

b) Air Conditioning - All private and public areas should be air conditioned (except in areas which are at a minimum of 1000 meters above sea level.)

c) Ventilation - There should be technologically advanced, efficient and adequate ventilation in all areas of the property.

d) Lighting - There should be adequate lighting in all public and private rooms.

e) Emergency Power - There should be a high-powered generator capable of providing sufficient lighting for all guestrooms, hallways, public areas/rooms, elevators, food, refrigeration, and water services in case of power interruptions.

#### *GENERAL FACILITIES*

a) Outdoor Area - The property must have common outdoor areas for guests (e.g. a roof garden or spacious common terrace).

b) Parking/ Valet - There should be adequate parking space and valet service.

c) Function/ Conference Facilities - There should be special rooms for conference/banquet purposes.

d) Shops - There should be an accredited travel agency/tour counter, newsstand, barber shop, beauty parlor and sundries shop.

e) Security - Adequate security on a 24-hour basis must be provided on all entrances and exits of the property.

f) Medical Service - There should be a medical clinic for guests and employees employing a registered nurse and a registered midwife who have adequate training on emergency and a doctor on call.

*SERVICE and STAFF* - Professionally qualified, trained, experienced, efficient, and courteous staff should be hired. The staff should be in smart and clean uniforms. Adequate and well-maintained locker room, bathroom and cafeteria for male and female employees shall be provided.

#### *SPECIAL FACILITIES*

a) Transport terminal transfers should be provided.

b) Facilities to physically-impaired persons and the elderly shall be afforded, e.g., wheelchair, crutches, canes and access ramps.

*INSURANCE COVERAGE* - There should be adequate insurance coverage against accidents for all guests with annual general liability insurance in the amount of not less than P200,000.00.

- 12.3 **Standard Class Hotel** - The following are the minimum requirements for the establishment, operation, and maintenance of a standard class property.

#### *LOCATION*

- a) The locality and environs, including approaches should be suitable for a standard class property
- b) The architectural features and general construction of the building should be of a very good standard quality.

#### *BEDROOM FACILITIES and FURNISHINGS*

- a) Size - All single and double rooms should have a floor area of not less than 18 square meters, inclusive of bathrooms.
- b) Bathrooms - All rooms must have bathrooms that should be equipped with fittings of good quality with 24-hour service of hot and cold running water. Bathrooms must be provided with a shower, toilet, hand basin, mirror and adequate lighting and ventilation, tissue paper and soap and other bathroom amenities. The floor and walls should be covered with impervious material of good design and quality workmanship.
- c) Telephones - There should be a telephone in each guestroom.
- d) Cold Drinking Water - There should be cold drinking water and glasses in each bedroom upon request.
- e) Room Service - Room service should be provided at selected hours.
- f) Furnishing and Lighting - Lighting arrangements and fixtures in the room and bathrooms should be well-designed and ensure satisfactory functionality.
- g) Information Materials - Room tariffs shall be prominently displayed in each bedroom as well as prominent notices for services offered by the property, fire exit guidelines, house rules for guests, food and beverage outlets, and hours of operation.

#### *FRONT OFFICE / RECEPTION*

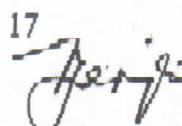
There should be a reception and information counter providing 24-hour service and attended by qualified and experienced staff.

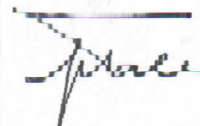
- a) Lounge - There should be a well-appointed lounge, the size of which will be specified in the Implementing Rules and Regulations.
- b) Porter Service - porter service should be available upon request.
- c) Foreign Exchange Counter - There should be a duly licensed and authorized foreign exchange counter.
- d) IDD/FAX/INTERNET ACCESS - There should be an International Direct Dialing, facsimile, and an internet service facilities.
- e) Reception Amenities - There should be a luggage storage room and safety deposit box.

#### *HOUSEKEEPING*

- a) Linen - There should be adequate supply of all linen/ blankets/ towels, etc. which should be of good quality and should be kept clean.



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The linen and towels should be changed regularly

b) Laundry / Dry Cleaning Service - Laundry and dry cleaning services should be available by arrangement.

#### *FOOD and BEVERAGE*

a) Dining Room - There should be at least one dining room/facility that is well equipped and well-maintained, serving good quality cuisine

b) Bar - Wherever permissible by law, there should be a bar.

c) Kitchen - The kitchen, pantry, and cold storage should be professionally designed to ensure efficiency of operation and should be well equipped, well-maintained, clean and hygienic. The kitchen should be vermin-proof and have an adequate floor area with non-slip flooring, tiled walls, and adequate light and ventilation

d) Crockery - The crockery should be of good quality. No piece of crockery in use should be chipped, cracked or grazed. The silverware and glassware should be kept well-plated and polished at all times.

