

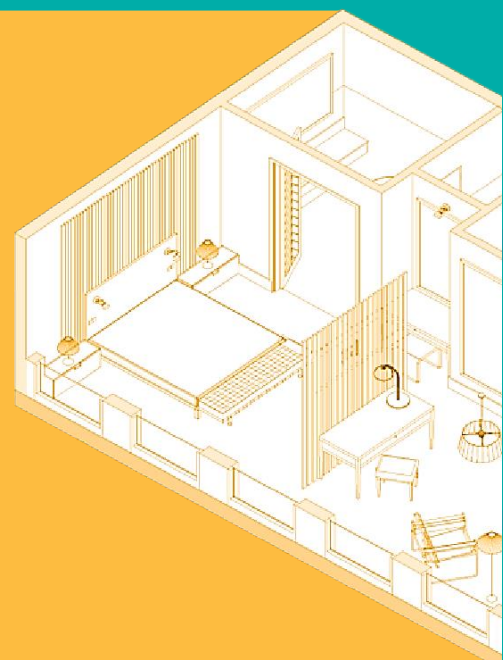
MINISTRY OF TOURISM AND LANDS

SRI LANKA TOURISM DEVELOPMENT AUTHORITY  
INVESTOR RELATIONS UNIT



# DESIGN GUIDELINE

TOURIST ACCOMMODATION  
FACILITIES



**USAID**  
FROM THE AMERICAN PEOPLE



This document was produced for review by the USAID-supported Partnership for Accelerating Results in Trade, National Expenditure and Revenue Sri Lanka (PARTNER). It was prepared under Task Order No. 7200AA18D00009 for PARTNER Public Financial Management II Indefinite Delivery, Indefinite Quantity ("IDIQ") Contract No. 720-383-19-F-00001 implemented by Deloitte Consulting LLP



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*“This report on Design Guidelines for Tourist Accommodation facilities is a critical part of the overall goal towards streamlining the investment process and supporting potential investors to create facilities which are functional and aesthetically acceptable to tourists whilst also providing a space for designers to be innovative. It has been USAID PARTNER’s & SAIL’s privilege to work together with SLTDA in this journey to support the tourism industry of Sri Lanka”*

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### **DISCLAIMER**

This document is made possible by the generous support of the American people through the United States Agency for International Development (USAID). Its contents are the sole responsibility of the authors and do not necessarily reflect the views of USAID or the United States government.

*“It is my pleasure to facilitate the Sri Lanka Tourism Development Authority and USAID PARTNER project in providing the Tourism Guidelines for Sri Lanka as an easy reference guide for investors and stakeholders planning on active participation in the tourism industry to boost tourism to the next level.*

*The Sri Lanka Institute of Architects (SLIA) is privileged to have collaborated in formulating these guidelines and will continue to assist in its further development.”*

**Arch. Russell Dandeniya**  
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*“The Green Building Council of Sri Lanka (GBCSL), being the sole representative of World Green Building Council, is the committed leadership in sustainability in Sri Lanka for over 13 years.*

*Parallel to the ‘GREENING SRI LANKA 2021/30’ Campaign, commenced to facilitate sustainability based economic development in Sri Lanka, we have taken all necessary steps to promote sustainable tourism in Sri Lanka and to provide technical and technological support by providing consultancy to the development of sustainable practices in the tourist industry in Sri Lanka.*

*The Green Building Council of Sri Lanka is now working closely with the Sri Lanka Tourism Development Authority (SLTDA) to provide necessary assistance to ensure that the tourist industry in Sri Lanka is green and environmentally sustainable. As the initial step, development of the **Design Guideline for the Tourist Accommodation Facilities** is a remarkable action towards sustainability.”*

**Arch. Jayantha Perera**  
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### ACRONYMS

<b>SLTDA IRU</b>	Sri Lanka Tourism Development Authority - Investor Relations Unit, which acts as facilitator for tourism investors
<b>UDA</b>	Urban Development Authority, national authority with powers granted by UDA Law, 1978 (multiple amendments), <a href="https://www.uda.gov.lk/acts-regulations.html">https://www.uda.gov.lk/acts-regulations.html</a>
<b>SLIA</b>	Sri Lanka Institute of Architects
<b>SLGBC</b>	Sri Lankan Green Building Council
<b>CEA</b>	Central Environmental Authority
<b>NBRO</b>	National Building Research Organization
<b>CMC</b>	Colombo Municipal Council
<b>TPD</b>	Tourism Planning and Development Division of SLTDA
<b>CC &amp; CRMD (CCD)</b>	Coast Conservation & Coastal Resource Management Department (Coast Conservation Department)
<b>CIDA</b>	Construction Industry Development Authority
<b>FAR</b>	Floor Area Ratio (gross floor area of all buildings ÷ site area)
<b>RIBA</b>	Royal Institute of British Architects
<b>CEB</b>	Ceylon Electricity Board
<b>RDA</b>	Road Development Authority
<b>DWC</b>	Department of Wildlife Conservation

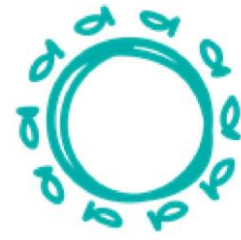
**What** is the Design Guideline for Tourist Accommodation Facility?

*The Design Guideline for Tourist Accommodation Facilities brings all regulations related to design and development of tourist accommodation facilities together in one place, either by reference or inclusion. It also provides recommendations on how to apply minimum design standards to create designs which meet user needs and traveler expectations.*

**Who** will Benefit from this Guideline?

*Designers, investors, and builders can use the Design Guideline for Tourist Accommodation Facilities to create tourist accommodation facilities in Sri Lanka which are functionally acceptable and aesthetically pleasing to users and travelers. While the Guideline addresses standards and best practices, it also leaves space for innovation and creativity.*

# INTRODUCTION



## 1.1 BACKGROUND

The Sri Lanka Tourism Development Authority (SLTDA), as the government authority tasked with planning, development, regulation, and policy implementation for tourism and related industries, has initiated the formulation of basic design guidelines to help designers, investors, and builders create standardized accommodation facilities that are environmentally sustainable and locally integrated.

The Design Guideline for Tourist Accommodation Facilities has been developed for SLTDA by the USAID projects Supporting Accelerated Investment in Sri Lanka (SAIL) and Partnership for Accelerating Results in Trade, National Expenditure, and Revenue Activity (PARTNER). The projects worked in close collaboration with other Sri Lankan government institutions and professional organizations that provided valuable guidance during the preparation of the document. These include the Sri Lanka Institute of Architects and the Green Building Council.

The first draft of the Design Guideline for Tourist Accommodation Facilities was developed in 2020. SLTDA published the draft Design Guideline to a broader audience in April 2021 to elicit feedback from professionals involved in designing, reviewing, and investing in tourist accommodation facilities. The final Design Guideline scheduled for launch in February 2023 integrates the comments and recommendations received.

The primary purpose of these guidelines is to cater to (i) the needs of the designers, investors, and builders involved in development of tourist accommodation facilities in Sri Lanka; and (ii) the need to address minimum design requirements based on the existing regulations (*Gazette* or *Guideline*), local building tradition, and best international practices.

Apart from addressing minimum design requirements, the guidelines help designers and builders create facilities which are functional, meet the expectations of tourists, accommodate people who are differently-abled, and aspire toward sustainable and green building practices. And they do this while also providing space for designers to be innovative.

Combining the best international design standards and the local way of building will make tourist accommodation facilities on the island more attractive. This will contribute to overall tourism growth for the country. “Glocal” design (i.e. simultaneously global and local) lies in the successful integration of contextual understanding and local wisdom with the current trend of global homogeneity in design.

*When the tourism industry seeks global expansion, it needs to transform tourist accommodation facilities in a way that is both globally appealing and locally accepted. Architectural design is the first step in leading the way towards such aspirations.*

## 1.2 OBJECTIVES OF THE GUIDELINES

This guideline defines and describes the tourist accommodation spaces needed by type, size, and specifications according to existing regulations and best international practices.

The guidelines will facilitate an understanding of the physical tourist accommodation spaces required, the factors affecting their design, and the quality of the environment to be achieved, within and around the buildings.

The guidelines include development conditions and the room-specific data for all types of tourist accommodation facilities. This includes guest spaces such as ordinary guestrooms and dining facilities, support spaces such as service and administrative areas, and external activity spaces such as playgrounds, sport areas, accessibility infrastructure, and parking. It can be used for several different purposes and at different levels, design of a new facility and expansion or renovation of existing facilities.

## 1.3 HOW TO USE THESE GUIDELINES

### 1.3.1 GENERAL OUTLINES

The standards, specifications, and guidelines included in this document are based upon the following sources:

- a) The existing regulations for tourist accommodation facilities in Sri Lanka<sup>1</sup>;
- b) Sri Lanka UDA planning and development regulations (2021)<sup>2</sup>;
- c) The City of Colombo Development Plan<sup>3</sup>;
- d) Coastal Zone Management Plan;
- e) The Megapolis – Western Region Master Plan – 2030 Sri Lanka;
- f) Professional literature related to tourist accommodation facilities standards;
- g) National Physical Planning Policy – The Plan 2017 – 2050<sup>4</sup>; and
- h) National Physical Development Plan of Sri Lanka – 2030<sup>5</sup>.

The proposed standards and guidelines of this handbook shall not be considered as mandatory rules but more as recommendations that can be modified due to specific conditions such as site dimensions and topography, building extension possibilities, and innovative and creative design ideas.

Mandatory norms are only those specified through legislation, duly adopted regulations, or approved by a government body.

Likewise, the sketches and drawings of the proposed typical spaces in these guidelines are not meant to restrict designers from providing alternative solutions for shape (dimension and area) and arrangement of the spaces.

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<sup>1</sup> <https://sltda.gov.lk/en/download>

<sup>2</sup> [https://www.uda.gov.lk/attachments/act/2235-54\\_E.pdf](https://www.uda.gov.lk/attachments/act/2235-54_E.pdf) .pdf

<sup>3</sup> <https://www.uda.gov.lk/cms/storage/acts/q31LejWwXNw.pdf>

<sup>4</sup> [https://drive.google.com/file/d/1TBgPtGfXOJmTn\\_vVkAmGtJU9AiMckp0/view](https://drive.google.com/file/d/1TBgPtGfXOJmTn_vVkAmGtJU9AiMckp0/view)

<sup>5</sup> [https://www.preventionweb.net/files/15417\\_nationalphysicalplanningpolicyplan.pdf](https://www.preventionweb.net/files/15417_nationalphysicalplanningpolicyplan.pdf)

### **1.3.2 SUBJECT OUTLINES**

The design guidelines of this document are distributed in two specification categories: (i) general guidelines based on the current regulations and norms; and (ii) design concepts and technical summaries with samples and guidelines for each type of tourist accommodation facility. This distribution allows the reader to collect information at two different levels corresponding to the four chapters of the guidelines:

#### **a) General Data and Guidelines**

- (i) Development conditions - Site development conditions (References to the current Sri Lanka regulations and norms).

#### **b) Design Concepts**

- (i) Guidelines on internal spaces;
- (ii) Guidelines on external spaces;
- (iii) Guestroom layouts; and
- (iv) Models of accommodation schedule sheets.

#### **c) General Principles**

- (i) Comfort Parameters; and
- (ii) Safety Parameters.

#### **d) Green Building Design - General Principles**

### **1.3.3 MODELS OF ACCOMMODATION SCHEDULE SHEETS**

Each accommodation schedule sheet gives all necessary standards, parameters, and elements for internal spaces of each tourist accommodation facility including:

- a)** Dimensions and surface areas corresponding to the accommodation schedules;
- b)** Space and activity requirements; and
- c)** Space requirements and functional scheme.

It is intended that this document will be updated periodically to reflect new or revised policies and requirements established by SLTDA or other relevant government authorities.

The accommodation schedule sheets are simple excel worksheets which can be used as tools for planning and programming the space required for each type of tourist accommodation facility. Calculations are based on the number of guests, facilities required, and how much space should be allocated based on the minimum design standards.

### **1.4 TOURIST ACCOMMODATION FACILITY TERMINOLOGY AND ARCHITECTURAL TERMS**

The vocabulary used by authorities, tourism specialists, and technical experts of both public and private sectors includes terms that may not be the same for everyone. The present guidelines employ the terminology generally used in current legislation for tourist accommodation facilities. Additional terms are added when needed for specificity.

#### I.4.1 TOURIST ACCOMMODATION FACILITY TERMS

- a) *Tourist Accommodation Facility* - different types of tourist accommodations that are regulated through Official Gazette or approved Guidelines based on their physical or service characteristics;
- b) *Tourist Hotel* - an establishment or place which provides or holds itself out as providing to tourists for fee or reward sleeping accommodation with or without food and has not less than ten bedrooms;
- c) *Guest House* - an establishment or place which provides or holds itself out as providing to tourists for fee or reward sleeping accommodation with or without food and has no less than five bedrooms;
- d) *Boutique Hotel/Villa* - an establishment providing unique facilities and highly personalized services to guests in a luxurious, private, and intimate environment;
- e) *Home Stay* - a house occupied by a family with one room or up to four guest rooms which is/are ready to accommodate tourists where the tourist and the hosting family interact with each other;
- f) *Heritage Home* – If the house is more than 100 years old and with acceptable proof it will be categorized as Heritage Home;
- g) *Eco Lodge* – a visitor accommodation facility meeting minimum standards, designed and custom built in a pristine natural location. Often these locations are of significant ecological importance, have strong conservation programs, protect the environment from pollution and degradation, use technologies to reduce energy consumption and waste, have ethical employment practices, and strong measures to pass on tangible socio-economic benefits to the neighboring local communities. Commonly used best practice by eco lodges is the phrase “Take only pictures, leave only footprints”;
- h) *Hostel Accommodation* - budget-oriented, shared-rooms or "dormitory" accommodations for individual travelers (commonly backpackers) or groups for short term stays with common areas and facilities. The word "dormitory" refers to a room where travelers book individual beds in a shared room as opposed to booking entire rooms like in a hotel or guesthouse.

#### I.4.2 ARCHITECTURAL/ENGINEERING TERMS

- a) *Site (Land Lot)* - the land area upon which the tourist accommodation facility is located. Per UDA regulation, a lot is “any land which has been demarcated by boundary marks or enclosed within boundary walls or fences where such land belongs to one single person or to a set of co-owners and approved as a lot by the Relevant Authority.”
- b) *Guest area* - the physical space dedicated to guest activities;
- c) *Administrative area* - the physical space dedicated to administrative activities;
- d) *Service area* - the physical space dedicated to support both guest and administrative activities;
- e) *Circulation area* - space allocated for horizontal and vertical movement within the building, such as entrance halls, corridors, and staircases;
- f) *Guestroom* – a room in a tourist accommodation facility dedicated for guests to sleep in (it is also known as a bedroom);
- g) *Dining area* – allocated area where guests have meals;
- h) *Lobby* - area used for entry from the outside that usually has corridors and staircases leading off it. A lobby is sometimes referred to as the reception or an entrance hall.
- i) *Climatic comfort* - the environmental conditions under which the tourist accommodation facility and its occupants can operate at maximum efficiency;
- j) *Acoustic comfort* - the acoustic conditions under which a tourist accommodation facility and its occupants can operate at maximum efficiency;

- k) Hygienic environment - the general conditions of hygiene in a tourist accommodation facility that affect the level of comfort and health of the occupants. A hygienic environment depends on the physical condition of the sanitary facilities, water supply, water reserve, and wastewater evacuation and treatment system that enable the tourist accommodation facility to operate efficiently and safely;
- l) Orientation - the direction of a tourist accommodation facility, which is influenced by natural climatic factors such as the direction of the sun and wind.

## 1.5 TOURIST CLASSIFICATION SYSTEM IN SRI LANKA

Since the Tourism Act, No. 38 of 2005<sup>6</sup> came into effect in October 2007, the Sri Lanka Tourism Development Authority (SLTDA) has been the government authority tasked with planning, development, regulation, and policy implementation of tourism and related industries. Prior to SLTDA being established in 2007, these functions primarily resided with the organization known as Ceylon Tourist Board / Sri Lanka Tourist Board / Sri Lanka Tourism Board.

Hotel classification was legally formulated under the Tourism Act of 1968. The legal structure that was required to regulate this area was provided in the 2005 Act, such as appointment of the Hotel Classification Committee.

The Ceylon Tourist Board, SLTDA's predecessor, realized the need to formulate a classification scheme for tourist hotels based on the premise that the international traveler who visits a foreign destination for holiday or any other purpose is expecting acceptable standards in the facilities provided. The Board of Directors felt this was particularly important in the case of countries like Sri Lanka which were new markets in the travel industry. Hence, it set about to develop internationally accepted quality standards to compete successfully with other destinations.

Originally, the Board of Directors obtained criteria for classification from various foreign sources including the International Union (IU) of Official Travel Organization (IOTO) before establishment of the World Tourist Organization. Sri Lanka was one of the first South Asian countries to formulate criteria for classification of tourist hotels on a star class basis. The original classification scheme was created in the Tourist Hotel Code 1999 (Extraordinary Gazette No. 1070 / 10 – Thursday March 1999).

Updating the hotel classification scheme began in 2000 but the redrafting went on for several years. It was completed in 2010 and published in the *Official Gazette* (i.e. adopted) in 2016. Thus, while the new hotel classification scheme itself has only been used for a few years, the situation and theory giving rise to the current classification scheme is a decade old. The guest house classification scheme has not been updated since 1999. Efforts are underway now to update this system. In addition to hotels and guesthouses, the classification scheme has expanded to include other types of tourism accommodation facilities, such as boutique hotels/villas, and home stays. These new categories are being regulated through "Guidelines" adopted by the SLTDA Board of Directors.

Currently, SLTDA has a Standards and Quality Assurance Division that oversees classification of tourist accommodation facilities. It is mandatory to register all tourism services and businesses. To register a tourist accommodation facility, the classification requirements set forth in either the Gazette

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<sup>6</sup> <https://sltda.gov.lk/en/tourism-act>

regulations or Board-adopted Guidelines must be met. The status of registration categories of all tourism services in Sri Lanka can be found on the SLTDA website.<sup>7</sup>

### 1.5.1 GAZETTED TOURIST ACCOMMODATION FACILITIES AND GUIDELINES APPROVED BY THE BOARD

The Tourism Act requires the standards for tourist accommodation facilities to be issued through an order by SLTDA, published in the Official Gazette and Guidelines approved by the Board. This Design Guideline takes into consideration only tourist accommodation facilities and no other tourist services available for registration. Tourist accommodation facilities are classified based on a set of mandatory requirements for each type and star level. Gazette and Board-adopted guidelines for tourist accommodation facilities are:

- a) Hotels - Gazette (No.1963/28 of 20th April 2016)<sup>8</sup>;
- b) Guest Houses - Gazette (No.1096/6 of 6th September 1999)<sup>9</sup>;
- c) Boutique Hotels/Villas - Guidelines approved by the Board<sup>10</sup>; and
- d) Home Stays - Guidelines approved by the Board<sup>11</sup>.

“It took me a long time to understand the relationship between ideas and between objective facts. But after I clearly understood this relationship, I didn't fool around with other wild ideas. That is one of the main reasons why I just make my scheme as simple as possible.”

Ludwig Mies van der Rohe

### 1.5.2 CLASSIFICATION CHARACTERISTICS BASED ON FACILITY REQUIREMENTS

The guideline presents classification criteria for the areas which have an impact on overall building design standards. The areas of inquiry containing minimum requirements for the design of each classification scheme of tourist accommodation facilities are presented in Table I.

These areas of inquiry vary across categories.

- a) Location/site coverage ratio;
- b) Building height;
- c) Number of guestrooms;
- d) Guestroom size; and
- e) Bathroom size.

<sup>7</sup> <https://www.slt-da.gov.lk/en/download>

<sup>8</sup> [e3581c35e78c5c7af3168523197c6a9b.pdf](https://www.slt-da.gov.lk/e3581c35e78c5c7af3168523197c6a9b.pdf) (slt-da.gov.lk)

<sup>9</sup> [2403cfc97fe8da1dcca5844a7360f780.pdf](https://www.slt-da.gov.lk/2403cfc97fe8da1dcca5844a7360f780.pdf) (slt-da.gov.lk)

<sup>10</sup> [Microsoft Word - Guideline Boutique Hotels.docx](https://www.slt-da.gov.lk/Microsoft Word - Guideline Boutique Hotels.docx) (slt-da.gov.lk)

<sup>11</sup> [http://www.slt-da.lk/home\\_stay\\_project](http://www.slt-da.lk/home_stay_project)



**Table I – Minimum Design Standards Requirements for Tourist Accommodation Facilities set forth in the Gazette Regulations and Board-Adopted Guidelines Classification**

Area	Hotels	Boutique Hotels/Villas	Guest houses	Home stay
<b>Location ratio</b>	High density area 120 rooms per hectare; medium density area 60 rooms per hectare; low density area 24 rooms per hectare	Spaciousness in the building land ratio	The locality and the environment should be suitable for tourist guest houses	Not specified
<b>Building height</b>	Not specified	G+1	Not specified	Not specified
<b>Min. Number of Guestrooms</b>	10 (1-2 star) 30 (3-5 star)	10 (5)	Min 5	Min 1 - Max 4 (exceptional Max 9)
<b>Guestroom size - min (m<sup>2</sup>)</b>	17 (1-2 star) 22 (3-5 star)	30	Single 11.5 Double 13	Single 9.29 Double 11.14
<b>Guestroom size min width (m')</b>	3.0	3.0	Not specified	Not specified
<b>No of Suites</b>	1 (3 star) 2 (4 star) 3 (5 star)	Not specified	Not specified	Not specified
<b>Suite Size (m<sup>2</sup>)</b>	45 (3 star) 45 (4 star) 65 (5 star)	Not specified	Not specified	Not specified
<b>Bathroom size(m<sup>2</sup>)</b>	3.7	4.5	3.2	2.78
<b>Bed size W/L (m)</b>	Single 1.07x2.0 Double 1.83x2.0	Not specified	Single 0.94x1.905	Single 0.91x1.92 Double 1.52x1.92
<b>Dining area/ ratio (m<sup>2</sup>)</b>	Restaurant facility for resident guests shall be available	Dining facilities for residents and their guests must be available	Sufficient number of comfortable, clean, good quality chairs and tables for guests	Should have a clean, well maintained dining area with good quality, comfortable serving and seating arrangement

## 1.6 DEVELOPMENT CONDITIONS AND SETBACKS

Development conditions and setbacks for the specific areas and locations in Sri Lanka are determined by the government. One of the main goals of the National Physical Planning Policy & the Plan — 2017 – 2050 is the development directives that promote the best utility and the efficient use of the available land and infrastructure while considering the unique landscape of the island. For the purpose of planning and designing a tourist accommodation facility, different planning documents should be consulted.

There are several site development conditions and setback regulations set by various government authorities which are related to the lot and siting of the building. General site and building development conditions for tourism projects in an UDA-declared “urban development area” are set by UDA regardless of the project’s size. See UDA General Regulations.<sup>12</sup>

There are other government agencies which are responsible for the coastal zone and the management of its resources, although primary responsibility for coastal zone management is lodged with the Coast Conservation & Coastal Resource Management Department (CCD or CC&CRMD). Some of the regulations and standards derived from other government agencies related to development conditions and setbacks are presented in this document.

