CUSTOMER TESTIMONIAL

"Both the planning process of this multi-day project, as well as its implementation, and then the work related to the preparation of documentation, ran smoothly and according to the schedule.

It is noteworthy that the works were carried out in an operating facility, assuming minimal inconvenience to hotel guests. Moreover, RGIS has shown flexibility, which is extremely important due to the nature of the hotel business. It should be emphasised that the cooperation was characterised by a nice atmosphere and good cooperation between the RGIS team and the hotel employees.

With the above in mind, we can fully recommend RGIS as a professional and reliable contractor for inventory services."

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#### Fixed Asset Count



#### Information Gathering



#### Accurate Data



#### Variance Reports



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