#### *ENGINEERING and MAINTENANCE*

a) MAINTENANCE - There should be regular maintenance of all sections of the property (i. e. building, furniture, fixtures etc.).

b) Air Conditioning - At least 95% of the rooms should be air-conditioned.

b) Ventilation - There should be efficient and adequate ventilation in all areas of the property.

c) Lighting - There should be adequate lighting in all public and private rooms.

d) Emergency Power - There should be a high-powered generator capable of providing sufficient lighting for all guestrooms, hallways, public areas/rooms, elevators, food, refrigeration, and water services.

#### *GENERAL FACILITIES*

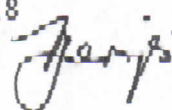
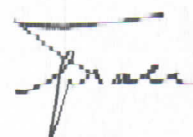
a) Parking - There should be adequate parking space.

b) Shops - There should be a sundry shop.

c) Security - Adequate security on a 24-hour basis must be provided on all entrances and exits of the property.

d) Medical Service - There must be a registered nurse/registered midwife and a doctor on call.

*SERVICE and STAFF* - Only qualified and trained staff should be employed. The staff should be in clean uniforms. Adequate and well-maintained locker rooms, bathroom and pantry for male and female employees shall be provided.



### *SPECIAL FACILITIES*

- a) Transport terminal transfers should be provided.
- b) Facilities to physically-impaired persons and the elderly shall be afforded, e.g., wheelchair, crutches, canes and access ramps.

*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 P150,000.

*MEETING/FUNCTION ROOM* - There should be at least one meeting/ function room equipped with audiovisual facilities

*PUBLIC REST ROOM* - There should be at least one rest room each for male and female guests which shall be situated in a strategic location.

- 12.4 **Economy Class Hotel** - The following are the minimum requirements for the establishment, operation, and maintenance of an economy class property.

### *LOCATION*

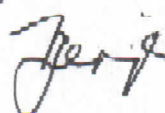
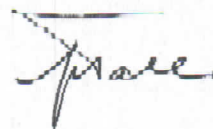
- a) The locality and environs, including approaches, should be suitable for the property.
- b) The building should be well-constructed and, in the case of a new building, should be designed by a competent architect

### *BEDROOM FACILITIES and FURNISHINGS*

- a) **Size** - All single and double rooms should have a floor area of not less than 18 square meters, inclusive of bathrooms.
- b) **Bathrooms** - All rooms must have bathrooms which should be equipped with shower facilities and basic fittings of modern sanitation with cold running water on a 24-hour basis and hot running water at selected hours. Tissue paper and soap should be provided.
- c) **Telephones** - There should be a telephone in each guestroom.
- d) **Cold Drinking Water** - There should be cold drinking water and glasses in each guestroom.
- e) **Room Service** - Room service should be provided at selected hours.
- f) **Furnishing and Lighting** - All guestrooms should have basic furniture of good design and floors should be well-polished. Lighting arrangements and fixtures in the rooms and bathrooms should be of good standard.
- g) **INFORMATION MATERIAL** - 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, food and beverage outlets and hours of operation.

### *FRONT OFFICE/ RECEPTION*

There should be a reception and information counter providing 24-



hour service.

a) Lounge - There should a reasonably furnished lounge, the size of which is proportionate to the size of the property.

b) Porter Service - Porter service should be available upon request.

c) IDD/Tacsimile/Internet - IDD, fax and internet services should be available upon request.

d) Reception Amenities - There should be luggage storage room and safety deposit boxes.

#### *HOUSEKEEPING*

a) Linen - Clean, good quality linen/ blankets/ towels, etc. should be supplied and changed daily.

b) Laundry/ Dry Cleaning Service - Laundry and dry cleaning services should be available by arrangement.

#### *FOOD AND BEVERAGE*

a) Dining Room - There should be at least one well-maintained dining room/ restaurant serving good food.

b) Kitchen - There should be a clean, well-equipped and well-maintained kitchen and pantry. The kitchen should be vermin-proof and have an adequate floor area with non-slip flooring, tiled walls, and adequate light and ventilation.

c) Crockery - The crockery should be of good quality. No piece of crockery in use should be chipped, cracked and grazed. The silverware should be kept well-plated and polished at all times.

#### *ENGINEERING and MAINTAINANCE*

a) Maintenance - Maintenance of all sections of the property (i.e. building, furniture, fixtures etc.) Should be of good standard.

b) Air-Conditioning - At least 50% of the rooms should be air-conditioned (except in areas which are at a minimum of 1,000 meters above sea level).

b) Ventilation - There should be technologically efficient and adequate ventilation in all rooms.

c) Lighting - There should be adequate lighting in all public and private rooms.

d) Emergency Power - There should be a high-powered generator capable of providing light and power in emergency cases.

#### *GENERAL FACILITIES*

a) Shops - There should be a sundries counter.

b) Security - Adequate security on a 24-hour basis must be provided on all entrances and exits of the property.