### 1.6.1 CC&CRMD - REGULATIONS

CC&CRMD exercises development control over coastal areas<sup>13</sup> pursuant to the Coast Conservation Act No. 57 of 1981 as amended by Act No. 49 of 2011.

CCD regulations prohibit construction activity within 300 meters from the first vegetation line. However, these regulations were not strictly enforced in view of the scarcity of coastal land for development. After the 2004 tsunami disaster, the country decided to strictly adhere to coast conservation regulations and other guidelines imposed by the Coast Conservation Act.<sup>14</sup>

The Coast Conservation Act defines “coastal zone” as follows (see Figure 1 for illustrations):

*“The Coastal Zone is defined in the Coast Conservation Act as that area lying within a limit of three hundred meters landwards of the mean High Water Line and a limit of two kilometers seaward of the Mean Low Water Line. In the case of rivers, streams, lagoons or any other body of water connected to the sea, either permanently or periodically, the landward boundary extends to a limit of two kilometers, measured perpendicular to the straight base line drawn between the natural entrance points and included waters of such rivers, streams and lagoons or any other body of water so connected to the sea.” National Physical Planning Policy & The Plan — 2017-2050.<sup>15</sup>*

<sup>12</sup> UDA General Regulations [https://www.uda.gov.lk/attachments/act/2235-54\\_E.pdf](https://www.uda.gov.lk/attachments/act/2235-54_E.pdf)

<sup>13</sup> Overview (coastal.gov.lk)

<sup>14</sup> Sri Lanka Coastal Zone and Coastal Resource Management Plan – 2018 <http://extwprlegs1.fao.org/docs/pdf/sr183110.pdf>

<sup>15</sup> Pre-and post-tsunami coastal planning and land-use policies and issues in Sri Lanka R.A.D.B. Samaranyake <http://www.fao.org/forestry/13144-0dca7f82cc26e17f422eb31a25361fcf0.pdf>

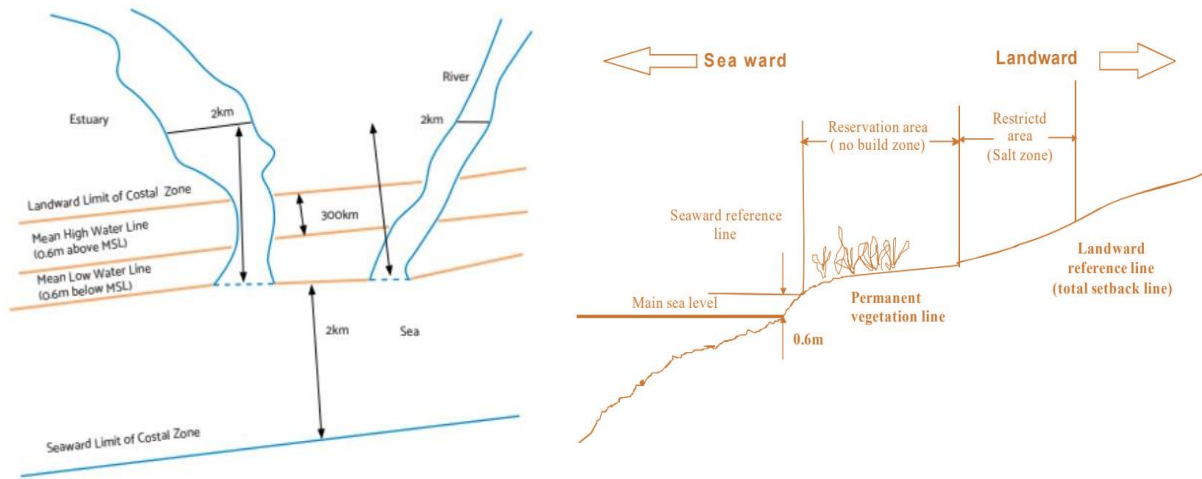


Figure 1 – Coastal Conservation Zone Map prepared by National Physical Planning Department - Source CCD

A

Setback Area is a geographical strip or band within the coastal zone within which certain development activities are prohibited or significantly restricted. The entire setback band is divided into segments viz. The reservation area and the restricted area lying between the Seaward Reference

Line and the Landward Reference Line of the coastal segment.<sup>16</sup>

Set back information on the coastal zone could be find on the CC&CRMD website<sup>17</sup>. There is detailed information about the setbacks for the specific areas of the coastal zone. If a development project is in the coastal zone, this information should be taken into consideration before starting with the planning and designing the tourist accommodation facility.

The image shown in Figure 2 reflects the interactive tool available on CC&CRMD website.

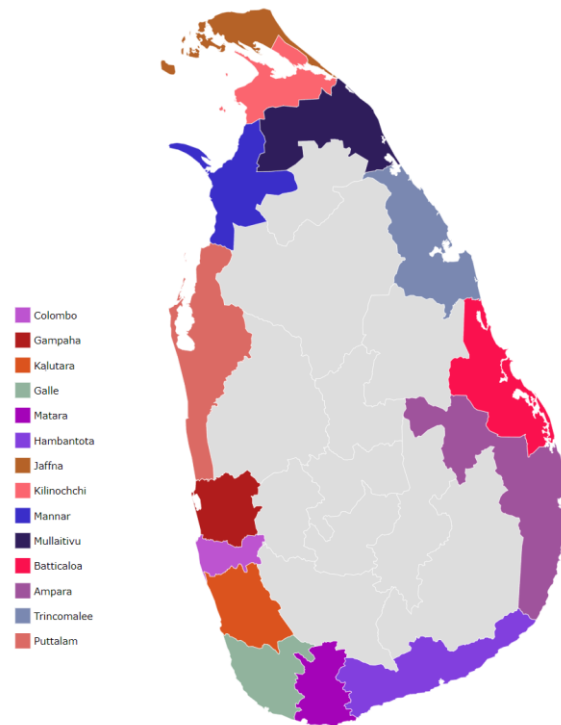


Figure 2 – Map - Set Back Information of the coastal zone - source CC&CRMD

<sup>16</sup> [www.coastal.gov.lk](http://www.coastal.gov.lk)

<sup>17</sup> [www.coastal.gov.lk](http://www.coastal.gov.lk)

## 1.6.2 UDA – GENERAL DEVELOPMENT AND BUILDING REGULATIONS

The UDA by Act No. 41 of 1978 is a planning authority for “urban declared areas.” If a project is not in a declared urban area, development conditions are set by the local authority. Before beginning to plan or design a tourist accommodation facility, the designer should check whether the site is in a UDA declared area. Figure 8 shows the map of the areas declared by the UDA regulation updated in 2021, which is available on UDA’s website.<sup>18</sup>

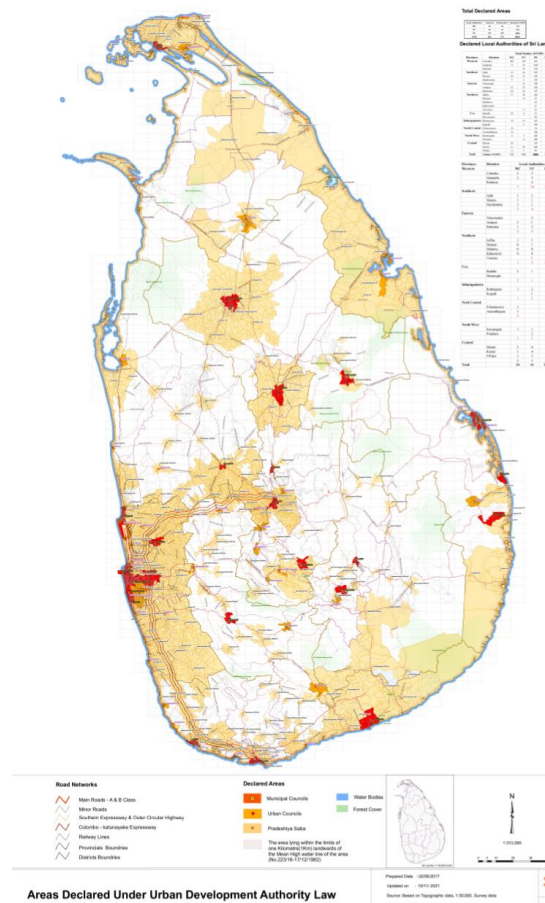


Figure 3 – Map - Areas Declared by UDA Law - source UDA

UDA regulations – and, in fact, all the regulations referred to in this Guideline – are subject to change. Therefore, it is important for designers to always check the UDA website for the current version of the regulation.

If the site of the tourism project belongs to the UDA-declared areas, then the development conditions of the site should be in accordance with the applicable development plan. UDA development plans 2021-2030 are posted on the UDA website.<sup>19</sup> Development plans include detailed information about the development conditions, setbacks, Floor Area Ratio (FAR), and zone factors.

<sup>18</sup> [https://www.uda.gov.lk/attachments/act/UDAdedclare\\_2021\\_Nov\\_10.jpg](https://www.uda.gov.lk/attachments/act/UDAdedclare_2021_Nov_10.jpg)

<sup>19</sup> <https://www.uda.gov.lk/development-plans.html#>

As described in the UDA Planning & Development Regulations, the permissible floor area for a development depends on the following factors:

- a) The extent of the lot;
- b) Width of the road that provides access to the lot;
- c) The zone factor which indicates the development density specified for the area; and
- d) The other conditions imposed by the other relevant laws or regulations.

### 1.6.3 SLTDA PROPOSED DEVELOPMENT GUIDELINES

SLTDA does not have an approved general guideline on setbacks for tourism development sites. Regulations set by UDA, CC&CRMD, DWG, RDA, and all relevant government authorities should be followed. SLTDA is in process of formulating National Policy on Building Developments Guidelines Along the Coastal Belt in Sri Lanka. Therefore, it is important for designers to always check the SLTDA website for the latest updates.<sup>20</sup>

#### 1.6.3.1 SLTDA DEVELOPMENT CONDITIONS - Gazette (No.1963/28 of 20th April 2016)

Based on the Tourism Regulation No. 01 of 2016 for Classification of Tourist Hotels, development conditions for classified hotels are not mandatory requirements for any star categories of tourist hotels. Development conditions are set based on the area density, number of the rooms, and lot size, as follows:

- High Density: 120 rooms per hectare
- Medium density: 60 rooms per hectare
- Low density: 24 rooms per hectare

To illustrate these development conditions and for the purpose of setting the FAR, the Accommodation Schedule Tool (Annex I) is used to calculate the size (m<sup>2</sup>) of the entire building. Beside number of the guestrooms, all other hotel areas are calculated, and the estimated size of the building is as follows:

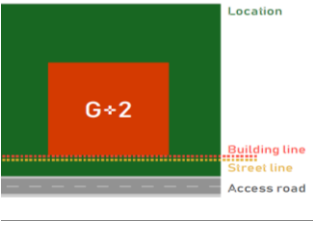
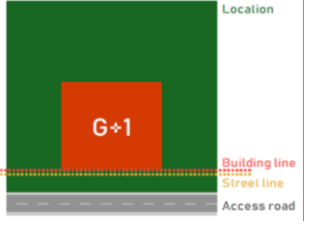
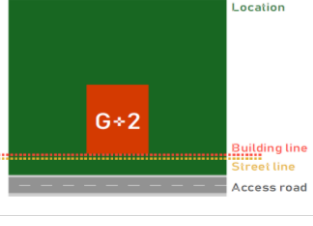
- a) Tourism accommodation facility with 120 rooms is approximately ~9,000m<sup>2</sup> total build area;
- b) Tourism accommodation facility with 60 rooms is approximately ~4,500m<sup>2</sup> total build area; and
- c) Tourism accommodation facility with 24 rooms is approximately ~2,500m<sup>2</sup> total built area.

Table 2 and Figures 4, 5, and 6 show the development conditions based on the Tourism Regulation No. 01 of 2016 for Classification of Tourist Hotels.

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<sup>20</sup> <https://sltda.gov.lk/en>

Table 2 Development conditions based on the Tourism Regulation No. 01 of 2016 for Classification of Tourist Hotels.

Lot Size	No. of Rooms	Total Build Area (m <sup>2</sup> )	Plot Coverage (%)	Building Height	
1 Ha (10 000m <sup>2</sup> ) High Density	120	~9,000m <sup>2</sup>	~30%	G+2	
1 Ha (10 000m <sup>2</sup> ) Medium Density	60	~4,500m <sup>2</sup>	~20%	G+1	
1 Ha (10 000m <sup>2</sup> ) Low Density	24	~2,500m <sup>2</sup>	~25%	G+0	

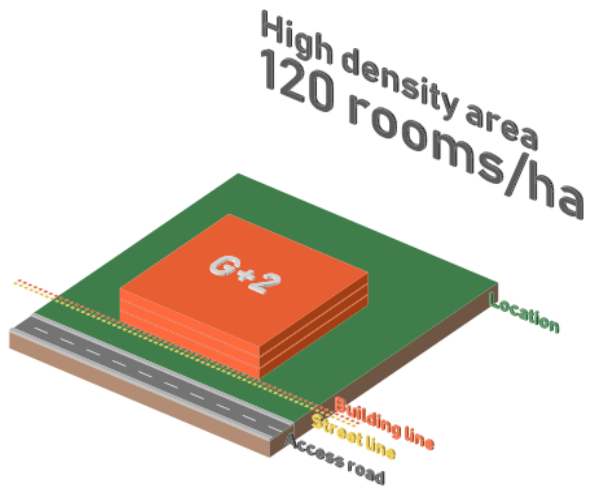


Figure 4 – High density area: 120 rooms/ha

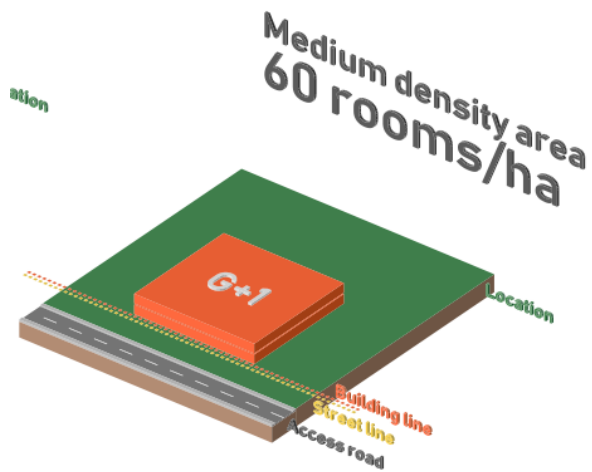


Figure 5 – Medium density area: 60 rooms/ha

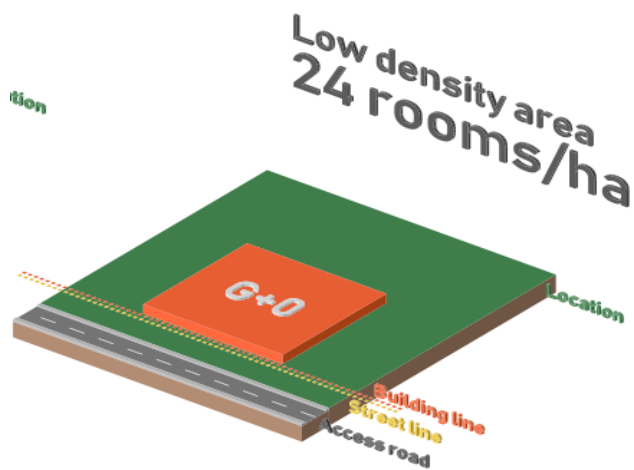


Figure 6 – Low density area: 24 rooms/ha (one building)

## DESIGN CONCEPTS



### 2.1 ARCHITECT'S BRIEF

The architectural design brief or “Program” includes an accommodation schedule and surface areas and defines the activities that will be conducted within a tourist accommodation facility, allocating the required space, and establishing relationships between the spaces and products. This is one of the first steps in the development process. In addition to detailing the activities, space allocations, and relationships within the building, a successful program helps to establish the way the building or buildings are situated on a site, the site organization, and functionality of the spaces in the building. It also includes the architectural concept, design inspirations, and connections to the country’s cultural heritage and to the external world.

In almost all cases, the activities are the starting point. Once the activities are defined, functional relationships among them should be established. Early in the programming process, the schematic diagrams presenting functional zones to convey both activities and relationships help to provide an overview of the overall concept.

#### 2.1.1. ORIGIN AND STATUS OF THE BRIEF

The brief constitutes the starting point of the work of the Design Team. Its preparation should be based on the following information:

- a) A description of a typical day in the life of the tourist accommodation facility and how it will change with the transformation agenda;
- b) The organizational structure of the tourist accommodation facility, including management, service support and so on;
- c) Activities to be included within the tourist accommodation facility;
- d) The frequency of the different activities and the usage levels of the different types of accommodation; and
- e) Required adjacencies between different activities, departments, etc.

All this information is useful to the designers and therefore is included in the detailed brief as background information. Once these issues have been established, the next stage of writing the brief is to produce a detailed accommodation schedule (spreadsheet listing all the spaces required).

#### 2.1.1.2 Accommodation schedule – space allocation

The accommodation schedule will list exactly the number of guestrooms required and their minimum sizes, as well as the anticipated tourist accommodation guest capacity given in terms of total number of guests using public areas, and areas dedicated to administration and services. The schedule will add up to an overall target area for the building to ensure that all facility requirements are included.

Table 9 presents samples of detailed space allocations for two hotel categories and the range of facilities based on The Architects Handbook - RIBA.

Excel-based accommodation schedules for each type of tourist accommodation facility are attached as annexes to this Guideline. Designers and investors can use these tools to automatically calculate the required minimum surface areas in a tourist accommodation facility by functional areas depending on



whether it is a 1–5-star hotel, guesthouse, boutique hotel, boutique villa or home stay (based on SLTDA’s current classification system). If current regulations do not address space requirements, best international practices standards are used.

Further detailed information about the furniture and inventory of the guestroom is listed in what is usually called a room data sheet.

Table 3 – Sample of the Space Allocations

Typical provisions	500 Room City-Center Hotel ★★★★		200 Room Suburban Hotel ★★★	
	m <sup>2</sup>	%	m <sup>2</sup>	%
<b>Guest rooms and suites</b>	32.0		25.0	
<b>Circulation, services, etc.</b>	12.0		7.5	
<b>Total residential areas</b>	<u>44.0</u>	71.00%	<u>32.5</u>	72.20%
<b>Lobby with lounge areas</b>	1.0		1.0	
<b>Shops</b>	<u>0.2</u>	1.90%	<u>0.1</u>	2.40%
<b>Coffee shop</b>	0.8		0.8	
<b>Main restaurant</b>	0.7			
<b>Specialty restaurant</b>	0.4		0.7	
<b>Lounges, bars</b>	1.1		0.8	
<b>Circulation, clocks, etc.</b>	<u>0.6</u>	5.80%	<u>0.6</u>	6.70%
<b>Pre-function area, foyer</b>	0.5			
<b>Ballroom/banquet hall</b>	1.5			
<b>Conference/ function rooms*</b>	<u>1.9</u>	6.30%	<u>1.3</u>	2.90%
<b>Leisure pool areas*</b>	0.6			
<b>Club facilities/fitness room*</b>	<u>0.6</u>	1.90%	<u>0.4</u>	0.90%
<b>Front office, administration*</b>	<u>1.6</u>	2.60%	<u>1.4</u>	3.10%
<b>Main and satellite kitchens</b>	1.1		0.8	
<b>Stores, circulation, etc.*</b>	0.5		0.2	
<b>Receiving/ garbage areas*</b>	0.3		0.3	
<b>General stores*</b>	0.4		0.4	
<b>Housekeeping, laundry*</b>	1.2		1.4	
<b>Engineer, stores, equipment*</b>	1.8		1.3	
<b>Employee, stores, personal*</b>	0.2		0.1	
<b>Changing, lockers, canteen*</b>	<u>1.0</u>	10.50%	<u>0.8</u>	11.80%
<b>Total built area</b>	<u>62.0</u>	100%	<u>45.0</u>	100%
*gross areas, including circulating and ancillary areas				

Table 4 – Hotel Area Taken by each Function <sup>21</sup>

No.	Area	Percentage
1	Guest rooms, bathrooms, corridors, room service	50-60%
2	Public area, lobby, reception, etc.	4-7%
3	Catering	4-8%
4	Events, ballroom, seminar rooms	4-12%
5	Wellness/ fitness area	5-10%
6	Other areas, cosmetics, hairdresser	1-2%
7	Management, administration	1-2%
8	Service area, kitchen, staff rooms, stores	9-14%
9	Building services	5-10%

Table 5 – Gross Area per Room in Various Categories of Hotel<sup>22</sup>

	Hotel type	m <sup>2</sup> /room
1	Luxury	90-110
2	First class	60-70
3	Comfort	50-60
4	Standard (holiday hotel, motel)	40-60
5	Tourist (low budget)	15-20

## 2.2 DESIGN CONCEPT AND INSPIRATION

Good hotel planning and design achieves a balance between functional layout and aesthetics, meeting the needs of the guests, the staff, and the owner. In general, tourist accommodation facilities have public areas that are heavily design-oriented, with the functional aspects carefully integrated to enhance, yet not dominate, the space.

Minimum design standards should be based on the best international practices and local tradition and culture. Combining best international design standards with the local way of building will create tourist accommodation facilities that are uniquely Sri Lankan while meeting the expectations of an international market. “Glocal” design lies in successful integration of contextual understanding and local wisdom with the current trend of global homogeneity in design.

“It is essential for us to absorb what we absolutely need from the modern west and to learn to keep the best of our own traditional forms.”

Minnette de Silva

<sup>21</sup> Ernest and Peter Neufert, “Neufert, Architects’ Data” Fourth edition, pg. 171

<sup>22</sup> Ernest and Peter Neufert, “Neufert, Architects’ Data” Fourth edition, pg. 171

Design should embrace the local flavor and character of its respective market. Innovation and contemporary ideas in harmony with nature and local architectural values ensures a unique design that is globally appealing and regionally accepted.

Tourist accommodation facilities should be incorporated into the surroundings and not be visually violent towards the environment or its guests. Good design is a dialog between protecting and taking advantage of the unique characteristics of the country and the site, which together build the memory and experience. Sri Lanka, with its bright colors and beautiful and dramatic nature, is very inspirational and that should be reflected in the design, too.

The goal is to provide tourist facilities that inspire, are sustainable, are safe, efficient, and cost effective, and that maintain their utility and charm through time. Therefore, investors should ask their architects to have a consistent approach to design and to treat the project as a unique problem requiring a unique solution.

The design simultaneously should meet the demand for efficient use of resources and the need for affordable solutions with an innovative and creative design response.

Architectural quality should, therefore, not only contribute to the functionality of the facility, but also to its integration within the community and to its building as a symbol by:

- a) Instilling in guests a sense of good architecture through the harmony and proportions of built spaces, open spaces, and facades;
- b) Creating a pleasant environment in the facilities and helping users to appreciate it through the use of materials, colours, and plants, the quality of waiting and circulation areas, etc.;
- c) Allowing an easy identification of different spaces by grouping them according to their activities and by providing easy links between buildings and spaces;
- d) Integrating cultural values so as to build the community's sense of appropriation and pride in its tourist accommodation facility; and
- e) Respecting cultural heritage values of the country and the site area.

