

Minimum Requirements for registration as a Tourist Apartment Hotel.

1. Location

The location may be in a residential or a commercial area with an environmental friendly, attractive and tranquil surrounding.

2 Approach/Access

The approach/access to the Apartment Hotel building shall be through a well surfaced and well maintained road.

3 Entrance

There shall be at least one common entrance to the Apartment Hotel building leading to apartment units by guest lifts.

4 Reception

4.1 Lobby or lounge area with adequate comfortable seating facilities shall be available depending on the concept of the apartment hotel.

4.2 Reception area shall consist of reception, concierge and cashiering in combination or separately with a counter or equivalent facility in keeping with concept of the Apartment Hotel.

4.3 All major currency conversion rate be prominently displayed at the Reception area.

4.4 Suitable arrangement shall be made to deal with visitors of resident guests of the apartment to ensure the privacy and security of the residents.

4.5 Booking Service.

There shall be a central booking service located either within or outside the Apartment Hotel premises.

5 Building

The building shall be purpose – built for the operation of an Apartment Hotel.

6 Parking

There shall be a vehicle park either within the building or in the premises of the Apartment Hotel which contains a minimum of one parking slot for each apartment.

7 Security Services

There shall be a common security service to the Apartment Hotel with a routine security and security check point at the entrance.

8 Laundry Services

There shall be a central laundry service operated within the Apartment Hotel or outsource facility to service the requirements of the guests.

9 Recreational Facilities

The provision of recreational facilities for the use of the guests such as the swimming pool, gymnasium and other indoor sports etc. is optional

10 Common Facilities

10.1 The entire Apartment Hotel including the individual apartment units shall be fully air conditioned.

10.2 Adequate lighting shall be provided in the individual apartment units and public areas.

11 Apartment Units

11.1 Each Apartment unit shall have at least one double bedroom, with an attached bathroom. Apartment units with more than one bedroom shall have a common bathroom.

11.2 Apartment units shall have a well equipped kitchenette and pantry, a sitting room, a dining area and preferably a balcony overlooking the surrounding in addition to bedrooms.

12 Bedrooms

12.1 The floor area of a double bedroom shall be a minimum of 13.0 m² and that of a single bedroom shall be minimum of 11.15m². The single bedroom shall be limited preferably to 10% of the total apartment units.

12.2 Each bedroom shall be fully furnished with one double bed or two single beds and a wardrobe with cloth hangers, mirror with lighting, a writing/ dressing table with a chair.

12.3 The size of a double bed shall be not less than 1.9m x 2.0 m and size of a single bed shall not be less than 0.9m x 1.9m.

12.4 Every bed shall be provided with a good quality mattress 10cm in thickness mounted on a flat board, clean mattress covers, clean pillows and pillow covers.

12.5 Fresh linen shall be provided with good quality curtains with non-transparent blinds.

12.6 The main entrance door of the bed room shall close automatically when pulled shut.

12.7 Every bedroom shall be provided with good quality curtains with non-transparent blinds

12.8 A dining table with minimum of four chairs shall be provided.

12.9 centrally located safe deposit facilities or individual safe deposit lockers shall be available in room.

13 Sitting Area in Apartment Units

13.1 A drawing room suite shall be provided which can seat preferably 04 guests at a time with a center table.

13.2 A television with cable network shall be provided in the sitting area.

13.3 Telephone and internet connection shall be provided in the sitting area.

13.4 Two comfort chairs shall be available to be used in the balcony.

14 Kitchenette cum Pantry in Apartments Units

14.1 The kitchenette cum pantry shall be equipped with minimum of two burner electric gas cookers with an in built oven.

14.2 Pantry cupboards, sink with hot and cold water, in built wall cupboards, basic cutlery, crockery and cooking utensils, cutting boards shall be provided in the kitchenette cum pantry.

14.3 A refrigerator shall be available to stock guest provisions from the cooking area.

14.4 Provisions shall be made to remove exhaust fumes.

15 Bathrooms

15.1 Every bathroom shall have a minimum floor area of 3.25 m²

15.2 An electrical two pin shaver plug socket or base located close to a mirror shall be made available in every bathroom. The type of current (AC or DC) and voltage shall be indicated for the information of the guest.

15.3 Every bathroom shall be provided with a wash basin, commode with a cistern, a bidet shower, shower, mirror, clothes hooks, towel rails, light over mirror, sanitary bin with paper bags, soap, soap tray, toilet paper with holder and tooth brush holder. Shower area to be partitioned or shall have good quality shower curtains.

15.4 Running hot and cold water shall be available in every bathroom at all times. Hot and cold water supply directions to be clearly indicated.

