

- c) Medical Service - There must be a doctor on call.

SERVICE AND STAFF

- a) Staff should be trained, experienced, efficient, and courteous.
b) The staff should be in clean uniforms.
c) Adequate and well maintained locker rooms and bathrooms for male and female employees shall be provided.

INSURANCE COVERAGE - There should be adequate insurance coverage for all guests against accidents with annual general liability insurance in the amount of not less than P100,000.00.

- 12.5 **Budget Class Hotel** - The following are the minimum requirements for the establishment, operation, and maintenance of a budget class property.

LOCATION

The building should be well-constructed and, in the case of a new building, should be designed by a competent architect. There must be at least five (5) settable rooms.

BEDROOM FACILITIES AND FURNISHINGS

- a) Bathrooms - A common bathroom for guests should be provided. There should be at least (1) one toilet and (1) one bath/shower for every (5) five occupants in all settable rooms.
b) Telephones - There should be a telephone in the reception area.
c) Drinking Water - There should be drinking water and glasses in each guestroom.
d) Furnishing and Lighting - All guestrooms should have basic furniture. Comfortable beds proportionate with the room size are to be provided along with at least an electric fan, writing table and a closet. The floor should be well-polished. Adequate natural and artificial lighting and ventilation should be provided.
e) Information Materials - Room tariffs shall be prominently displayed in each bedroom as well as notices for services offered by the property, fire exit guidelines, and house rules for guests.

LIVING ROOM - There should be a reasonably furnished lounge or living room, the size of which is proportionate to the size of the property, where guests may receive visitors, watch TV or read.

HOUSEKEEPING - Clean linen/blankets/towels, etc. should be supplied and changed daily. Soap and tissue paper shall be provided at all times.

DINING ROOM - there should be a dining room available for the common use of guests.

MAINTENANCE - Maintenance of all sections of the property (i.e. building, furniture, fixture etc.) should be of good standard.

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a) Ventilation - There should be one electric fan in each bedroom and adequate ventilation in all rooms.

b) Lighting - There should be adequate lighting in all rooms.

INSURANCE COVERAGE - There should be adequate insurance coverage for all guests against accidents with annual General liability insurance in the amount of not less than P100,000.00

Section 13. **ACCOMMODATION STANDARD FOR INNS** - Accommodation Standard for Inns are hereby determined and set, to wit:

13.1 **Tourist Inns** - The following are the minimum requirements for the establishment, operation, and maintenance of Tourist Inns and Pension Houses.

LOCATION

The tourist inn, except those already existing at the time of the promulgation of this Code, shall be located along the principal highways or transportation routes and shall open to business on a twenty-four (24) hour basis.

BEDROOM FACILITIES

a) All bedrooms shall have attached toilet and bath equipped with 24-hour service of running water. They shall have adequate natural as well as artificial light and ventilation and shall be furnished with comfortable beds and quality furniture (mirror, writing table, chair, closet and dresser).

b) Walls shall be painted or wall-wrapped and kept clean and pleasing to the eye. Windows shall be furnished with clean and appropriate draperies. Floors shall of good flooring materials.

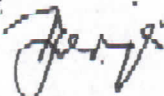
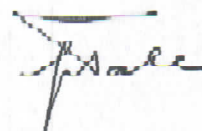
c) All single bedrooms shall have a floor area of not less than nine (9) square meters and all twin-rooms or double-rooms shall have a floor area of not less than sixteen (16) square meters.

d) There shall be vacuum jugs and thermos flasks with drinking water with glasses in each bedroom. There shall be adequate supply of clean linen, blankets and towels that shall be changed regularly.

PARKING - There shall be adequate parking space for vehicles proportionate to the number of seittable rooms and other public facilities of the inn.

RECEPTION - There shall be a reception and information counter attended by qualified, trained and experienced staff. There shall be a lobby and a well-appointed lounge for seating and/or reading purposes.

HDD/FAX/Internet Services - There shall be adequate telephone facilities for the use of all guests in all public areas. Services for long distance telephone calls or overseas call shall be made available upon request. Internet services are optional



RADIO/TELEVISION - There shall be provisions for radios and/or television sets for the use of guests upon request.

DINING ROOM - There shall be well-equipped, well-furnished and well-maintained dining room/restaurant for its guests as well as the public in general. A kitchen, pantry and cold storage shall be designed and organized to ensure efficiency of operation and shall be well-maintained, clean and hygienic.

SECURITY - Adequate security shall be provided to all guests and their belongings.

EMERGENCY POWERS - Inns with more than fifty (50) settleable rooms shall have emergency power facilities to light the common areas and emergency exits in case of power failure.

FIRE FIGHTING FACILITIES - Adequate fire-fighting facilities shall be available as required and specified by the local fire department in the locality and/or the Fire Code of the Philippines.

MEDICAL SERVICES - A first aid kit shall be provided at all times.

- 13.2 **Motorist Hotels (Motels)** - The following are the minimum requirements for the establishment, operation, and maintenance of Motorist Hotels (Motels).