The internal spaces should:

- a) Provide an interior environment that is visually comfortable and stimulating;
- b) Provide ample natural light and incorporate colours that stimulate or soothe, depending on the space function;
- c) Ensure good insulation and daylight throughout guestrooms and all public areas; and
- d) Ensure good ventilation.

A contextual approach of the conceptual design will look at the context of the site and surroundings, the historical features of the area, and the people that will use the facility.

Conceptual design starts with a detailed study/survey of the site. The architect will then develop conceptual drawings which will present the concept of the building/product. Conceptual design should provide information related to:

- a) Adaptability to the site characteristics and morphology; how the building is "sitting" in the landscape;

- b) Functionality of the facilities and relationships between different functions. Tourist accommodation facility design should ensure that the building can be used effectively above anything else;
- c) Context of the site and surroundings; the cultural and historical features of the area;
- d) Proportion, scale and form by using formal language of architecture. This does not mean that design is classical in its style. It may be that the formal rules of proportions, scale, the golden section and so on are translated into a contemporary building;
- e) Use of specific materials to create the desired appearance / effect. Selection of the materials based on the site context and, if possible, manufactured locally; and
- f) All other preliminary proposals regarding structure, lighting, circulation, services etc.

Other consultants and engineers are part of the conceptual design team and will work on and develop initial proposals for different aspects of the building such as:

- a) Energy efficiency measures;
- b) Solid waste management;
- c) Wastewater management;
- d) Water harvesting;
- e) Electricity usage;
- f) Water usage; and
- g) All other requirements set in the Common Application Form available through the SLTDA IRU.

Moreover, the architect should ensure that the conceptual design presents relationships between functional, technical, formal, and aesthetic concepts. When the design has a story behind it and reflects the atmosphere of the surrounding, it is in harmony with nature and at the same time meets tourist expectations. This is when good and sustainable design is reached.

## 2.3 TOURIST ACCOMMODATION FACILITY AREAS

Four major types of areas are involved in the tourist accommodation facility: guestrooms, public areas, administration areas, and service areas. Samples of the functional relationships of these areas are presented in Diagrams 1, 2 and 3.

Figure 7 presents these functional zones in different building shapes: a) block, b) solitary (central lobby), c) block with central lobby, d) star.

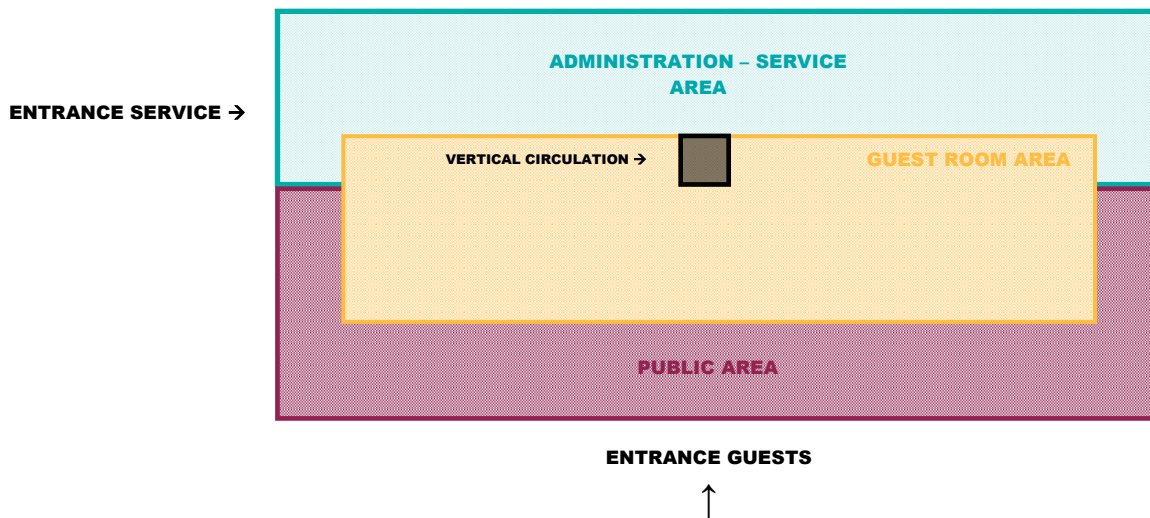
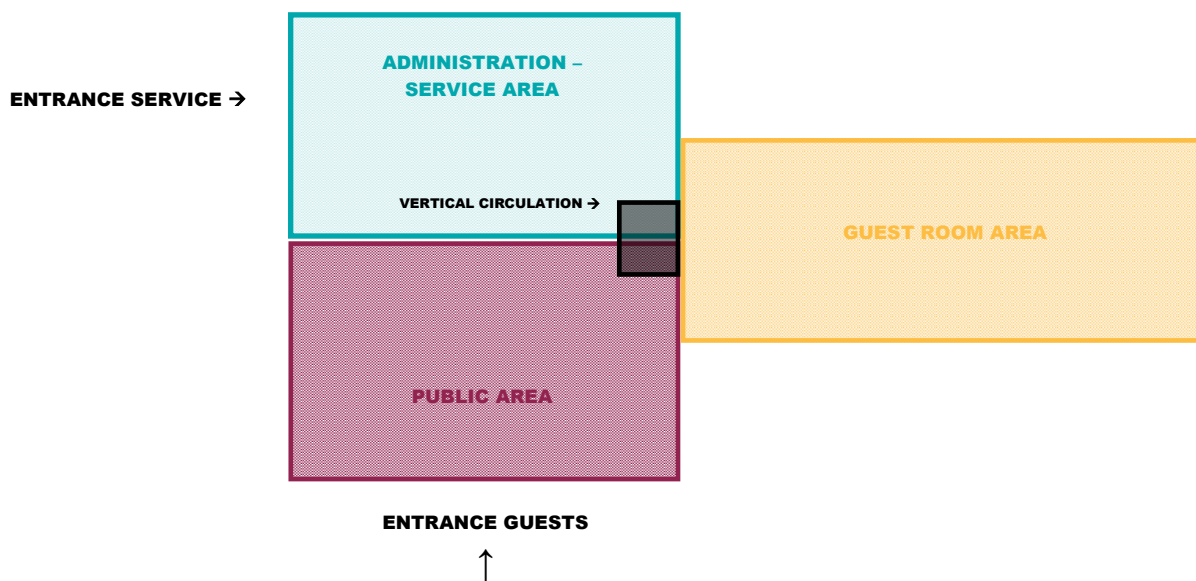


Diagram 1 – Functional zones relationships<sup>23</sup>



<sup>23</sup> RIBA, Edited by Quentin Pickard, "The Architects' Handbook", pg.143

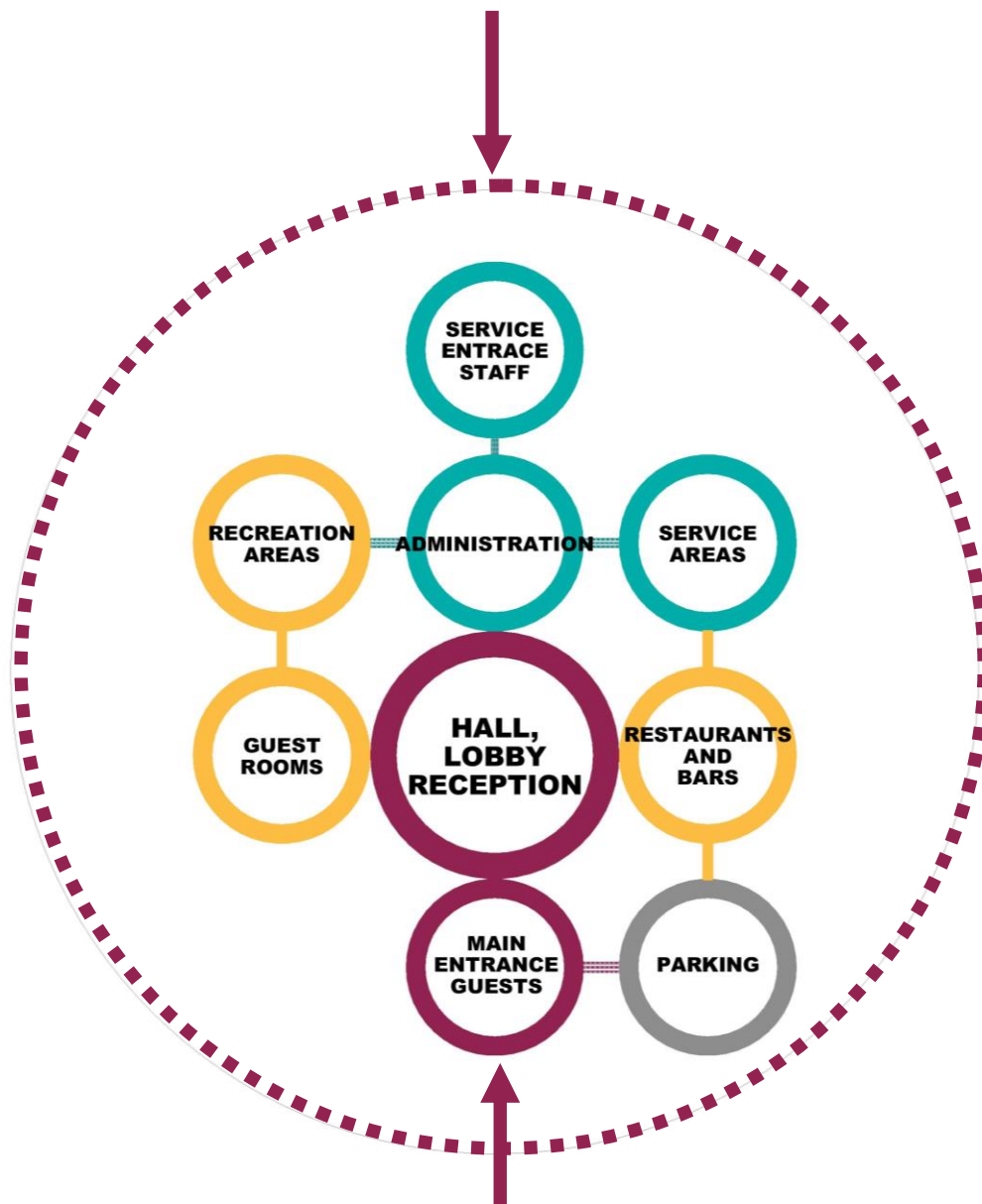
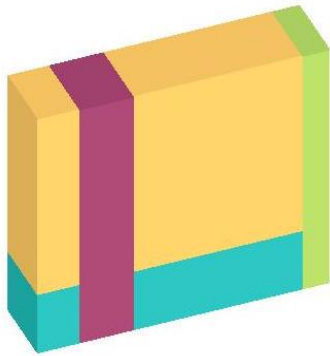


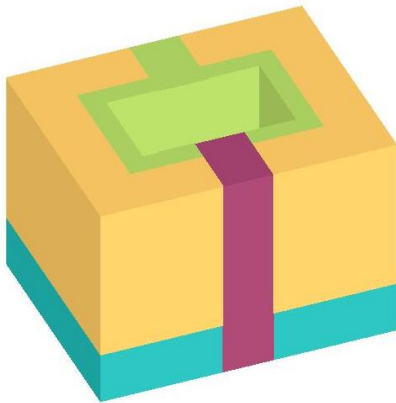
Diagram 2 – Functional zones of tourist accommodation facility



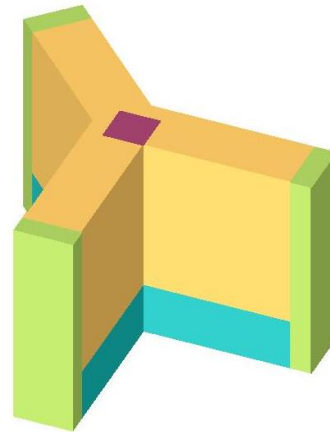
a)



b)



c)



d)

 Hotel lobby  
Catering

 Guestrooms

 Access

 Escape route

Figure 7 – Functional Zones in Different Hotel Shapes: a) Block, b) Solitary (central lobby), c) Block with Central Lobby, d) Star <sup>24</sup>

<sup>24</sup> Ernest and Peter Neufert, “Neufert, Architects’ Data”, Fourth Edition, pg.175

It is important that relationships between areas be well planned and provide separation between guest and service areas. At the same time, the spaces must allow efficient service without distraction.

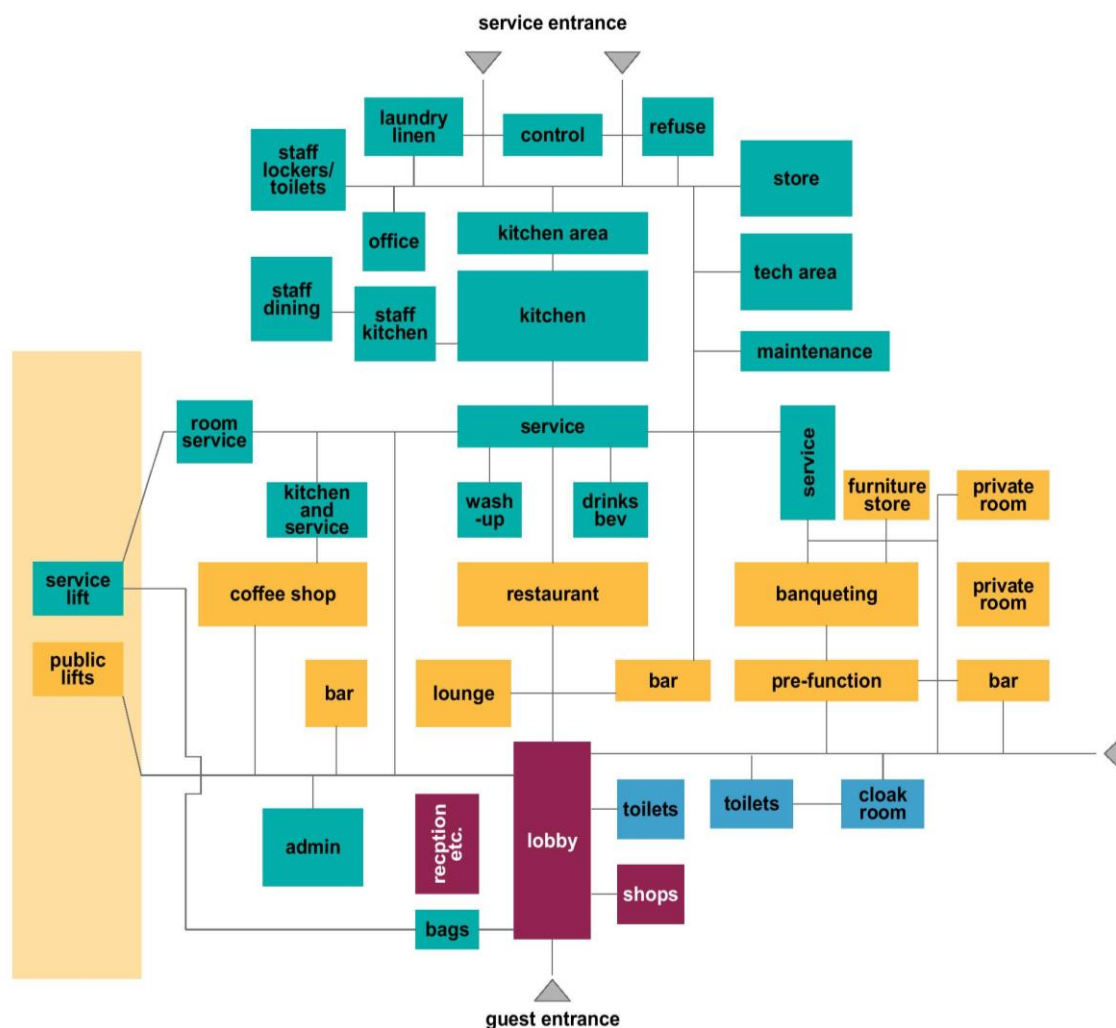


Diagram 3 – Diagram of a typical hotel <sup>25</sup>

## 2.4 THE SITE (LAND LOT)

Site selection demands the highest level of scrutiny. The primary requirement in planning is to ensure that the proposed tourist accommodation facility development is in an area demarcated for tourist accommodation facility land use.

Every site has its limits for development. Therefore, a detailed site analyses should be undertaken. Sustainable use of land, water, and other resources should be based on the National Physical Planning Policy & The Plan — 2017-2050<sup>26</sup> and all other relevant laws and regulations.

<sup>25</sup> RIBA, Edited by Quentin Pickard, “The Architects’ Handbook”, pg.143

<sup>26</sup>[https://drive.google.com/file/d/1TBgPtGfXOJmTn\\_vVkAmGtjU9AiMckp0/view](https://drive.google.com/file/d/1TBgPtGfXOJmTn_vVkAmGtjU9AiMckp0/view)



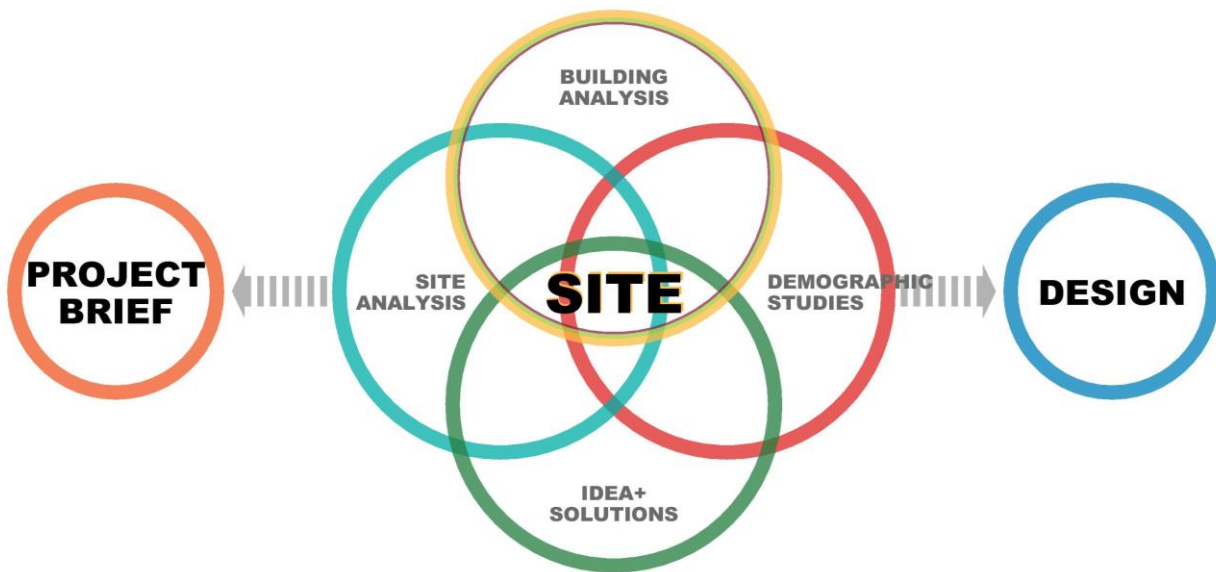


Diagram 4 – Process of the site analyses

Development conditions, design standards, and planning and building regulations approved under any relevant central or local institutions should be followed. If the site is in an UDA declared area<sup>27</sup>, all requirements set in the UDA Law should be met<sup>28</sup>. If the site belongs to the area where development conditions or design standards are not legally regulated, then best international practices should be considered.

If the site belongs to the area where development conditions are set, (for example, the City of Colombo Development Plan<sup>29</sup>, the development conditions set for that particular site must be considered. Development conditions regulated by SLTDA regulations, Official Gazette, or approved Guidelines for different types of tourist accommodation are mandatory (Table 2. extracted from classification characteristics based on the facility requirements of tourist accommodation facilities set forth in the Gazette regulations and Board-adopted Guidelines and Figures 7, 8 and 9).

Development conditions to be considered:

- a) Set back;
- b) Building line;
- c) Street line;
- d) Floor Area Ratio (FAR);
- e) Minimum width between building lines of a public street/road (m);
- f) Minimum width of private street/road (m);
- g) Maximum number of floors including ground floor;
- h) Minimum site frontage (m);
- i) Maximum plot coverage (%);
- j) Open space around the building; and

<sup>27</sup>[https://www.uda.gov.lk/attachments/regulations/declare\\_Area\\_SL\\_2016.jpg](https://www.uda.gov.lk/attachments/regulations/declare_Area_SL_2016.jpg)

<sup>28</sup>UDA General Regulations [https://www.uda.gov.lk/attachments/act/2235-54\\_E.pdf](https://www.uda.gov.lk/attachments/act/2235-54_E.pdf)

<sup>29</sup>City of Colombo Development Plan (Compiled Edition) [PDF - 3 MB]

- k) Any other mandatory development condition set the governmental agencies (local and central level institutions).

$$\text{Floor Area Ratio (FAR)} = \frac{\text{Total Building Area}}{\text{Land Area}}$$

## 2.5 THE GUESTROOM

Guestrooms are the most important spaces of tourist accommodation facilities. They are considered the heart of the building and the conditions and comfort of the guestroom is the main indicator of a good design.

The layout and interior of the guestroom based on the minimum requirement set in Gazette (No.1963/28 of 20th April 2016) and Board Approved Guidelines are presented in Figures 10, 11, and 12. Samples of the various guestroom layouts are presented in Figure 13,14,16 and 17. A detailed list of guestroom inventory and items based on the Gazette (No.1963/28 of 20th April 2016) is presented in Figure 9, while the sample of the guestroom inventory is presented in Figure 15.

The minimum height of guestroom areas:

- a) For living rooms and bedrooms - not less than 2.80m;
- b) For bathrooms, lavatories, water-closets, porches, balconies, terraces and garages - not less than 2.20m.<sup>30</sup>

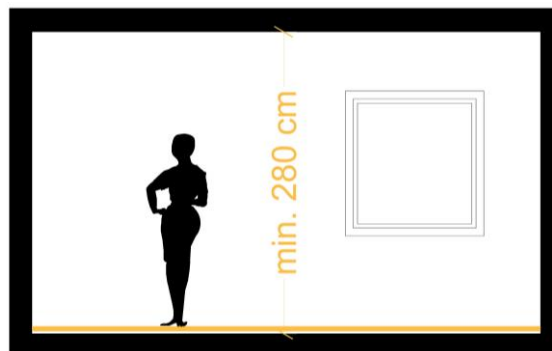


Figure 8 – Minimal room height in guestrooms

The following items suitable for a tourist accommodation facility can be foreseen:

- a) Bed;
- b) Bedside tables;
- c) Armchairs with a coffee table;
- d) Dressing table with mirror and stool/chair;
- e) Writing table with chair;
- f) Television;
- g) Wardrobe or wall cupboard with adequate racks and hangers; and

<sup>30</sup> City of Colombo Development Plan 2008 (Amended),pg.41 and 50 (1).