15.5 All bathrooms including fixtures and fittings shall be well maintained at all times and there shall be adequate water pressure on all taps.

15.6 Commodes shall be regularly cleaned and sanitized.

15.7 There shall be adequate stocks of bath towels and face towels for each guest in the apartment.

15.8 Bathroom floors shall be laid with impervious non skid material and be kept clean and well maintained at all times.

15.9 Wall of the bathroom shall be tiled up to 1.5 m for easy cleaning and maintenance.

16 Common Dining

16.1 There shall be a main restaurant and/or coffee shop, which shall preferably be air conditioned and shall befit international standards

16.1.1. The restaurant shall have good quality, comfortable furniture, tableware, cutlery, crockery.

16.2 There shall be at least one bar which should preferably be air – conditioned.

16.2.1. The bar/bars shall be well equipped and furnished with exceptionally good quality counters, tables, chairs and furnishings.

16.2.2. Suitable glass washing facilities with running hot and cold water or a glass washing machine shall be available.

17 Main Kitchen

17.1 The kitchen shall be professionally designed with separate designated areas such as cold kitchen, butchery, pastry and adequate equipment for smooth operation.

17.2 There shall be adequate provisions for ventilation and removal of hot air and odours.

17.3 Kitchen floor shall be of impervious material conducive for easy cleaning.

17.4. Lighting shall be of adequate luminance.

17.5 Cooked and uncooked food shall be stored separately to avoid cross contamination.

17.6 Dish washing machine or 02 large sinks with hot and cold water with mixer taps shall be exclusively available for dish washing purpose.

18 Staff

18.1 The Apartment Hotel to be adequately staffed by persons of training and experience to maintain exceptionally good services for guests at all times.

18.2 Where staff accommodation is provided, the building shall be well ventilated with adequate comfortable beds.

Adequate lockers to be available for the use of non residence staff.

18.3 Where staff meals are provided separate dining area shall available.

19 Safety

19.1 Apartment Hotel shall adhere to the internationally accepted safety standards such as the following:-

All bed rooms be equipped with properly designed smoke detectors and sprinkle system.

If kitchen or pantry is available as a part of the apartment, recommended to have fire blanket and a portable fire extinguisher.

The Apartment Hotel building shall have adequate fire-equipment to confirm to local regulations.

Provide CCTV facilities in all public areas for safety reasons.

19.2 Adequate and correctly located emergency fire exits shall be available. Fire exits signs and assembly points shall be clearly displayed in public areas.

19.3 All areas of the apartment hotel building shall have smoke detectors monitored from a central point.

19.4 A fire equipment adequacy and training certificate shall be obtained from a competent authority.

19.5 A swimming pool of reasonable size in proportion to the number of units of the Apartment Hotel shall be available.

The concept, design and construction of the pool shall conform to internationally accepted safety standards.

Separate pool changing rooms for males and females with shower cubicles with running hot and cold water shall be available.

Water quality of the swimming pool shall be checked regularly and records maintained.

Internationally accepted safety signs and depth marking shall be permanently displayed at the swimming pool.

Life guards/Pool Attendance shall be available during the pool operation.

20 General Requirements

20.1 A generator capable of providing 100 percent back-up power supply shall be available in case of failure of main power supply.

20.2 Separated kitchen waste water, sewage and laundry waste water shall be treated with in accordance with environmental regulations.

20.3 Effective insect and vermin protection shall be carried out throughout the building and immediate environment regularly.

20.4 A minimum of 50 percent of the security and other service staff employed in the Apartment Hotel shall be trained in emergency situations, fire fighting and administration of First – Aid.

20.5 An insurance with comprehensive public liability cover shall be obtained.

20.6 A doctor shall be available on call for 24 hours.

20.7 Re-cyclable garbage shall be sorted at source, stored and disposed separately. Separate temperature controlled room shall be available to store wet garbage until disposed. Dry garbage shall be stored in a covered and ventilated conditions.

20.8 The entrance to the apartment hotel and other facilities shall be accessible to differently able person and shall comply with Design standard of the accessibility resolution No.01 of 2006.

20.9 Apartment Hotels with more than two floors, including the ground floor, shall have adequate guest an service lifts in keeping with the number of bedrooms.

20.10 Properly designed, comfortable conference room supplied with modern equipment shall be available, in keeping with the concepts of the Apartments Hotel.

20.11 Chemicals stores shall be separated and well ventilated.

20.12 Cooked and uncooked food, meat, fish, dairy products etc. shall be stored separately at correct temperature to avoid cross contamination.