LOCATION - The motel, except those already existing shall be located along or close to the highways or major transportation routes. It shall have at least ten (10) units.

GARAGE - The motels shall have an individual garage or a common parking space for the vehicle of its guests.

BEDROOM - Each unit shall be provided with a fully air-conditioned bedroom, or at least, an electric fan, and shall be furnished with comfortable bed/s, clean pillows, linen and bed sheets.

TOILET AND BATHROOM - The unit shall be provided with attached toilet and bathroom with cold and hot water, clean towels, tissue paper and soap.

VEHICLE REGISTRY - The motel management is required to maintain a separate logbook of the plate number of the vehicle or cars used by its customers or guests in coming or leaving the motels.

TELEPHONE - There shall be a telephone or call-bell in each unit.

STAFF AND SERVICE - the motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniform while on duty.

MEDICAL SERVICES - Medical services on an emergency basis shall be made available.

FIRE FIGHTING FACILITIES - Adequate fire-fighting facilities shall be provided for each separate unit/building, in accordance with the Fire Code of the Philippines.

LIGHTING - Lighting arrangement and fixtures in all units shall be adequate.

HOUSEKEEPING - Efficient housekeeping shall be maintained.

MAINTENANCE - Efficient maintenance of the motel in all its sections (i.e. building ground, furniture, fixtures, public rooms, air conditioning, etc) shall be provided on a continuing basis.

OTHER FACILITIES - The motel may, at its option, serve food and drinks exclusively to its guests, and install such other special facilities necessary for their business.

SIGNBOARD - All motels shall keep and display in a conspicuous place outside the establishment a signboard showing clearly the name of the motel.

SECURITY - Adequate security shall be provided to all guests and their belongings.

13.3 **Apartels** - The following are the minimum requirements for the establishment, operation, and maintenance of Apartels.

SIZE - The apartel shall have at least a minimum of twenty-five (25) settable apartments.

APARTMENT - Each apartment of the apartel shall be provided with living and dining areas, kitchen, and bedroom with attached toilet and bath.

LIVING AREA - The living area shall be provided with essential and reasonably comfortable furniture.

KITCHEN - The kitchen shall be spacious, clean, hygienic and adequately equipped with cooking utensils. It shall also be provided with facilities for storage and refrigeration of foods, for disposal of garbage and for cleaning of dishes and cooking utensils.

DINING AREA - The dining area shall be spacious and provided with dining table and chairs, including all essential facilities, such as, but not limited to plates, spoons and forks, drinking glasses, etc.

TOILET AND BATHROOM - The toilet and bathroom shall always be clean and have adequate sanitation and running water.

BEDROOM - The bedroom shall be spacious and provided with comfortable bed. There must also be provided a closet and a mirror.

LINEN - The apartel shall have sufficient supply of clean linen. The linen shall be changed regularly.

VENTILATION - The apartel shall be sufficiently ventilated and, if possible, each bedroom shall be air-conditioned or provided with an

electric fan. This requirement shall not be applicable in high altitude areas.

LIGHTING - Lighting arrangements and fixtures in all rooms shall be adequate.

TELEPHONE - There shall a telephone or a "call bell" button in each room.

STAFF AND SERVICES - The staff shall be trained, experienced, courteous and efficient. They shall be provided with smart and clean uniform.

MEDICAL FACILITIES - An emergency clinic, stocked with emergency medicines and drugs to service employees and guests shall be provided. Apartel with more than one hundred (100) apartments shall secure the regular services of a house physician.

FIRE FIGHTING FACILITIES - The apartel shall provide fire-fighting facilities in accordance with the Fire Code of the Philippines.

LOUNGE & RECEPTION CENTER - There shall be a reasonably furnished lounge commensurate with the size of the apartel. The reception counter shall be attended by trained and experienced staff and shall also be provided with a telephone.

SECURITY - Adequate security on a 24-hour basis shall be provided in all entrances and exits of the apartel premises. The apartel shall see to it that the tenants shall have a good, peaceful and comfortable lodging during their stay in the apartel.

13.4 **PENSION HOUSES** - The following are the minimum requirements for the establishment, operation, and maintenance of Pension Houses.

SIZE- A pension shall have at least five (5) settable rooms.

BEDROOMS - The bedrooms shall be provided with sufficient number of comfortable beds commensurate with the size of the room. Each room shall have adequate natural as well as artificial light and ventilation. It shall be provided with at least an electric fan, writing table, a closet, a water jug with glasses proportionate to the number of beds in the room. Rooms shall be clean and presentable and reasonably furnished to depict the true atmosphere of a Filipino home.

COMMON TOILET AND BATH - The establishment shall provide a toilet and bathroom to be used in common by the guests. There shall be at least one (1) toilet and one (1) bathroom/shower for every five (5) guests.

LINEN - There shall be adequate supply of clean linen and towels. Soap and tissue paper shall be provided at all times.

LIVING ROOM - There shall be a reasonably furnished lounge or living room area commensurate with the size of the pension where guests may receive visitors, watch television or read.



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