- h) Well stocked mini bar<sup>31</sup>**

Every guestroom shall have the following electrical lighting:

- a) General room illumination controlled by a master switch located close to the entrance door;**
- b) All lighting shall have the facility of being controlled from the bedside in addition to the individual controls;**
- c) Adjustable lamps of good quality and sufficient illumination for reading in the armchair and in bed;**
- d) On-the-face lighting over mirrors; and**
- e) Door activated lighting for the wardrobes<sup>32</sup>.**

Guestroom lighting levels recommended to be maintained are as follows: bedroom general lighting 75 Lux; reading (bedside and armchair) 300 Lux; and on the face lighting at the mirrors 300 Lux.<sup>33</sup>

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<sup>31</sup> Tourism (Classification of Tourist Hotels) Regulations No. 01 of 2016

<sup>32</sup> Tourism (Classification of Tourist Hotels) Regulations No. 01 of 2016

<sup>33</sup> Tourism (Classification of Tourist Hotels) Regulations No. 01 of 2016

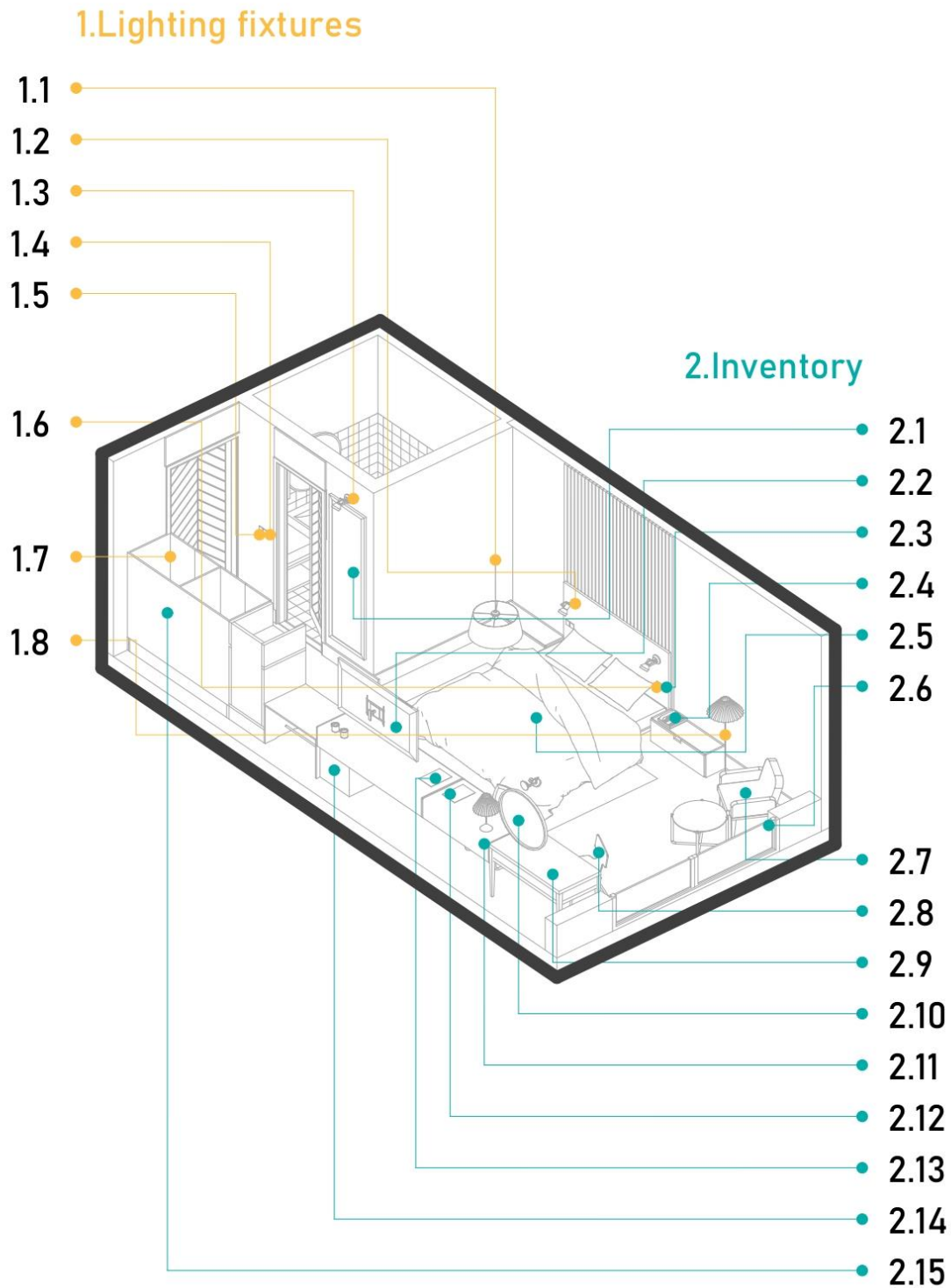


Figure 9 – Guestroom Lighting Fixtures and Inventory Based on Tourism (Classification of Tourist Hotels) Regulations No. 01 Of 2016

**Lighting Fixtures:** 1.1.General Room Illumination (75 Lux); 1.2.Adjustable Lamps for Sufficient Illumination for Reading in Bed (300 Lux); 1.3.On the Face Lighting over Mirrors (300 Lux); 1.4.General Room Illumination Controlled by a Master Switch Located Close to the Entrance Door; 1.5.Thermostat Controlled Heating; 1.6.All Lighting shall have the Facility of Being Controlled from the Bedside in addition to the Individual Controls; 1.7.Door Activated Lighting for the Wardrobes; 1.8.Adjustable Lamps of Good Quality and Sufficient Illumination for Reading in the Armchair (300 Lux)

**Inventory:** 2.1.A Full Length Mirror; 2.2.Television with International Programs, VCD, DVD and CD Players, Radio or Music System Preferably through the Television; 2.3.Facilities to Connect Computers and other IT Appliances; 2.4.In-Room Telephone with International Direct Dialing (IDD) Facilities; 2.5.Single Bed Min. 1.07 M' X 2m'; Double Bed Min. 1.83 M' X 2m'; Thickness of Mattresses Min. 150 Mm'; 2.6.Protection Against Mosquitoes or a Mosquito Net; 2.7.Arm Chairs with a Coffee Table; 2.8.Dressing Table Mirror; 2.9.Dressing Table; 2.10.Stool/Chair; 2.11.Writing Table with Chair; 2.12.Service Directory, Room Service Menu and Mini-Bar Tariff; 2.13.Adequate Supply of Stationery, Local and Air Mail Envelopes and a Pen; 2.14.Well Stocked Silent Mini Bar with Adequate Quantity of Appropriate Glassware; 2.15.Wardrobe or Wall Cupboard with Adequate Racks and Hangers

## 2.5.1 GUESTROOM LAYOUT SAMPLES



Figure 10 – Sample of the Guestroom Layout Based on the Minimum Requirement set in Gazette (No.1963/28 of 20th April 2016) and Board Approved Guidelines.

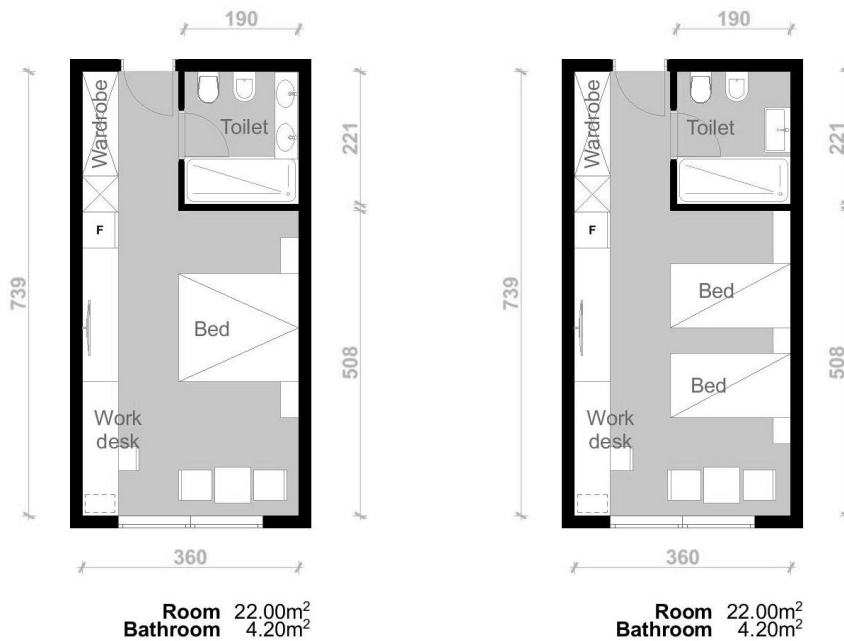


Figure II – Sample of the Guestroom Layout Based on the Minimum Requirement set on - Gazette (No.1963/28 of 20th April 2016) and Board Approved Guidelines



Figure 12 – Sample of the Guestroom Layout Based on the Minimum Requirement set in Gazette (No.1963/28 of 20th April 2016) and Board Approved Guidelines

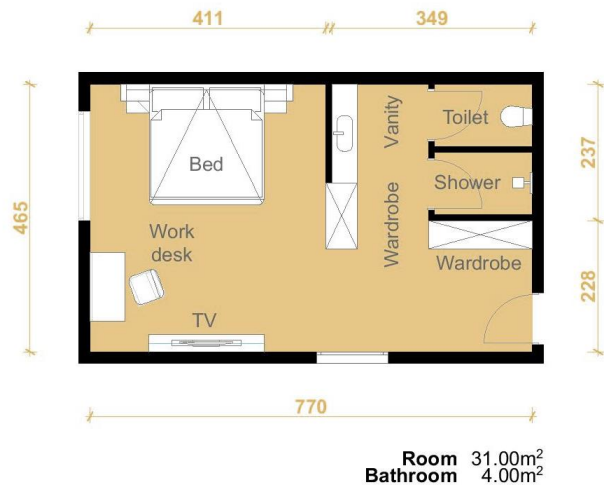
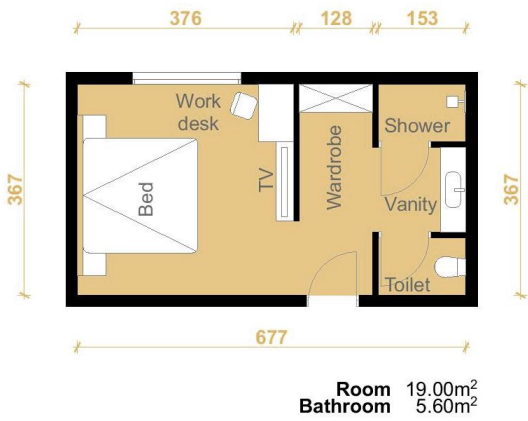
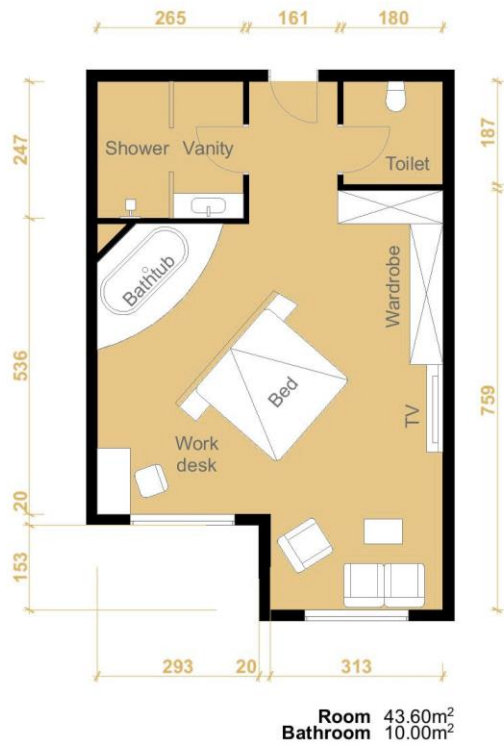
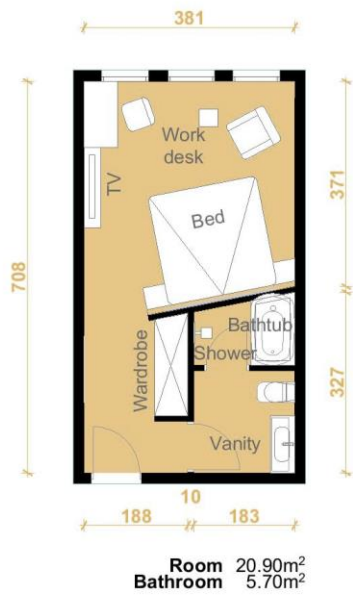


Figure 13 – Various Samples of Guestroom Layouts



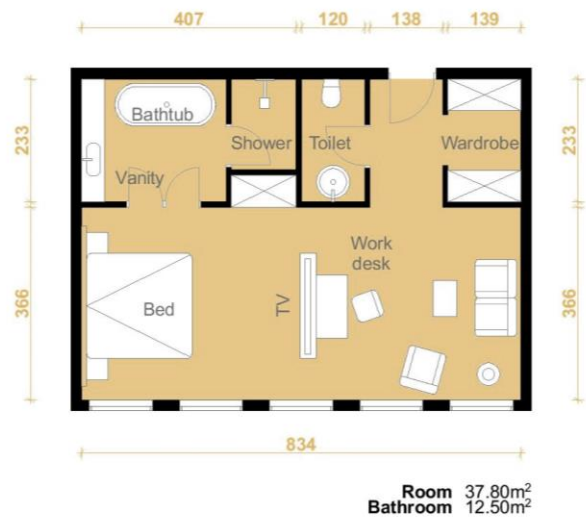
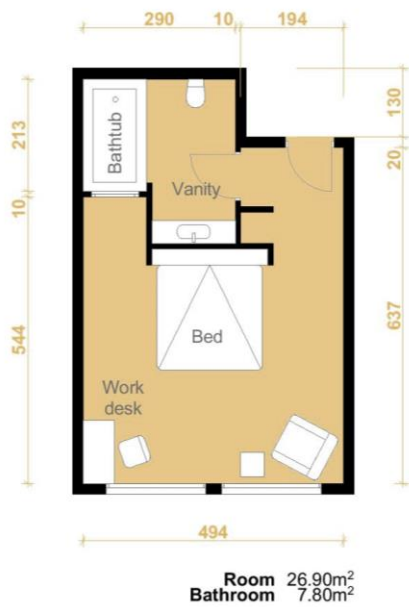
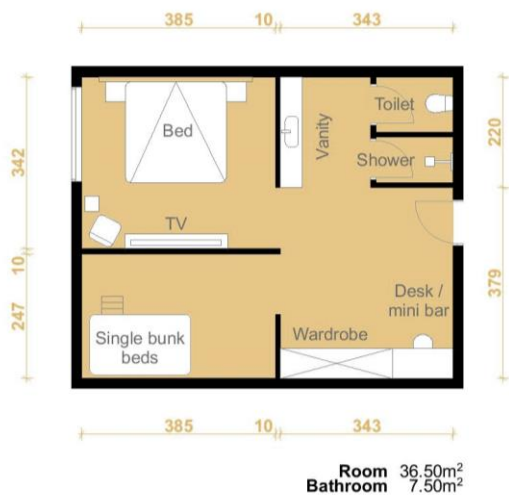


Figure 14 – Various Samples of the Guestroom Layouts

- 1 Bed with Head Board
- 2 Night Stand
- 3 Table Lamp
- 4 Lounge Chair
- 5 Table
- 6 Desk
- 7 Desk Chair
- 8 TV
- 9 TV chest
- 10 Mini Bar
- 11 Luggage Rack
- 12 Wardrobe
- 13 Shower
- 14 WC
- 15 Basin
- 16 Framed Mirror
- 17 Artwork

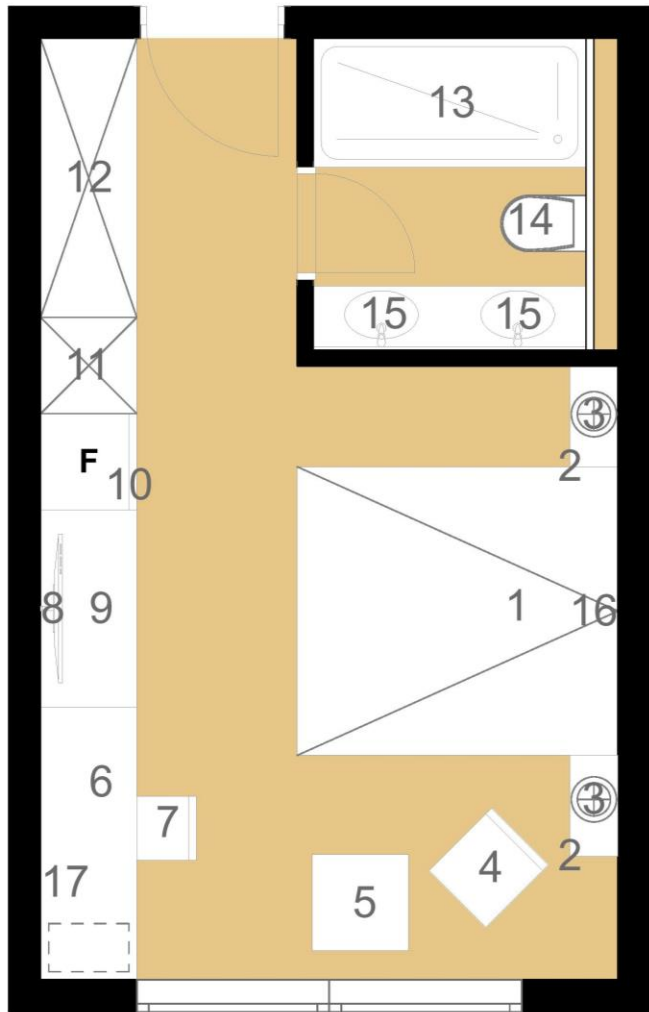


Figure 15 – Sample of the Guestroom Inventory

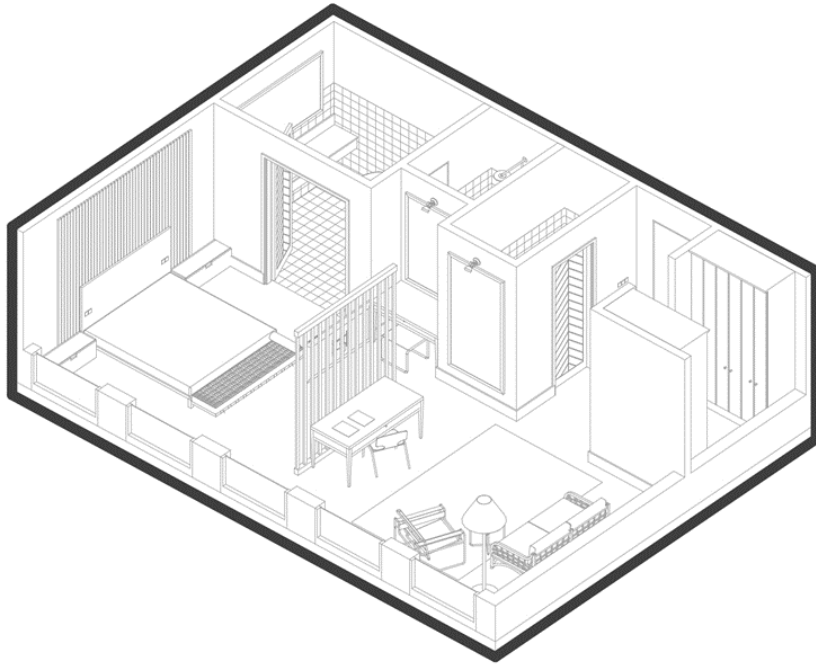


Figure 16 – Samples of the Guestroom Layout

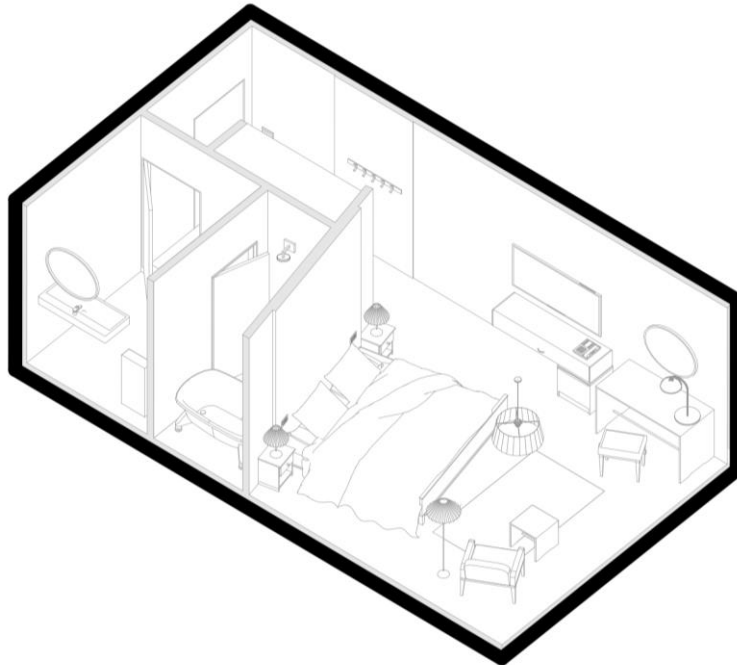


Figure 17 - Samples of the Guestroom Layout

## 2.5.2. ANTHROPOMETRIC FURNITURE

When designing interior spaces, the architect and the designer should be very careful to make the spaces and furniture humane. Designing based on human proportions is known as anthropometric design.

Well-designed furniture not only serves to sit or lay on, but also serves as a place where the body finds full rest and is fully comfortable. Furniture that is not designed anthropometrically can provoke a general feeling of discomfort and, in some cases, injuries.

Tourist accommodation facilities are spaces where people go on vacation, rest and, enjoy life. Therefore, anthropometric considerations must be a key feature in the design.

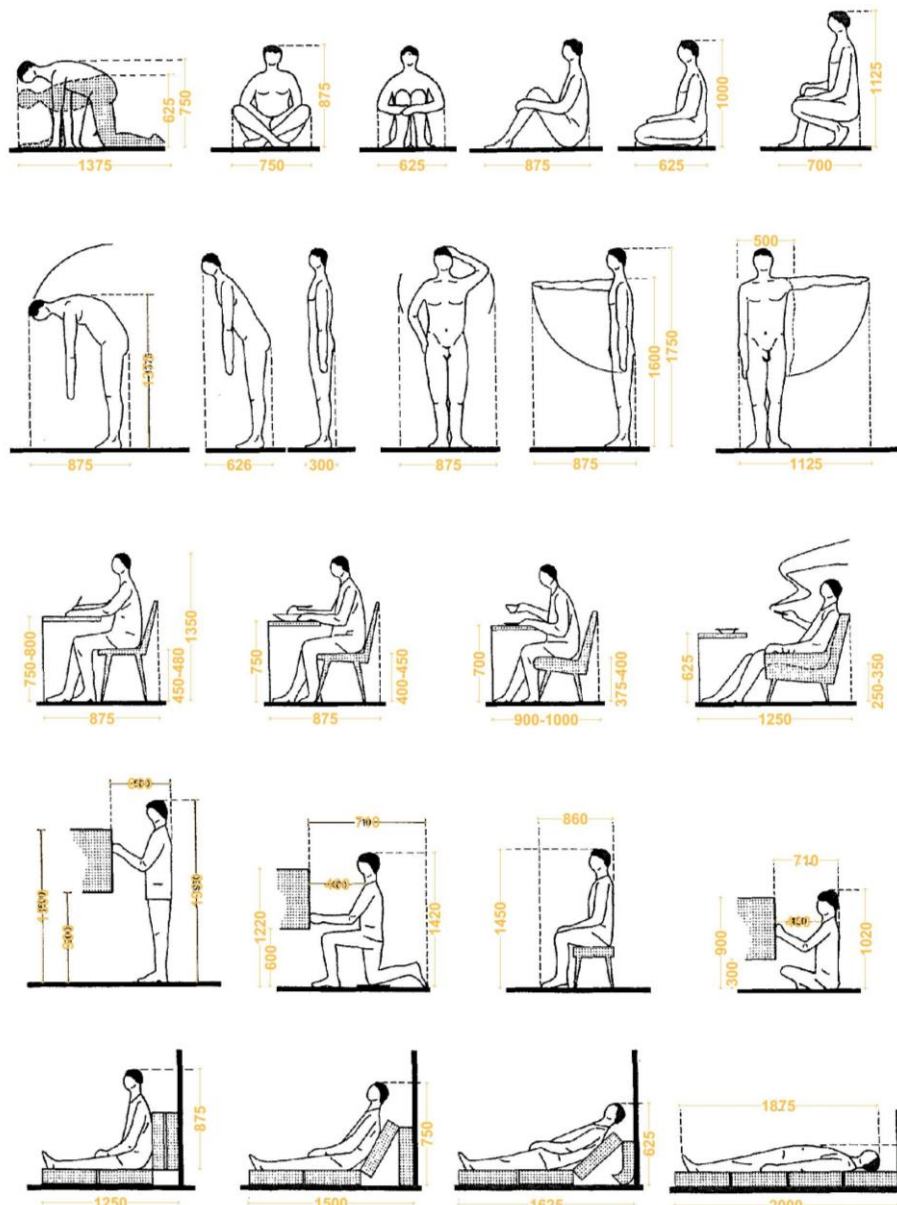


Figure 18 – Anthropometric Measurements <sup>34</sup>

<sup>34</sup> Ernest and Peter Neufert, “Neufert, Architects’ Data”, Fourth Edition, pg.26

## 2.6 THE DINING AREA – RESTAURANT AND ITS COMPONENTS

The dining area of the tourist accommodation facility is a very complex space. The dining area includes several components and layers that help it function. These components are:

- a) The main restaurant
- b) The bar
- c) Kitchen
- d) Storage room
- e) Cellars
- f) Changing rooms and lockers for kitchen staff
- g) Showers
- h) Bathrooms
- i) Other

When designing a tourist accommodation facility dining area, a certain balance should be established between quality of function and cost efficiency. This balance may be obtained by various means such as:

- a) Rational dimensioning of spaces;
- b) Adapted circulation areas - circulation spaces should not exceed 25% of the useful built area;
- c) Optimal number of spaces - the number of spaces is primarily determined by the rate of occupancy. The minimum standard for restaurant area is 1.5m<sup>2</sup> per guest/seat;
- d) Maximum versatility - spaces must be designed with a maximum versatility, enabling them to adapt to several changes, when this is compatible with their functional requirements; and
- e) Grouping of spaces - spaces should be grouped in blocks according to function and interrelation.

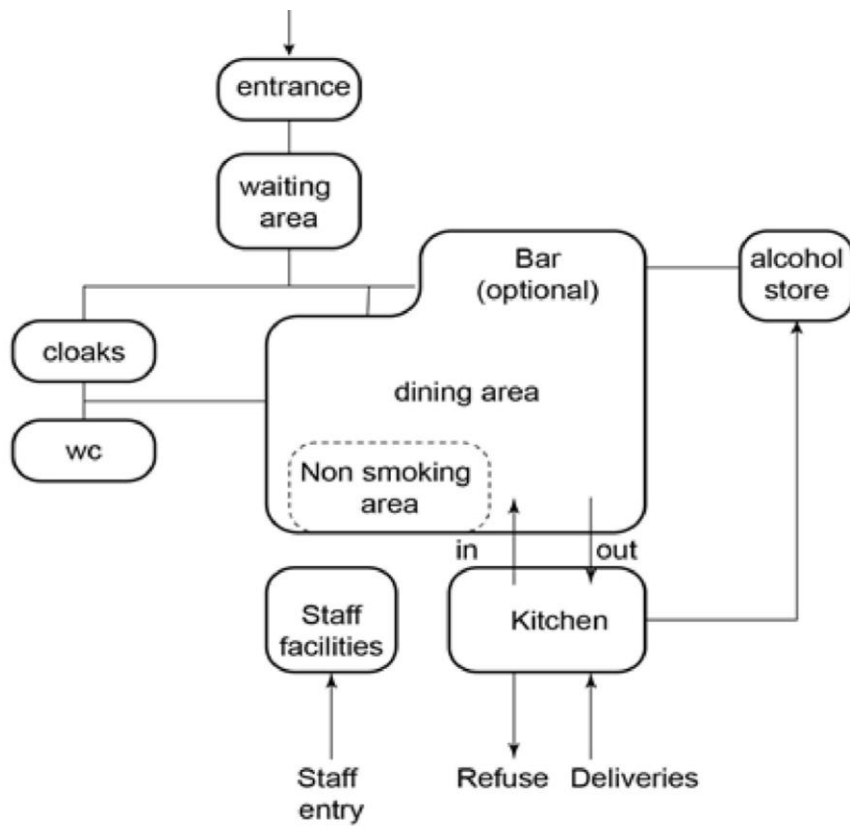


Diagram 5 – Functional Zones of the Restaurant

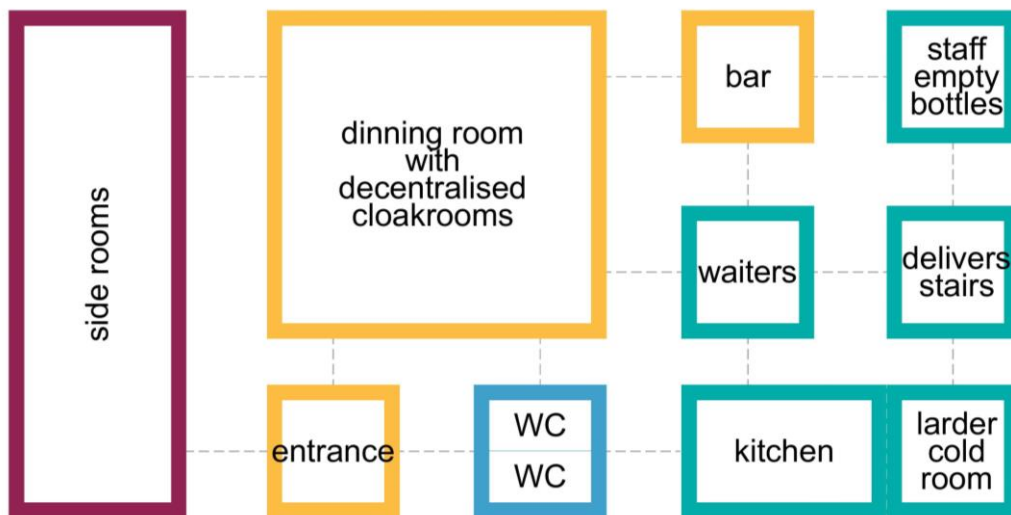


Diagram 6 – Functional Scheme of a Small Restaurant <sup>35</sup>

<sup>35</sup> Ernest and Peter Neufert, "Neufert, Architects' Data", Fourth Edition, pg.171

### 2.6.1. RESTAURANT

The restaurant, together with the lobby and guestrooms, is one of the most representative areas of the hotel. Taking this into account, the restaurant should be well furnished with comfortable and functional furniture that has a superior quality and is in good condition. Walls, floors ceiling, doors, windows, woodwork, and fittings of the restaurants should be safe and well maintained. The theme of the restaurant should complement that of the hotel. Also, the restaurant the floor area should be of a very high standard, maintained, and in good condition.<sup>36</sup>

There are several components that should be taken into mind when dimensioning a tourist accommodation facility restaurant. Such components are listed below:

#### a) The ceiling height

The ceilings height varies based on the size of the restaurant area:

- (i)  $\sim 50m^2 = 2.50m'$
- (ii)  $>50m^2 = 2.75m'$
- (iii)  $>100m^2 = \sim 3.00m'$
- (iv) Above galleries  $\sim 2.50m'$  <sup>37</sup>

#### b) Area of the restaurant

The size of the restaurant is dimensioned based on the capacity of the hotel, but its area is shaped by the human proportions, i.e. anthropometric proportions.

Below are visualized the anthropometric and furniture (standard) requirements for restaurants:

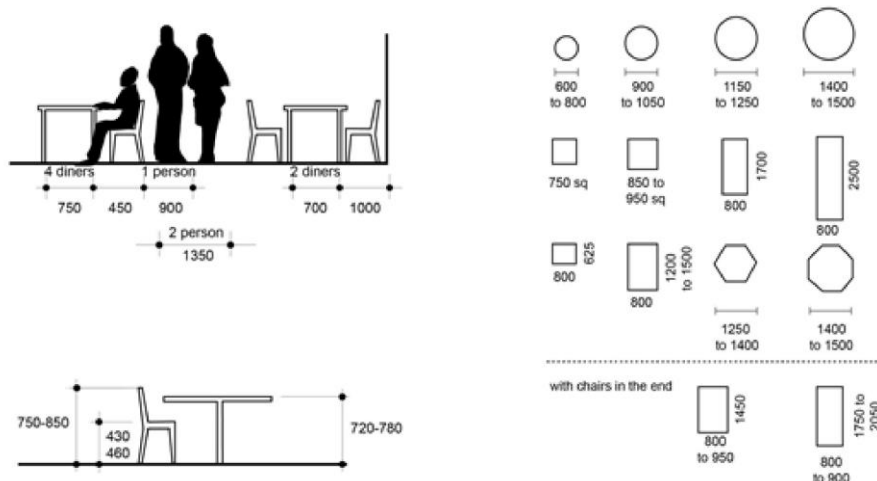


Figure 19 – Dimensioning the Area for the Restaurant Based on the Furniture Dimensions and Anthropometrics

<sup>36</sup>Gazette, “THE TOURISM ACT”, No. 38 2005, pg.31A

<sup>37</sup>Ernest and Peter Neufert, “Neufert, Architects’ Data”, Fourth Edition, pg.175

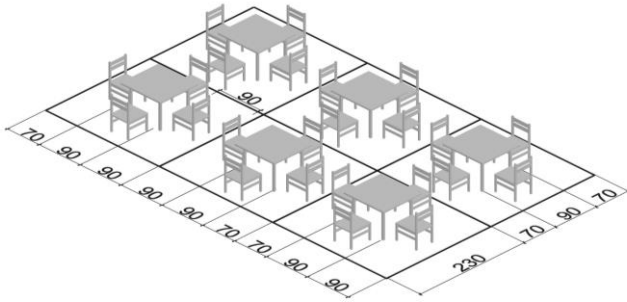
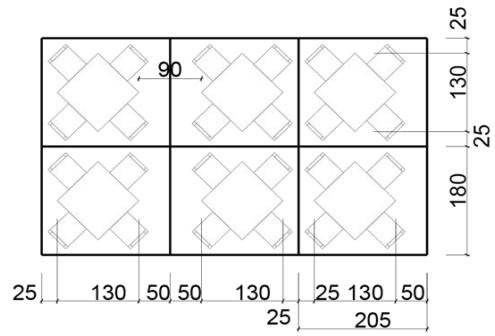
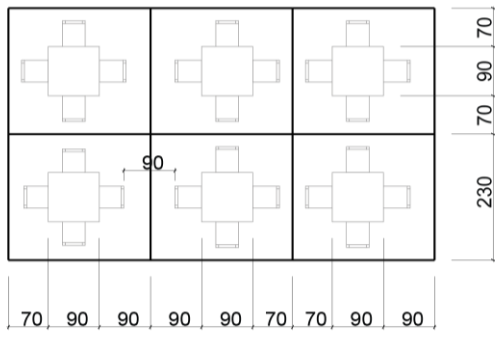


Figure 20 – Square table: diagonal 1.2m<sup>2</sup>/pers.

Figure 21 – Square Table - 1.4 m<sup>2</sup>/pers.

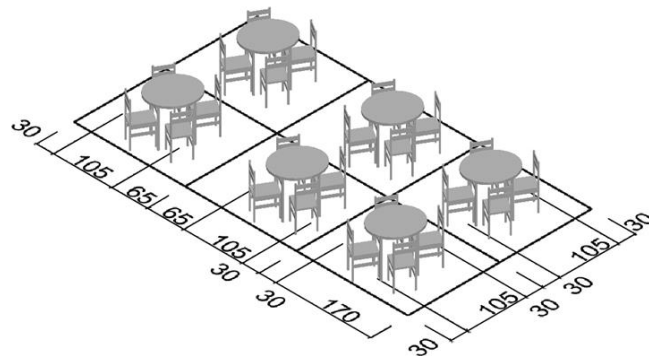
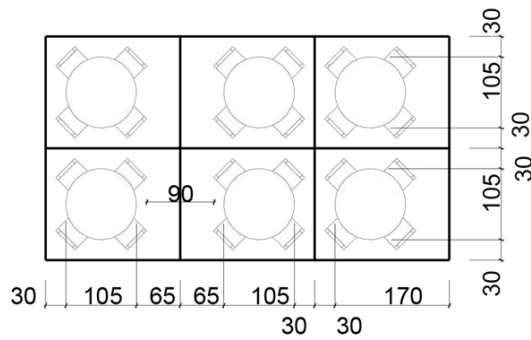


Figure 22 – Round Table: Round Layout 1.4 m<sup>2</sup>/pers.



## 2.6.2. KITCHEN

The main kitchen/satellite kitchens should be strategically located near the food outlets.<sup>38</sup>

In the kitchen, there are several processes that take place that need to be addressed carefully and translated into clean functional lines. Some of these processes include:

- a) Preparation
- b) Cooking
- c) Baking
- d) Storage room (no frost)
- e) Storage room (frost)
- f) Dish washing
- g) Pot washing
- h) Chef's office

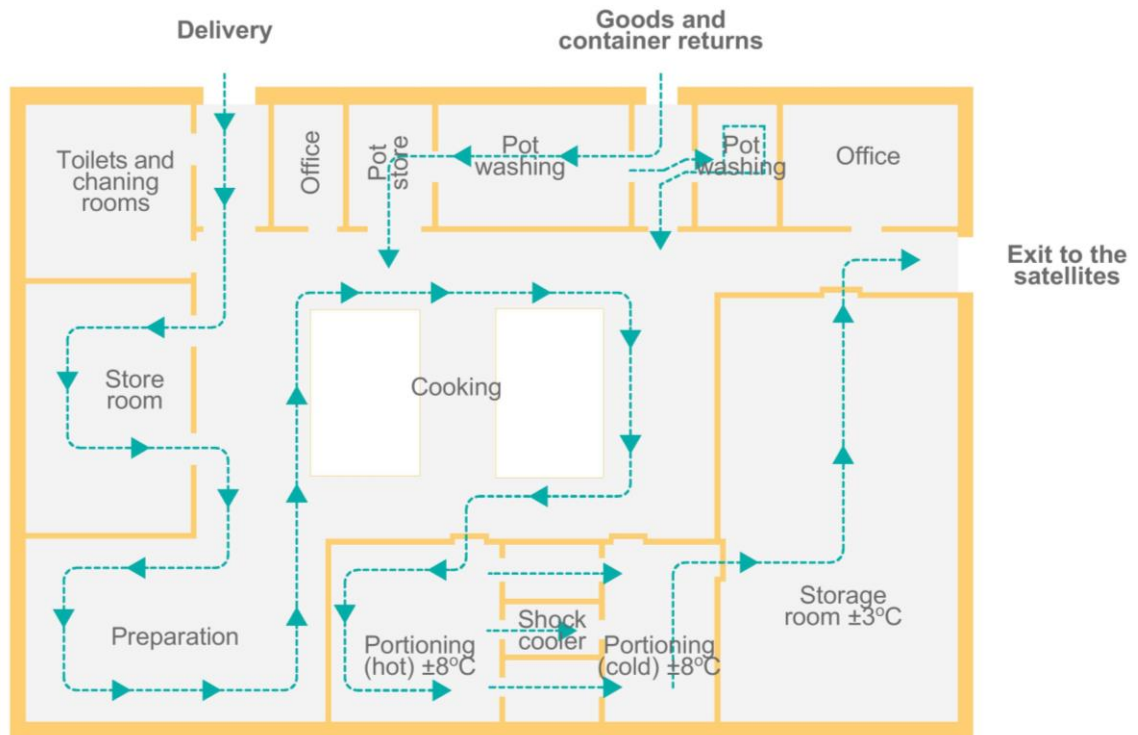


Figure 20 – An Example of Organization of (a Big Restaurants') Kitchen

When designing a kitchen, there are several volumes that need to be dimensioned according to the capacity. These volumes/areas are:

### a) Kitchen area height

The height of rooms (kitchen) in a place of public resort shall be not less than 3.0m.<sup>39</sup>

<sup>38</sup> Gazzete\_2016

<sup>39</sup> City of Colombo Development Plan 2008 (Amended). Pg.41, 50 (1)

### **b) Kitchen area**

The size of the kitchen is based on how the tourist accommodation facilities are classified. In star hotels, the kitchen area must be equal to the number of seats in the restaurant multiplied by 1.2 m<sup>2</sup>. In guest houses, boutique hotels, and boutique villas, the kitchen area is equal to the number of seats in the restaurant multiplied by 1.0m<sup>2</sup>. In home stays, it is the number of seats in the restaurant multiplied by 0.7 m<sup>2</sup>.

### **c) Lighting in kitchen area**

Lighting shall be of adequate luminance. Lamps shall be provided with shatter proof and easily cleanable diffusers.<sup>40</sup> Kitchen areas should have both natural and artificial lighting.

## **2.6.3. STAFF LOCKERS, BATHROOMS AND CHANGING AREA**

One of the important components that supports the well-functioning of a tourist accommodation facility is the staff area. Several functional areas should be considered, calculated, and dimensioned:

- a)** Accommodation, if provided on-site
- b)** Dining area
- c)** Lockers
- d)** Bathrooms/ washrooms and showers
- e)** Lighting

RIBA recommends calculating the number of staff based on the number of rooms and type of facility.<sup>41</sup> Fractions should be rounded to the next whole number:

- (i) Luxury: 1.5 staff per room
- (ii) High-grade: 0.8-1.0 staff per room
- (iii) Mid-grade: 0.5-0.6 staff per room
- (iv) Low budget: 0.2-0.3 staff per room

According to STLTDA regulations, the minimum standards for staff areas are:

### **a) Accommodation**

Where staff accommodation is provided, the building shall be well ventilated and has maximum possible natural lighting. The floor shall be made of impervious materials to facilitate cleaning. The floor area provided per person shall be not less than 5m<sup>2</sup>. Comfortable beds with suitable mattresses shall be provided. The walls should be smooth and treated with a finish conducive for cleaning.

### **b) Dining area**

- (i) Dining kitchen: If there is a dining area where staff meals are provided and prepared separately, an adequately equipped and clean staff kitchen should be available. Running hot and cold water with mixing facilities shall be available for washing of kitchen utensils. The staff kitchen shall be free of insects and rodents.
- (ii) Dining area/food: Where staff meals are provided, the staff dining room should be well ventilated. The floor should be made of impervious material. Walls should be covered

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<sup>40</sup> Gazzete\_201

<sup>41</sup>RIBA, Edited by Quentin Pickard, "The Architects' Handbook", pg.151

up to 150 cm with impervious material to facilitate cleaning. The dining area should be such that a minimum of 1.5 m<sup>2</sup> is available per person. The total number of seats should be adequate to serve 30% of the total staff in one sitting. The table should be covered with impervious material conducive for easy cleaning. There must be at least two sinks with running hot and cold water with mixing facilities for washing of cutlery, crockery, and glassware. Adequate number of hand washing stations with soap and hand drying facilities should be available.

### c) Lockers

- (i) Residential staff locker space should 0.3m<sup>3</sup>/per person. The height of the locker shall be not less than 90 cm, and the depth not less than 45 cm. The lockers should be well ventilated.
- (ii) Non-residential staff locker space should 0.3 m<sup>3</sup>/per person. The height of the locker shall be not less than 90 cm, and the depth not less than 45 cm.

### d) Washrooms/ bathrooms and showers

For every 50 staff, there must be a toilet, washbasin, and shower for each gender.

### e) Lighting

Where staff accommodation is provided, the building should be well ventilated and have maximum possible natural lighting.

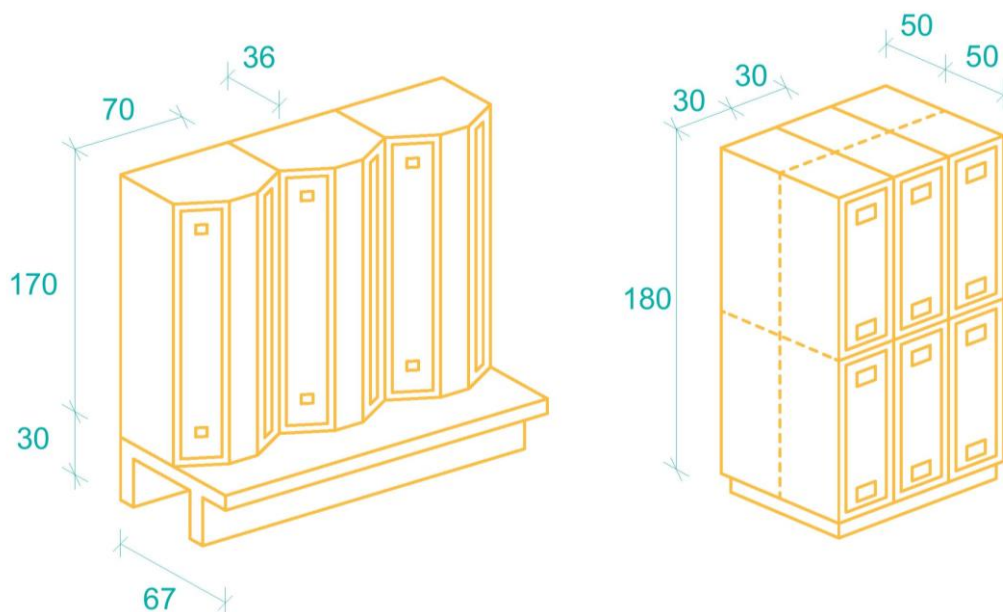


Figure 21 – Lockers <sup>42</sup>

<sup>42</sup>Ernest and Peter Neufert, "Neufert, Architects' Data", Fourth Edition, pg.272

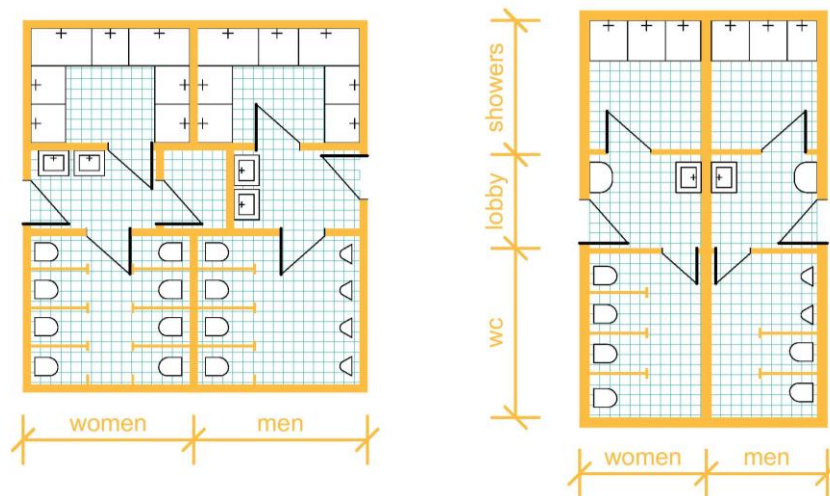


Figure 22 – Showers and Bathrooms <sup>43</sup>

#### 2.6.4. ENTRANCE, LOBBY OR HALL

The entrance, hall, and lobby welcome visitors and set the first impression. It is also where almost all functional lines meet and interact with each other. Giving this area careful thought is well warranted.

The main components of this area are:

- a) Entrance
- b) Lobby
- c) Reception/ Front Desk

##### a) Entrance

The approach, entrance, vicinity, and the environment shall be fit for a tourist accommodation facility.<sup>44</sup>

##### b) Lobby

The lobby / lounge should portray the image and the ambience in relation to the location and the environment of the hotel. The lobby should be well appointed and air-conditioned, well ventilated with adequate seating facilities commensurate with the size of the hotel. The furniture, surfaces and decorations of this area should be of a high quality. The seating of the lobby should be designed in a way that is functional, comfortable, and safe.<sup>45</sup>

The lobby area is the circulation area where people gather, wait, register, settle accounts, and get information services. According to RIBA, based on the type of the hotel, the lobby area can be dimensioned by these parameters:

- (i) High-grade city hotel: approximately 1.0 m<sup>2</sup> per room
- (ii) Budget designs: approximately 0.3 m<sup>2</sup> per room or less

<sup>43</sup>Ernest and Peter Neufert, "Neufert, Architects' Data", Fourth Edition, pg.367

<sup>44</sup>Gazette, "THE TOURISM ACT", No. 38 2005, pg. 9A

<sup>45</sup>Gazette, "THE TOURISM ACT", No. 38 2005, pg. 10A

Since the lobby area is the place where people wait and get information, the lobby furniture/elements include:

- (i) A front desk
- (ii) Lounge – waiting area
- (iii) Facilities for luggage handling, and
- (iv) Other, based on the specific design

While this might be the minimal requirements for the lobby area, in larger hotels add:

- (iii) Arcade shops
- (iv) Concierge
- (v) Currency exchange
- (vi) Bell-captain
- (vii) Group registration and
- (viii) Other services<sup>46</sup>

### **c) Reception/ Front Desk**

The reception/ front desk area consists of workstations where visitors go to check in/out, get information, and solve other issues. Usually, the front desk is set back at least 1.2 m from circulation routes and is supported by a front office – while space behind the desk should be around 1.2-1.5 m. For example, a workstation of about 1.5-1.8 m<sup>2</sup> contains:

- (i) Reception
- (ii) Cashier
- (iii) Information (concierge) sections
- (iv) Telephone switchboard
- (v) Alarm indicator panels, and
- (vi) Other, based on the specific design

The desk length is calculated by the size of the hotel:

- (i) 50 rooms: 3 m
- (ii) 100/150 rooms: 4.5 m
- (iii) 200/250 rooms: 7.5 m
- (iv) 300/400 rooms: 10.5 m<sup>47</sup>

## **2.7 SERVICES AND ADMINISTRATION**

The administration area is the area where the managerial staff and other logistics should be placed. As with other areas, the administration area varies in size based on the size and room capacity of the tourist accommodation facility.

The administration areas include:

- (i) The front office (located adjacent to the reception desk)
- (ii) Executive
- (iii) Accounting

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<sup>46</sup>RIBA, Edited by Quentin Pickard, "The Architects' Handbook", pg.148

<sup>47</sup>RIBA, Edited by Quentin Pickard, "The Architects' Handbook", pg.148

- (iv) Sales
- (v) Catering offices
- (vi) Personnel, and
- (vii) Engineer's offices

**Table 6 – Parking Space Standards**

Category	Specification	Parking Space Requirements		
		Types of Vehicles		
		Standard Vehicle	Bus	Lorry
<b>City hotels</b>	-	1 Space for 10 rooms	1 Space (touch and go) close to service areas	1 Space
<b>Motels</b>	-	1 Space for 1 room	1 Space	-
<b>Hotels</b>	1 to 20 rooms	1 Space for 1 room	1 Space (touch and go) close to service areas	1 Space
	1 to 100 rooms	1 Space for 1 room up to 20 rooms + 1 space for 2 rooms from 21-100 rooms	1 Space (touch and go) close to service areas	1 Space
	Above 100 rooms	1 Space for 1 room up to 20 rooms + 1 space for 2 rooms from 21-100 rooms	1 Space (touch and go) close to service areas	1 Space
<b>Banquet Hall</b>	Up to 100 seats	1 Space for 5 seats	-	1 Space
	More than 100 seats	1 Space for 5 seats	1 Space (touch and go) close to service areas	1 Space
<b>Boutique Hotel/ Vilas</b>	Up to 5 rooms/units	1 Space for 1 room/unit, maximum 3 spaces	-	-
<b>Boutique Hotel/ Vilas/ Guest House/ Lodges/ Rest House/ Spa</b>	Above 5 rooms/ units	1 Space for 1 room/unit	-	-
<b>Restaurant</b>	Up to 50m <sup>2</sup>	1 Space for 10m <sup>2</sup> (except service area) or 1 space for 5 seats whichever is more	-	1 Space
	More than 50m <sup>2</sup>	1 Space for 20m <sup>2</sup> (except service area) or 1 space for 5 seats whichever is more	1 Space for every 500m <sup>2</sup>	1 Space

The amount of space needed for administration services is calculated by the type of hotel and number of rooms:

- (i) High-grade: 1.6 m<sup>2</sup>/room
- (ii) Mid-grade: 1.2 m<sup>2</sup>/room
- (iii) Budget: 0.4 m<sup>2</sup>/room<sup>48</sup>

<sup>48</sup>RIBA, Edited by Quentin Pickard, "The Architects' Handbook", pg.148

## 2.8 EXTERNAL SPACES

External spaces are divided in three categories:

- a) Spaces allocated to recreation areas and sport areas;
- b) Circulation areas including those for vehicles (roads and parking) and for pedestrians (sidewalks and paths); and
- c) Green areas with plantings (trees, shrubs, bushes and lawns).

The minimum requirement of land area for each type of tourist accommodation facility is calculated by adding the necessary requested external spaces to the built area of each building. This area depends on the tourist accommodation facility capacity, the number of floors, and the estimated proportion of land attributed to landscaping and circulations.

## 2.9 PARKING AND TRAFFIC CONTROL

Paragraph 31 (I) - A minimum number of parking spaces within the site at the standard specified in schedule (II) to these regulations.<sup>49</sup>

The dimensions of car parking stalls (Schedule III) shall be:

- a) Minimum stall width - 2.4 meters
- b) Minimum stall length - 4.8 meters
- c) Minimum stall length for parallel parking - 5.4 meters

The minimum width of aisles shall conform to the requirements specified in the applicable UDA Development and Planning Regulations.<sup>50</sup>

**Table 7 – Width of Aisles of Parking Stalls (One Way Traffic)**

<b>Parking Angle 1</b>	<b>Bays on one Side (m) 2</b>	<b>Bays on two Side (m) 2</b>	<b>Two Way Traffic (m) 4</b>
Parallel	3.6	3.6	6.0
30°	3.6	4.2	6.0
45°	4.2	4.8	6.0
60°	4.8	4.8	6.0
90°	6.0	6.3	6.0

The minimum height of a closed parking space is 2.4 m, based on the requirements specified in the applicable UDA Development and Planning Regulations.<sup>51</sup>

<sup>49</sup> UDA, "General regulation 2021"

<sup>50</sup> UDA, "General regulation 2021"

<sup>51</sup> UDA, "General Regulation 2021"

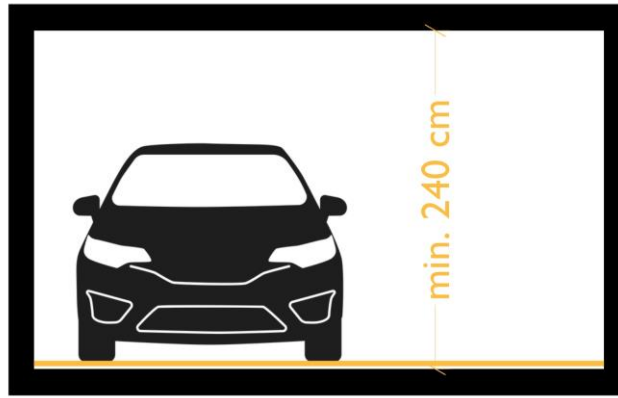


Figure 23 – Minimum Height of Closed Parking Space

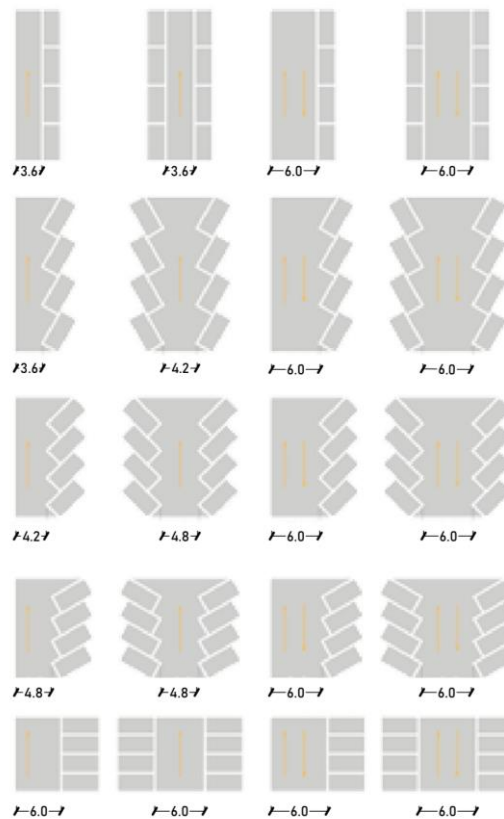


Figure 24 – Parking lot Types

Parking spaces are places that are usually paved with concrete or asphalt, but other materials can also be used. Parking spaces are usually painted with a bright yellow color in order to create the sense of space and order. Buffers and barriers are used to separate spaces and pedestrian lines to improve safety for drivers and pedestrians.

A parking lot can be of many types:

- a) Open air
- b) Half closed
- c) Underground



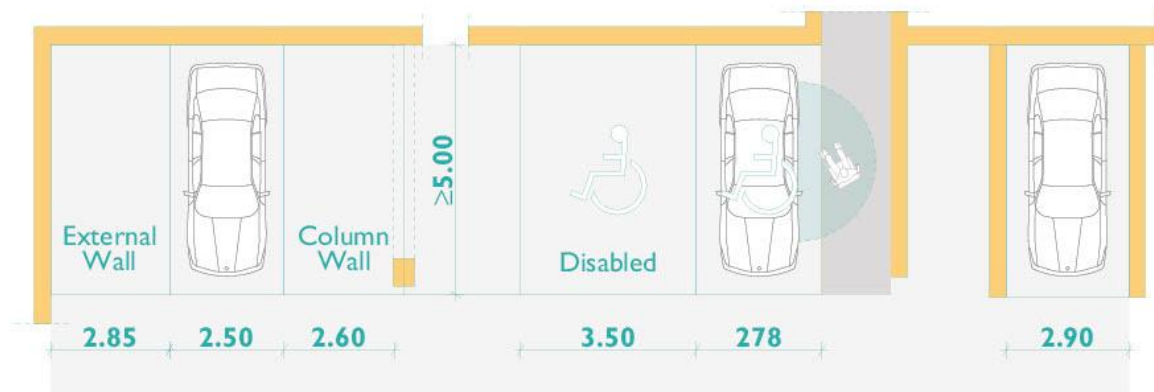


Figure 25 – Parking Size: Regular and Wheelchair <sup>52</sup>

## 2.10 COST AND BUDGET PARAMETERS

The materials and building techniques should ensure architectural quality while at the same time meeting budgetary requirements. The designer should therefore choose materials and techniques that establish the best possible relationship between quality, durability, and cost.

To reduce the total cost of owning a building while ensuring its quality, it is necessary to balance the initial design and construction costs with the running costs such as lighting, heating, cooling, repairing, and otherwise operating and maintaining the facility. This balance can be reached through:

- a) Use of local resources (materials and labor) and consideration of the recyclability of materials within the threshold of quality;
- b) Ease and simplicity of design and construction;
- c) Durability with respect to the effects of climate and intensive use by guests;
- d) Selection of building elements on the basis of life-cycle cost analysis (compare the lifespan of projects and systems with the expected lifespan of the facility);
- e) Specified materials and products that are easy to maintain;
- f) Commissioning of the facility to ensure that it operates in a manner consistent with design intent;
- g) Use energy simulation and analysis tools to optimize energy performance (integrate day lighting systems, high-performance HVAC, energy-efficient building shell, and high-performance electric lighting); and
- h) Anticipate and prepare an easy and efficient maintenance schedule with adapted materials and using locally available accessories and spare parts.

## 2.11 INNOVATION AND CREATIVITY

The guidelines are intended to not only cover the minimum design requirements relating to tourist accommodation facilities and to help designers and builders create facilities which are functional and aesthetically acceptable to tourists, but also to leave space for designers to come up with innovative and creative ideas. Designers may come up with innovative and creative ideas if safety standards are

<sup>52</sup> Ernest and Peter Neufert, "Neufert, Architects' Data", Fourth Edition, pg.391

applied, and the tourist accommodation facility provides comfort for the needs of the users. In general, good designs have the following characteristics:<sup>53</sup>

- a) Inspire. Guests sense good architecture through the harmony and proportions of built spaces and open spaces;
- b) Sustainable. Resources are used wisely and there is an understanding of how the design fits into the overall environment;
- c) Safe, efficient, and cost effective;
- d) Longevity. The buildings maintain their utility and charm through time;
- e) Functional. Spaces are grouped according to activities and there are easy links between buildings and areas;
- f) Pleasant. Materials, colors, and plants help users appreciate the space;
- g) Respect. Social and cultural heritage values of the community are considered; and
- h) Unique. Every project requires its own unique solution<sup>54</sup>.

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<sup>53</sup> Investor Handbook – Design Inspiration

<sup>54</sup> Investor Handbook – Design Inspiration

## 3. GENERAL PRINCIPLES



### 3.1 TECHNICAL NORMS

Sri Lanka does not yet have a unified building code or technical norms for construction, building techniques and materials. Professionals in the construction sector are relying on the norms established by UDA, Construction Industry Development Authority (CIDA), Sri Lanka Standards Institution (SLS) and all other relevant authorities. If there is no applicable Sri Lanka legislation, then British Standards (BS) are considered.

### 3.2 COMFORT PARAMETERS

There are three main sources of physical discomfort that the body can experience: temperature, light, and sound. An amount of any of these outside an acceptable range will cause discomfort. It is the object of the facilities design to so arrange a building's environment that potential discomfort is reduced to an acceptable level. This is an inexact science since much response to discomfort is subjective and varies between individuals. However, studies have shown broad agreement on what are considered suitable levels for each of the potential irritants.

#### 3.2.1 CLIMATIC COMFORT (TEMPERATURE)

##### a) Definitions and Terminology

Thermal comfort is usually attributed to two main parameters: (i) the thermal comfort one feels due to the balance between accumulated and lost calories in the body; and (ii) the control of the climatic conditions including sun position and radiation, temperature, humidity, and winds.

Designers of tourist accommodation facilities need to consider the climatic conditions of the area where the construction is envisaged. The present guidelines give general statements about climatic conditions in Sri Lanka, but additional and more detailed data shall be collected for precise conditions in the concerned area, such as: (i) average monthly temperatures with minima and maxima; (ii) local hygrometry; and (iii) prevailing winds for each climatic season and frequency of strong winds and storms.

##### b) Sri Lanka Climatic Conditions

Due to the location of Sri Lanka within the tropics between 5° 55' to 9° 51' north latitude and between 79° 42' to 81° 53' east longitude, the climate of the island is characterized as tropical.

The central part of the southern half of the island is mountainous with heights more than 2.5 km. The core regions of the central highlands contain many complex topographical features such as ridges, peaks, plateaus, basins, valleys, and escarpments. The remainder of the island is practically flat except for several small hills that rise abruptly in the lowlands. These topographical features strongly affect the spatial patterns of winds, seasonal rainfall, temperature, relative humidity, and other climatic elements, particularly during the monsoon season.

The climate of Sri Lanka is dominated by the above-mentioned topographical features of the country and the Southwest and Northeast monsoons' regional scale wind regimes. The climate experienced during a 12-month period in Sri Lanka can be characterized into 4 climate seasons as follows.<sup>55</sup>

- (i) First inter-monsoon season (March-April)
- (ii) Monsoon season (May-September)
- (iii) Second inter-monsoon season (October-November)
- (iv) Northeast monsoon season (December-February)

Temperatures differ slightly depending on the seasonal movement of the sun, with some modified influence caused by rainfall. The mean annual temperature varies from 27°C in the coastal lowlands to 16°C at Nuwara Eliya, in the central highlands (1900m above mean sea level). This relatively unique feature manifesting as sunny beaches to rain forests inland is a tourist attraction.

### **c) Improving climatic comfort**

To improve the thermal comfort of tourist accommodation facilities, possible climate control measures are classified in two categories:

- (i) Natural or passive measures including building orientation, position and dimensions of the openings, quality of materials, thermal insulation, plantings next to the buildings.
- (ii) Artificial or active measures including mechanical or electrical means such as ventilation or air conditioning and heating.

To control the climate effects on the tourist accommodation facility spaces, simple measures should be taken by designers at the beginning of the design process. These are concerning:

- (i) Orientation of buildings: Orientation of guest areas towards south and north is recommended, as such orientation provides a protection against direct sun rays. This preferential orientation can deviate by approximately minus or plus 30° (because of site requirements or because of the orientation of the prevailing winds);
- (ii) Placement of buildings: The distance between buildings from façade to façade should be proportional to the height of the buildings to allow fresh air and natural light in the lowest levels;
- (iii) Shape and design of buildings: As, for example, the possibility of transverse air flow for the renewal of fresh air with natural cross ventilation during the hot season;
- (iv) Landscaping: Vegetation can play an essential role in creating a microclimate, whenever needed. Planting trees contributes effectively in creating protection from dust, winds and sunlight. In addition, planting lawn, shrubs, and bushes allows protection against sunlight reverberation and reflected glare from the ground;
- (v) Appropriate building elements: This includes the appropriate roof drainage and site drainage around the buildings, shading with adjustable shutters on windows, sun

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<sup>55</sup> Department of Meteorology Sri Lanka - [http://www.meteo.gov.lk/index.php?option=com\\_content&view=article&id=94&Itemid=310&lang=en&lang=en](http://www.meteo.gov.lk/index.php?option=com_content&view=article&id=94&Itemid=310&lang=en&lang=en)

- breakers, sun screening, overhangs, and/or galleries that can bring additional protection against sunlight, especially when the building orientation is unfavourable;
- (vi) Adequate building materials: Including façade materials with possible reflection of the sunlight, insulation materials to increase the wall and roof thermal inertia.

Cross-ventilation will be a natural comfort factor for the hottest part of the year (see Figure 42) In any case, a building group with rooms with the option of openings both sides are not economical, although this is the optimum recommendation. Tourist accommodation facilities, like any building mass, will have a pressure gradient over it in any wind condition and direction, so that air will flow through the building from positive pressure to negative, to the extent that internal divisions and spaces permit. This is how the overnight potential cooling benefit will be assisted by exterior high-level window opening lights and the interior.

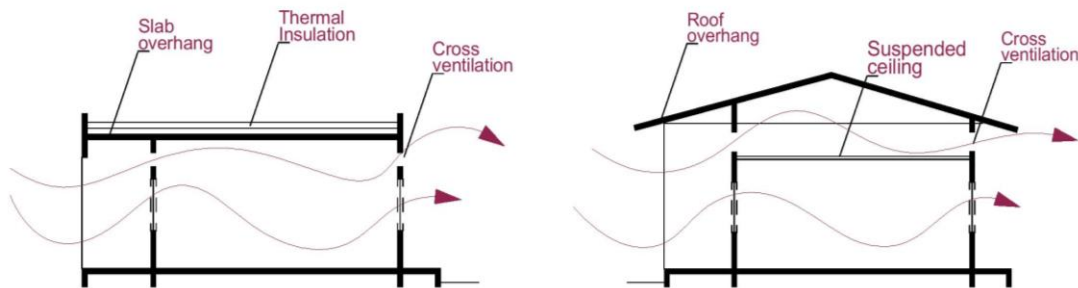


Figure 26 – Thermal Comfort: Cross Ventilation

Effective sun screening devices can be designed to operate in any orientation, since the angle of the sun is entirely predictable. However, owing to seasonal change in elevation, year-round full exclusion would require movable elements in a screen. In practice, screening is usually a compromise, although if the optimum orientation has been designed in, then screening will be effective. Assuming a south orientation, a window will be screened by an external horizontal shelf at the level of the top of the window, with a projection depending on the duration of the year that it is desired to exclude the sun from penetrating the room or from striking the glass. It is essential to stop the sun from striking the glass as the heat is very effectively transferred inward and the glass itself is heated, thus accentuating the effect. It must be noted that the use of double glazing is ineffective in stopping sun penetration; it is only effective at preventing heat loss outwards.

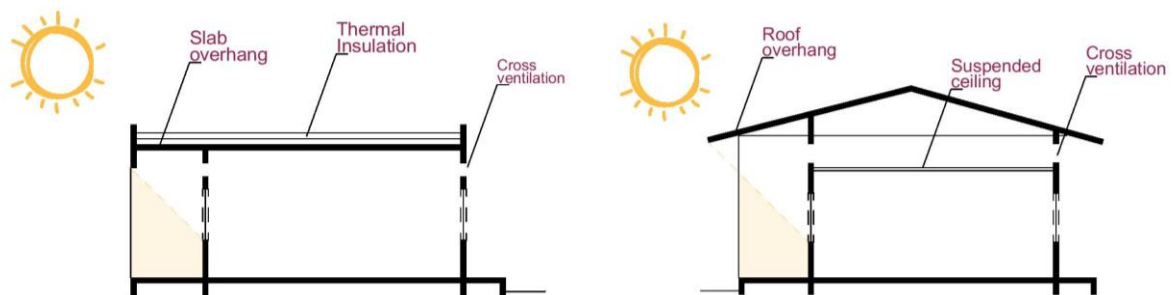


Figure 27 – Thermal Comfort: Sun Protection

### 3.2.2 VISUAL COMFORT

#### a) Definitions and terminology

The need for high standards and well-designed lighting in tourist accommodation facilities is based on: (i) natural lighting resulting from direct sunlight or indirect light reflected from the ground and other external or internal surfaces (see Table 6 and 7 below); (ii) artificial light from electricity sources (lamps, fluorescent tubes); (iii) brightness or intensity of light, whether from natural or artificial sources or from an opaque surface or object; and (iv) contrast that applies equally to differences in brightness or colour.

Table 8 – Average Light Reflection Factors

Materials	%
Plaster	85
White paper	84
White painting	75
Cement	55
Freestone	50
Natural timber (light colour)	33
Red brick	20

#### b) Findings from previous studies

Excessive glare from sunlight can cause acute discomfort. The amount of daylight normally falling on an un-shaded guestroom will be well over 1000 lux and a comfortable level should be 300 to 400 lux (see Table 6 below). Internal window blinds may be the only means of reducing glare on a very bright sunlit day and it will be appropriate for the designer to make provision for the necessary track.

Table 9 – Comparative Lighting Value in Lux

Location	Lighting (lux)
Outside, full sun at noon	80,000 to 100,000
Inside, next to a window with clear skies :	
- 0,50 m from window	2,000 to 4,000
- 1,50 m from window	700 to 900

#### c) Recommended measures

Designers must take appropriate measures to ensure lighting and visual comfort, which is essential for both guests and staff. These are:

- (i) **Natural lighting:**
  - Limit the use of expensive artificial lighting. The building plan and room layouts should maximize the use of natural light while minimizing the potential glare that could occur during certain periods of the day;
  - A good level of lighting is important in circulation areas to minimize the risk of accidents;

- The distance between opposite facades should allow sufficient penetration of light into the facilities. The same distance recommendations apply for climatic comfort;
- The number, dimension, placement, and arrangements of windows must comply with the required amount of light (and air flow). Bearing in mind the importance of natural lighting, it is recommended that the minimum surface of windows in guestroom spaces to be not less than 15% of the floor area;
- The depth of rooms may affect the natural lighting for spaces on the opposite side of the windows. It is therefore recommended to avoid room depth exceeding 7.50 m;
- When using overhangs, struts and/or bars to protect windows, their effect on natural light should be carefully studied;
- Planting trees and bushes can limit the intensity of light, depending on their size, shape, type of foliage, and distance from the buildings.

(ii) **Artificial lighting:**

- Some tourist accommodation activities demand adequate artificial lighting, especially at the end of the day or on cloudy days;
- The type of lighting equipment to be installed depends on the intensity of light required and the type of related activity. However, fluorescent tubes, when compared to incandescent lamps, have the advantage of low surface brightness, high efficiency, low heat production, and good light distribution;
- There are no precise standards in Sri Lanka for the amount of light required in tourist accommodation facilities, but it is recommended to use the following average general standards presented in Table 8;
- The building design and the type of lighting equipment must address accessibility for easy maintenance, especially in high ceiling areas.

Table 10 – Rooms

Rooms	General (lux)
<u>Guestrooms</u>	<u>300 to 500</u>
<i>General room illumination</i>	75
<i>On the face lighting over mirrors</i>	300
<i>For reading in bed</i>	300
<i>For reading in armchair <sup>56</sup></i>	300
Offices, administration	400 to 600
Corridors and stairs	200
Lobbies	250
Restaurants	350
Kitchen	530
Lounge (adjustable)	55-350
Public restrooms	215-430
Meeting rooms / boardroom	530
Health clubs & fitness rooms	430
Stores, archives	200

<sup>56</sup> Tourism (Classification of Tourist Hotels) Regulations No. 01 of 2016

### 3.2.3 ACOUSTIC COMFORT

#### a) Definitions and terminology

Before recommending measures to improve the acoustic comfort in tourist accommodation facilities, terms and notions related to acoustics should be defined:

- (i) Sound is a pressure wave in an elastic medium. If not restricted, it spreads from the source in all directions and diminishes in intensity as the square of the distance from source. It moves at about 0.344 m/second in the air and with a faster speed in denser media such as wood, steel, concrete;
- (ii) Transmission of sound through a medium depends upon its density and homogeneity. In homogeneous medium such as steel, the sound is transmitted with a greater efficiency than in a non-homogeneous medium such as a brick wall;
- (iii) Sound intensity is the rate at which the energy of sound is transmitted. This intensity is measured in decibels (dB);
- (iv) Sound frequency is measuring the number of pressure waves per second produced by the sound. The average human ear responds to frequencies 16 to 16,000 waves per second;
- (v) Absorption represents the proportion of sound that stays in materials and never comes out. The more porous materials, the higher the absorption and structural surfaces. People or furniture are actually absorbing part of the sounds.

#### b) Findings from previous studies

Acoustic discomfort may come from outside or inside sources. The acoustic environment in tourist accommodation facilities can be noisy, especially when groups of guests are arriving or leaving. When the guests are in the guestroom, a controlled level of sound is needed for the privacy of the guests. There are three sources of unwanted noise that need to be controlled:

- (i) From guestrooms;
- (ii) From noise sources within the tourist accommodation facilities, lobby, lounge; restaurants, corridors, mechanical systems, as well as from inside and outside sport and recreation areas, playgrounds, and other sources of noise outside the building;
- (iii) From other sources off the wider site/location.

#### c) Recommended measures

To provide a good environment, the following considerations must be considered in the design of the tourist accommodation facility:

- (i) Location: Exterior noise can be controlled by locating tourist accommodation facility as far away as possible from noisy boundaries, by orientating guestrooms away from noise sources, by increasing landscaping elements to limit the penetration of exterior noise (markets, highways, stations);
- (ii) Location of buildings with reference to interior and exterior sources of noise;
- (iii) Soundproofing: Measures should be taken to provide sufficient soundproofing between spaces (guestrooms, corridors, offices, etc.) to prevent disturbances caused by external or internal noises. A solid material such as a block wall between a



predictable noise source and neighbouring rooms will give a decibel reduction of a good order; and

- (iv) Materials and techniques should be adapted to control noise between spaces and inside spaces: The use of absorbent materials on ceilings, the construction of double external walls separated with a void filled with insulating materials (polystyrene), thick partitions and walls between guestrooms, floor finish materials helping to decrease impact noises, stuffing of joints around pipes and air ducts, etc.

### **3.3 SAFETY PARAMETERS**

#### **3.3.1. ACCESSIBILITY**

Tourist accommodation facilities must comply with the Protection of the Rights of Persons with Disabilities Act, No. 28 of 1996 and provisions of Extra Ordinary Gazette Notification No. 1467/15 dated 17 October 2006.

To provide people with mobility impairments access to any tourist accommodation facility, or place where common services are available, the following part of the buildings shall be designed in accordance with the design requirements specified in the Disabled Persons (Accessibility) Regulations:

**a) Parking areas:**

Parking area shall have designated parking spaces for disabled drivers and guests and such spaces shall be located as close as possible to the main entrances and exits of the tourist accommodation facility. Out of 25 parking places, one should be designated for disabled drivers. Parking areas should have enough clear space around them so that disabled persons can get into and out of a car.

**b) Pathways and corridors**

Pathways and corridors shall be wide enough for wheelchair users. The corridors should provide circulation routes that allow easy movement and provide a sense of direction. Minimum 90 cm clear width for single wheelchair and minimum 150 cm width of corridors with wheelchair turning spaces of 180 cm x 180 cm at regular intervals.

**c) Ramps**

Entrances and exits must be accessible by ramp that are no steeper than 1:15. Ramps should at least be 150 cm wide and have landings every 5 metres run and at the top and bottom of the ramp. Steps should always accompany a ramp and vice-versa.

**d) Lifts and elevators**

The elevator should have a minimum internal space of 140 cm x 140 cm and the door should provide a clear opening width of 90 cm.

**e) Doorways and entrances**

Doorways shall be wide enough for wheelchair users (90 cm minimum); Space to manoeuvre shall be provided in front of doors, including sufficient;

**f) Toilets**

There should be at least one accessible toilet in the common restroom area. Toilet areas shall have enough floor space for wheelchair users to enter and exit. Internal dimensions of the toilet cubical shall be not less than 150 cm X 200 cm.

The en-suite bathroom should have minimal internal dimensions of 2700 mm x 2500 mm.

The toilet door should either be an outward opening door or a sliding door.

**g) Guestrooms**

There should be at least one guestroom for every 25 guestrooms or part thereof that is accessible and usable for people with disabilities. This room must have adequate facilities and preferably be on the ground floor;

**h) Lifts**

Lifts installed in public buildings shall meet the requirements of the Protection of the Rights of Persons with Disabilities Act, No. 28 of 1996 and provisions of Extra Ordinary Gazette Notification No. 1467/15 dated 17 October 2006.

Wheelchair dimensions must be considered by designers for the sizing of the tourist accommodation facility spaces and circulations. Wheelchairs have different dimensions, but the average size is as follows: (see Figure 43):

- a) The chair width is generally between 600 and 700 mm
- b) The length is between 1000 and 1250 mm
- c) The external radius is between 1300 and 1500 mm

The reaching space of people in wheelchairs is defined as:

- a) Between 230 and 300 mm over the floor level
- b) Between 1100 and 1300 mm in height
- c) Between 300 and 400 mm from the lateral sides of the chair

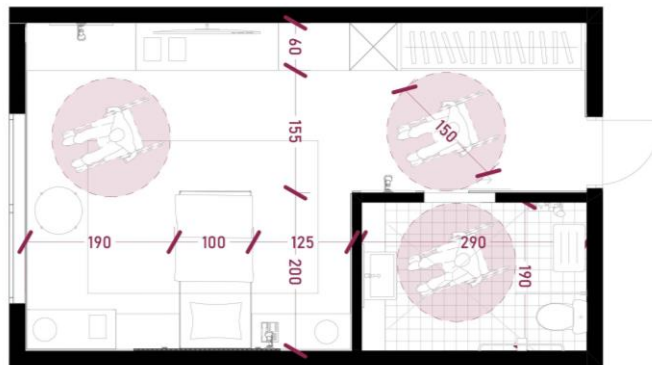


Figure 29 – Sample of the Accessible Guestroom

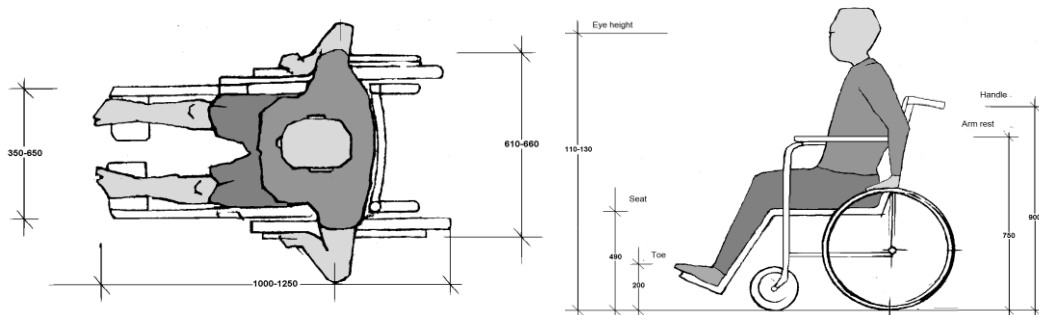


Figure 28 – Wheelchair dimensions corresponding to average adult

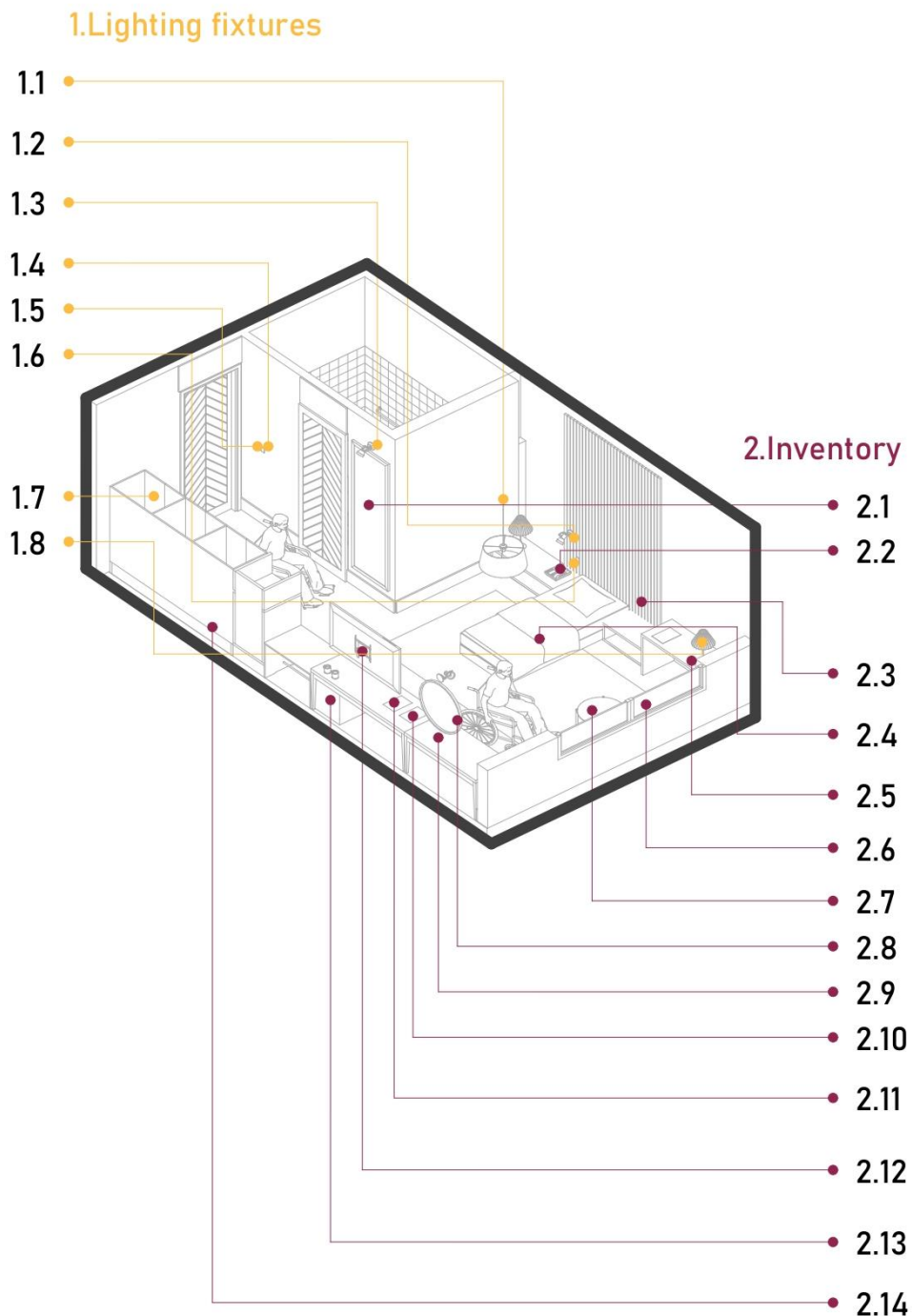


Figure 30 – Sample of The Accessible Guestroom Based on the SLTDA Gazette and Disability Act Requirements:

**Lighting Fixtures:** 1.1.General Room Illumination (75 Lux); 1.2.Adjustable Lamps for Sufficient Illumination for Reading in Bed (300 Lux); 1.3.On the Face Lighting over Mirrors (300 Lux); 1.4.General Room Illumination Controlled by a Master Switch Located Close to the Entrance Door (H=90-110cm'); 1.5.Thermostat Controlled Heating (H=90-110cm'); 1.6.All Lighting shall have the Facility of Being Controlled from the Bedside in Addition to the Individual Controls; 1.7.Door Activated Lighting for the Wardrobes; 1.8.Adjustable Lamps of Good Quality and Sufficient Illumination for Reading in the Armchair (300 Lux);

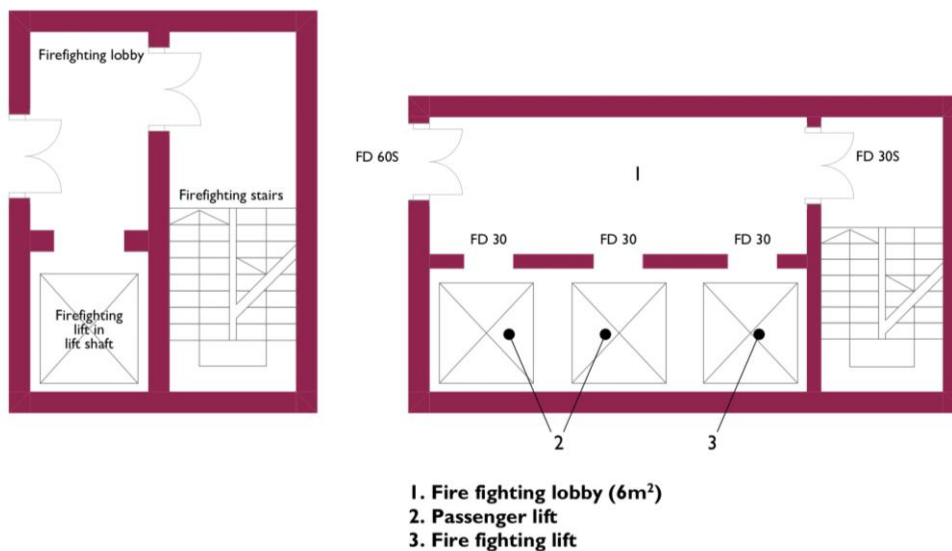
**Inventory:** 2.1.A Full Length Mirror; 2.2.In-Room Telephone with International Direct Dialling (IDD) Facilities; 2.3.Facilities to Connect Computers and other IT Appliances; 2.4.Single Bed Min. 1.07 M' X 2m'/ Double Bed Min. 1.83 M' X 2m'/ Thickness of Mattresses Min. 150 Mm'; 2.5.Writing Table (H=65cm'); 2.6.Protection against Mosquitoes or a Mosquito Net (Sill Height H=65cm'); 2.7.Coffee Table; 2.8.Dressing Table Mirror; 2.9.Dressing Table (H=65cm'); 2.10.Service Directory, Room Service Menu and Mini-Bar Tariff; 2.11.Adequate Supply Of Stationery, Local and Air Mail Envelopes and a Pen; 2.12.Television with International Programs, VCD, DVD and CD Players, Radio or Music System Preferably through the Television; 2.13.Well Stocked Silent Mini Bar with Adequate Quantity of Appropriate Glassware; 2.14.Wardrobe or Wall

### 3.3.2. FIRE PROTECTION SYSTEMS AND REGULATION

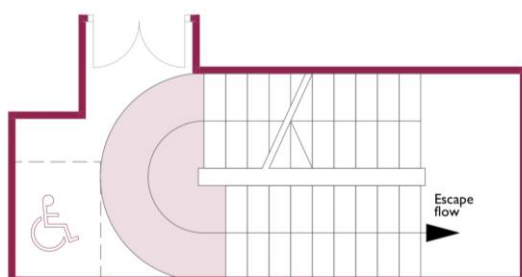
Every tourist accommodation facility shall conform to fire safety requirements applicable to the area as specified by the relevant Authority or relevant Fire Services Department with a view to providing a greater measure of safety to the users. Fire safety regulations in Sri Lanka are determined by the government. CIDA regulations<sup>57</sup> should be followed. Mandatory structural fire protection and access requirements should be included in the tourist accommodation design.

This Guideline shall be read in conjunction with the CIDA regulations. As a rule, emergency stairs must be sited at or near the ends of each corridor. Lengths of corridors are limited by travel distances to protected fire escape stairs as specified in local codes. For corridors with sprinkler systems and fire exits at opposite ends allowing two directions of escape, maximum distances usually range from 30 to 60 m (with smoke doors at 30 m). Dead-end corridors with one exit are limited to 7.6 m and travel distances within suites of rooms to 9 m.

#### Firefighting Shafts



#### Protected Stairway



#### Alternative Means of Escape

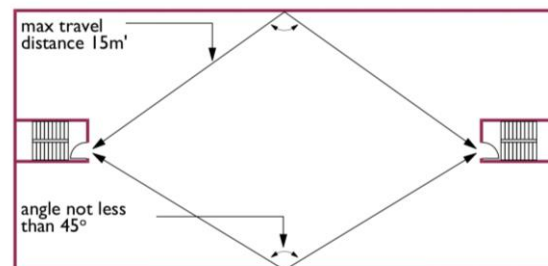


Figure 31 – Mandatory Structural Fire Protection and Access Requirement to be Included in the Design of the Tourist Accommodation Facility – source Colombo Municipal Council Fire Service Department

<sup>57</sup> [https://www.cida.gov.lk/pages\\_e.php?id=46](https://www.cida.gov.lk/pages_e.php?id=46)

Minimum fire resistance periods for separation of exits such as staircases are normally: 1 hour for buildings up to three stories, 2 hours for four stories or more. Combustible material and surface flame ratings of linings in exit routes are controlled.

Large tourist accommodation facilities use automatic sprinkler systems, fire mode ventilation switching with alarm, lift, and smoke door activation. Fire alarm, indication panel, and hydrant systems must be installed, together with portable and CO<sup>2</sup> extinguishers (for electrical equipment), in specific areas as required.

Figure 34 shows some mandatory structural fire protection and access requirement to be included in the design of the tourist accommodation facility. Source: Colombo Municipal Council Fire Service Department.<sup>58</sup>

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<sup>58</sup> <https://www.colombo.mc.gov.lk/downloads/Single-Window-Counter/Fire-Clearance-Certificate/Guidelines.pdf>



## 4. GREEN BUILDING DESIGN

Green building design is no longer an option; it has become an absolute necessity. Green building design not only minimizes the impact on the environment, but also is practical, efficient, and cost-effective.

When it comes to designing a building with green principles in mind, certain concepts play a key role in the energy consumption outcome: location, landscaping, orientation, ventilation, environmentally friendly products, water conservation, wastewater management, renewable energy, and using recyclable materials.

Designers should aim to implement appropriate sustainable design strategies and principles including:

- a) Climate responsive strategies relevant to Sri Lanka and site microclimate;
- b) Building energy efficiency by prioritizing long life, passive design strategies;
- c) Sustainable building architecture features such as high-performance building envelope, solar shading devices, and day lighting and view optimization;
- d) Water efficiency through the use of water conservation fixtures and grey water systems;
- e) Storm water strategies for design elements and water closet supply;
- f) Building materials with low embodied energy, reclaimed and/or recycled material that are sourced locally and contain low VOCs;
- g) Waste management strategies for waste, recyclables and organics;
- h) High efficiency HVAC, LED lighting and electrical systems and daylight controls;
- i) Intelligent Building Automation Systems.

The UDA has recently issued new regulations making certain green building criteria mandatory. For projects in UDA-declared areas, designers are advised to review current UDA regulations for the most up-to-date requirements<sup>59</sup>. Green building certification is also available through Sri Lanka's Green Building Council (GBC)<sup>60</sup> and other local certifiers. And SLTDA has adopted the National Sustainable Tourism Certification (NSTC) program so owners/operators can show their customers that they are committed to sustainable tourism.

### 4.1 LOCATION/ ORIENTATION/ VENTILATION /RENEWABLE ENERGY

#### 4.1.1. LOCATION

Location means the site of the building and has a continuous impact throughout its life. For example, a location which is airy, with a natural insulation, or with a geomorphology that creates barriers against heavy winds has qualities that remain and passively contribute to the building. Such qualities,

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<sup>59</sup> [https://www.uda.gov.lk/applicable\\_regulations.html](https://www.uda.gov.lk/applicable_regulations.html)

<sup>60</sup> <https://www.srilankagbc.org/green-rating-system-for-built-environment/>

when taken into consideration during the early stages of design, lower the carbon imprint as well as the needs and the demands that a building has.<sup>61</sup>

There are many components that should be kept in mind when choosing a building site, such as:

**a) Morphological characteristics:**

- (i) Topography – It is important to locate the building in a way that suits its needs for optimal shade, insulation and ventilation. Building at the top of a hill creates sometimes excessive insulation. On the other hand, building at its foot results in constant shade. A building surrounded by large masses of land has good ventilation and is protected by wind.

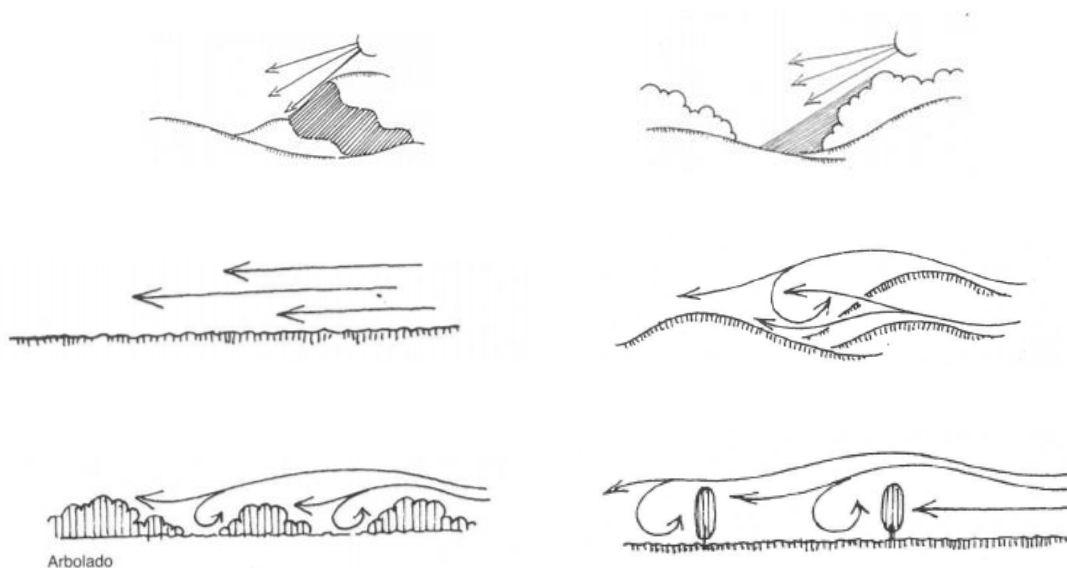


Figure 32 –The effects of topography on wind and ventilation

- (ii) Geology – It is crucial to choose a site that is not prone to landslide or to erosion by performing many examinations beforehand.
- (iii) Biodiversity – It is important for the building not to degrade the ecosystem.
- (iv) Designing a building to have minimal impact on its ecosystem by:
- Not releasing water / sewer that is biohazardous
  - Not damaging the flora and fauna
  - Not creating noise pollution
  - Not creating air pollution
  - Having a lower carbon imprint by reducing energy loss
  - consumption with many methods such as passive heating/cooling (geothermal heating/cooling systems), application of cool roofs, solar panels and photovoltaic panels.

**b) The building as part of an urban area**

A building that is located in an urban area is more likely to be impacted by the heat island effect. This is because materials that are generally used to build and finish city surfaces are very dense, thus absorbing and keeping the heat in.

<sup>61</sup> Building and Planning Authority; *Building, planning and massing*, pg.24, [www.bca.gov.sg](http://www.bca.gov.sg)

The solution to this is minimization and better mitigation of these surfaces - e.g. use of materials that have lighter colors (higher albedo surfaces) such as white brick, red brick and green grass rather than fresh asphalt and black brick that absorb the heat instead of reflecting it.<sup>62,63</sup> Green roofs lower the temperature, capture rainwater by creating new water resources, and raise air quality. They can also serve as quality space for a restaurant, cafe bar, or terrace.

When it comes to choosing a location between urban area or suburban/rural area, the very location of a building is more likely to adjust the massing. In suburban/rural areas, buildings tend to be built horizontally or outward, while in urban areas they tend to go upward or vertically. Tall buildings require elevators and water pumps. On the other hand, buildings that are flat need fewer or no elevators, and sometimes do not need water pumps.

Table 11 – Albedo index (the higher the index, the better the material is on reflecting excessive light/heat)

Substance	Typical Albedo
Conifer Forest (summer)	0.06-0.15
Deciduous Trees	0.15-0.18
Fresh Asphalt	0.04
Black Brick	0.08
Worn Asphalt	0.12
Bare soil	0.17
Green grass	0.25
Red brick	0.36
Desert sand	0.4
Ocean ice	0.5-0.7
New concrete	0.55
White brick	0.72
Fresh snow	0.80-0.90

#### 4.1.2. ORIENTATION

Orientation is entwined especially with the sun position and horizons. Since sun offers us light and heat, directing the longest facade towards it is a key to harnessing its light and heat. In hot climates, sunlight serves to reduce the dependency on artificial lighting as much as possible, but sun also releases infrared light which heats surfaces and spaces. To avoid this in hot climates, different types of shading are proposed, from trees to typical shades. Another way is glass film, which is used to filter the light that gets inside the rooms.

Here are some examples of orientation for different rooms:

- Sleep, living, and resting areas are recommended to be oriented to the south, southeast or southwest for better sun heat and ventilation. Also, in this group are guest rooms, terraces, restaurants, and swimming pools.

<sup>62</sup> Environmental Protection Agency (EPA); *Reduce Urban heat island effect*, [www.epa.gov](http://www.epa.gov)

<sup>63</sup> North Carolina Climate Office; *Albedo* <https://climate.ncsu.edu/> and A. SYNNEFA, A. DANDOU, M. SANTAMOURIS, AND M. TOMBROU; *On the Use of Cool Materials as a Heat Island Mitigation Strategy*



- Working areas and storerooms are recommended to be oriented to the north, because the light oscillations are lower, there is more shade, and the sun angle is lower. This results in spaces that are darker and cooler. Also in this group are kitchens, storage areas, cellars, wine cellars, and fitness rooms.

There are exceptions to these general rules. For example, in coastal cities which have larger hours of sunlight and sun heat per year, northwest or northeast orientations are preferred for living areas or even sleeping areas to lower the energy consumption and raise the quality of that space.<sup>64</sup>

### 4.1.3. VENTILATION

#### a) Passive housing

Passive housing is a system that absorbs and transports energy by natural processes. There are three types of passive housing:

- (i) direct gain (when a surface is heated directly by sunlight)
- (ii) indirect gain (when sunlight hits an alternate surface, the heat is transferred to this material and then this material heats the surroundings)
- (iii) isolated gain (such as heat storage tanks)

Steps toward a passive housing building:

- (i) Orientation: optimal sunlight
- (ii) Shape: longer façade on the east-west axis absorbs more daylight
- (iii) Tracking north: keeping a shorter façade on north if cold breeze is not beneficial
- (iv) Tracking functions: location of highly-used rooms towards orientation that has more sun such as south, southeast and southwest
- (v) Tracking south: placing large windows on south, southeast and southwest in order to gain more light and heat if heat is beneficial
- (vi) Entrance and openings: placing entrances that do not open in the wind direction
- (vii) Materials: with higher energy absorption that reduce the temperature oscillations in indoor spaces
- (viii) Solar windows
- (ix) Lanterns or skylights
- (x) Proper shading

Table 12 – Heat capacity in different materials

Substance	Specific Heat (Btu/lb - °F)	Density (lbs/cu ft)	Heat Capacity (Btu/cu ft°F)
Water	1.00	62	62.4
Wood, oak	0.57	47	26.8
Expanded polyurethane	0.38	1.5	0.57
Wool, fabric	0.32	6.9	2.20
Air	0.24	0.075	0.018
Brick	0.20	123	25
Concrete	0.156	144	22
Steel	0.12	489	59

<sup>64</sup><https://www.metabuild.io/what-do-building-massing-and-orientation-have-to-do-with-sustainability/>

#### 4.1.4. RENEWABLE ENERGY

Renewable energy, often referred to as clean energy, comes from natural sources or processes that are constantly replenished. Advocating for renewables, or using them in tourist accommodation facilities, can accelerate the transition toward a clean energy future.

Good practices include:

- a) Solar panels
- b) Photovoltaic panels
- c) Geothermal heating and cooling
- d) Local windmills
- e) Local hydrolytic generators
- f) Energy from biomass and waste recycling



**SOLAR**  
Energy



**GEOTHERMAL**  
Energy



**WIND**  
Energy



**HYDROLITIC**  
Energy



**BIOMASS&  
WASTE TO**  
Energy

Other than finding resources of renewable energy, saving energy is one of the best practices for green buildings. Practices of energy saving solutions are:

- a) Mechanical and natural (well-engineered) ventilation
- b) Good user interfaces for room control (humidity, temperature)
- c) Adjustable light sources (dim switch)
- d) >2% available daylight factor, 0.4 uniformity
- e) Overheating –25-28°C, maximum 1% of occupied hours<sup>65</sup>

These practices aim to attain:

- a) 75% reduction of operational energy demand and carbon by at least 75% before offsite renewables offsetting by 2030
- b) 50-70% reduction of embodied carbon by 50-70% before offsite renewables offsetting
- c) the net zero carbon emission by 2050 for new buildings

#### 4.1.5. WATER CONSUMPTION

Water recycling is very important the more time passes. It is estimated that the top 17 countries with the largest populations in the world are experiencing water stress. Most of this is due to bad

<sup>65</sup> <https://www.architecture.com/-/media/GatherContent/Test-resources-page/Additional-Documents/RIBASustainableOutcomesGuide2019pdf.pdf>

practices in water consumption and recycling.<sup>66</sup> In order to lower the occurrence of water stress phenomenon, change must start in every single building, with the aim of reducing potable water use per person by 40% (or <75l/p/day) by 2030<sup>67 68</sup>

These good practices include:

- a) Good piping system
- b) No water leakage / leak detection systems
- c) Low-flow fittings and appliances
- d) Waterless appliances
- e) Treatment of rainwater and grey water
- f) On-site black water treatment (optional)
- g) Sustainable Urban Drainage (SuDS)

Overall benefits of green buildings are lower energy consumption and lower carbon footprint.



Figure 33 – SuDS – Sustainable Drainage System

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<sup>66</sup> <https://www.wri.org/blog/2019/08/17-countries-home-one-quarter-world-population-face-extremely-high-water-stress>

<sup>68</sup> <https://www.architecture.com/-/media/GatherContent/Test-resources-page/Additional-Documents/RIBASustainableOutcomesGuide2019pdf.pdf>

**ANNEX 1 – Accommodation Schedule Hotel 1-3\* - Sample**

**ANNEX 2 – Accommodation Schedule Hotel 4-5\* - Sample**

**ANNEX 3 – Accommodation Schedule Boutique Hotel - Sample**

**ANNEX 4 – Accommodation Schedule Boutique Villa - Sample**

**ANNEX 5 – Accommodation Schedule Guest House - Sample**

**ANNEX 6 – Accommodation Schedule Home Stay - Sample**

#### Notes:

(1) - No. of staff per room based on RIBA, Employees per room: luxury 1.5; high-grade 0.8-1.0; mid-grade 0.5-0.6; budget, 0.2-0.3. The number of staff calculated should be a whole number

(2) - Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

(3) - 0.8-1.2 seat/room; 1.8-2.0 seat/room. When the restaurant is under 100 m<sup>2</sup> the formula can lead to false results. Dimension of the restaurant should be done from concrete furniture layout plans. (See the Guideline)

(4) - Ernest and Peter Neufert, "*Neufert, Architects' Data*", fourth edition, pg.359

(5) - For smaller tourist accommodation facilities fitness areas are calculated for 50% of guest number

For bigger tourist accommodation facilities fitness areas are calculated not more than 20% of guest number

**Annex I – Accommodation Schedule Hotel I-3\* - Sample**

**ACCOMODATION SCHEDULE AND SURFACE AREAS**

Type of the tourist Accommodation Facility: Sample - Hotel 1-2\*

Single room	Double room	Suite	Room for differently abled guests	Staff <sup>(1)</sup>	Guests	Guest Rooms
0	9	0	1	5	20	10

Ref.	Functional areas	Quantity	Net area		Gross area <sup>(2)</sup>	Comments
			m <sup>2</sup>	Total		

<b>A. Guest Areas</b>						
<b>1 Entrance/Lobby/Area/Hall</b>						
1.1	Reception, lobby and lounge area	1	1.00	10.00	0.00	Based on Space Allocations table (1.00m <sup>2</sup> per guestroom)
1.2	Shops	0	0.10	0.00	0.00	Based on Space Allocations table (0.10m <sup>2</sup> per guestroom)
<b>TOTAL</b>			<b>10.00</b>	<b>11.50</b>	<b>11.50</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

<b>2 Restaurants and Bars</b>						
2.1	Coffee shop	1	0.80	8.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.2	Main restaurant	1	2.00	20.00	0.00	Based on Space Allocations table, For higher number of guests, 1.5m <sup>2</sup> /cover could be used <sup>(3)</sup>
2.3	Lounges, bars	1	0.80	8.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.4	Pre-function area, foyer	1	0.50	5.00	0.00	Based on Space Allocations table (0.50m <sup>2</sup> per guestroom)
2.5	Ballroom/banquet hall	1	1.50	15.00	0.00	Based on Space Allocations table (1.50m <sup>2</sup> per guestroom)
2.6	Conference/function rooms*	1	1.90	19.00	0.00	Based on Space Allocations table (1.90m <sup>2</sup> per guestroom)
2.7	Circulation <sup>(7)</sup>			15.75	0.00	Based on Space Allocations table Circulation area calculated with 21% of the total residential areas. Mid-range may vary by ±3%
2.8	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>90.75</b>	<b>104.36</b>	<b>104.36</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

<b>3 Residential areas/Guestrooms and Suites</b>						
3.1	Single room	0	20.70	0.00	0.00	Based on Gazette No.1963/28 (17m <sup>2</sup> room area + 3.7m <sup>2</sup> bathroom)
3.2	Double room	9	20.70	186.30	0.00	Based on Gazette No.1963/28 (17m <sup>2</sup> room area + 3.7m <sup>2</sup> bathroom)
3.3	Suite	0	0.00	0.00	0.00	Gazette No.1963/28
3.4	Room for differently abled guests	1	20.70	20.70	0.00	
3.5	Circulation area			47.61	0.00	Based on Space Allocations table Circulation area calculated with 23% of the total residential areas. Mid-range may vary by ±3%
3.6	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>254.61</b>	<b>292.80</b>	<b>292.80</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

<b>4 Recreation areas</b>						
4.1	Leisure pool area*	0.00	0.60	0.00	0.00	Based on Space Allocations table (0.60m <sup>2</sup> per guestroom)
4.2	Club facilities/fitness room*	0.00	4.50	0.00	0.00	Based on Space Allocations table (4.5m <sup>2</sup> per guest, 50% of total guests) <sup>(4) (5)</sup>
4.3	Other areas	0.00	0.00	0.00	0.00	
4.4	...	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

<b>B. STAFF AND COMMON SERVICES</b>						
<b>5 Administration</b>						
5.1	Front office, administration*	1	1.40	7.00	0.00	Based Space Allocations table (1.40m <sup>2</sup> per guestroom) (*Communication is already calculated)
5.2	Staff accommodation	1	5.00	25	0.00	Based on Gazette No.1963/28 (not less than 5.00m <sup>2</sup> per staff)
5.3	Staff dining area	1	1.50	2.25	0.00	Based on Gazette No.1963/28. Dining area 30% of staff, not less than 1.5m <sup>2</sup> per person
5.4	Staff lockers	1	1.00	5.00	0.00	Based on Gazette No.1963/28.
5.5	Other areas	0	1.00	0.00	0.00	
<b>TOTAL</b>			<b>39.25</b>	<b>45.14</b>	<b>45.14</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

<b>6 COMMON SERVICES</b>						
6.1	Main and satellite kitchen	1	0.80	8.00	0.00	Based Space Allocations table (0.80m <sup>2</sup> per guestroom)
6.2	Stores, circulation*	1	0.20	2.00	0.00	Based Space Allocations table (0.20m <sup>2</sup> per guestroom)
6.3	Receiving/garbage areas*	1	0.30	3.00	0.00	Based Space Allocations table (0.30m <sup>2</sup> per guestroom)
6.4	General stores*	1	0.40	4.00	0.00	Based Space Allocations table (0.40m <sup>2</sup> per guestroom)
6.5	Housekeeping, laundry	1	1.40	14.00	0.00	Based Space Allocations table (1.40m <sup>2</sup> per guestroom)
6.6	Engineer, stores, equipment*	1	1.30	13.00	0.00	Based Space Allocations table (1.30m <sup>2</sup> per guestroom)
6.7	Employee/control/personnel*	1	0.10	1.00	0.00	Based Space Allocations table (0.10m <sup>2</sup> per guestroom)
6.8	First aid	1	0.00	0.00	0.00	
6.9	Other areas	1	0.00	0.00	0.00	
<b>TOTAL</b>			<b>45.00</b>	<b>51.75</b>	<b>51.75</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

<b>GRAND TOTAL</b>						
<b>TOTAL AREA (m<sup>2</sup>)</b>			<b>439.61</b>	<b>505.55</b>	<b>505.55</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

Annex 2 – Accommodation Schedule Hotel 4-5\* - Sample

ACCOMMODATION SCHEDULE AND SURFACE AREAS						
Type of the tourist Accommodation Facility: Sample - Hotel 3-4-5*						
Single room	Double room	Suite	Room for differently abled guests	Staff <sup>(1)</sup>	Guests	Guest Rooms
0	24	5	1	15	60	30

Ref.	Functional areas	Quantity	Net area		Gross area <sup>(2)</sup>	Comments
			m <sup>2</sup>	Total		
<b>A. Guest Areas</b>						
<b>1 Entrance/Lobby/Area/Hall</b>						
1.1	Reception, lobby and lounge area	1	1.00	30.00	0.00	Based on Space Allocations table (1.00m <sup>2</sup> per guestroom)
1.2	Shops	1	0.20	6.00	0.00	Based on Space Allocations table (0.20m <sup>2</sup> per guestroom)
<b>TOTAL</b>			<b>36.00</b>	<b>41.40</b>		
<b>2 Restaurants and Bars</b>						
2.1	Coffee shop	1	0.80	24.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.2	Main restaurant	1	2.00	60.00	0.00	Based on Space Allocations table, For higher number of guests, 1.5m <sup>2</sup> /cover could be used <sup>(3)</sup>
2.3	Lounges, bars	1	1.10	33.00	0.00	Based on Space Allocations table (1.10m <sup>2</sup> per guestroom)
2.4	Pre-function area, foyer	1	0.50	15.00	0.00	Based on Space Allocations table (0.50m <sup>2</sup> per guestroom)
2.5	Ballroom/banquet hall	1	1.50	45.00	0.00	Based on Space Allocations table (1.50m <sup>2</sup> per guestroom)
2.6	Conference/function rooms*	1	1.90	57.00	0.00	Based on Space Allocations table (1.90m <sup>2</sup> per guestroom)
2.7	Circulation <sup>(7)</sup>			49.14	0.00	Based on Space Allocations table Circulation area calculated with 21% of the total residential areas. Mid-range may vary by ±3%
2.8	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>283.14</b>	<b>325.61</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>3 Residential areas/Guestrooms and Suites</b>						
3.1	Single room	0	25.70	0.00	0.00	Based on Gazette No.1963/28 (22m <sup>2</sup> room area+3.7m <sup>2</sup> bathroom)
3.2	Double room	24	25.70	616.80	0.00	Based on Gazette No.1963/28 (22m <sup>2</sup> room area+3.7m <sup>2</sup> bathroom)
3.3	Suite	5	48.70	243.50	0.00	Gazette No.1963/28. Hotels with 3-4* suite has an area of 45m <sup>2</sup> while in hotels with 5* suite area is 65m <sup>2</sup>
3.4	Room for differently abled guests	1	25.70	25.70	0.00	
3.5	Circulation area			203.78	0.00	Based on Space Allocations table Circulation area calculated with 23% of the total residential areas. Mid-range may vary by ±3%
3.6	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>1,089.78</b>	<b>1,253.25</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>4 Recreation areas</b>						
4.1	Leisure pool area*	1.00	0.60	18.00	0.00	Based on Space Allocations table (0.60m <sup>2</sup> per guestroom)
4.2	Club facilities/fitness room*	1.00	4.50	135.00	0.00	Based on Space Allocations table (4.5m <sup>2</sup> per guest, 50% of total guests) <sup>(4) (5)</sup>
4.3	Other areas	0.00	0.00	0.00	0.00	
4.4	...	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>153.00</b>	<b>175.95</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>B. STAFF AND COMMON SERVICES</b>						
<b>5 Administration</b>						
5.1	Front office, administration*	1	1.60	24.00	0.00	Based Space Allocations table (1.60m <sup>2</sup> of guestroom) *Communication is already calculated)
5.2	Staff accommodation	1	5.00	75	0.00	Based on Gazette No.1963/28 (not less than 5.00m <sup>2</sup> )
5.3	Staff dining area	1	1.50	6.75	0.00	Based on Gazette No.1963/28. Dining area 30% of staff, not less than 1.5m <sup>2</sup> per person
5.4	Staff lockers	1	1.00	15.00	0.00	Based on Gazette No.1963/28.
5.5	Other areas	0	0.00	0.00	0.00	
<b>TOTAL</b>			<b>120.75</b>	<b>138.86</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>6 COMMON SERVICES</b>						
6.1	Main and satellite kitchen	1	1.10	33.00	0.00	Based Space Allocations table (1.10m <sup>2</sup> per guestroom)
6.2	Stores, circulation*	1	0.50	15.00	0.00	Based Space Allocations table (0.50m <sup>2</sup> per guestroom)
6.3	Receiving/garbage areas*	1	0.30	9.00	0.00	Based Space Allocations table (0.30m <sup>2</sup> per guestroom)
6.4	General stores*	1	0.40	12.00	0.00	Based Space Allocations table (0.40m <sup>2</sup> per guestroom)
6.5	Housekeeping, laundry	1	1.20	36.00	0.00	Based Space Allocations table (1.20m <sup>2</sup> per guestroom)
6.6	Engineer, stores, equipment*	1	1.80	54.00	0.00	Based Space Allocations table (1.80m <sup>2</sup> per guestroom)
6.7	Employee/control/personnel*	1	0.20	6.00	0.00	Based Space Allocations table (0.20m <sup>2</sup> per guestroom)
6.8	First aid	1	35.00	35.00	0.00	Based on
6.9	Other areas	1	0.00	0.00	0.00	
<b>TOTAL</b>			<b>165.00</b>	<b>189.75</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>GRAND TOTAL</b>						
<b>TOTAL AREA (m<sup>2</sup>)</b>			<b>1,847.67</b>	<b>2,124.82</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

Annex 3 – Accommodation Schedule Boutique Hotel – Sample

ACCOMODATION SCHEDULE AND SURFACE AREAS						
Type of the tourist Accommodation Facility: Sample - Boutique Hotel						
Single room	Double room	Suite	Room for differently abled guests	Staff <sup>(1)</sup>	Guests	Guest Rooms
0	9	0	1	5	20	10
Ref.	Functional areas	Quantity	Net area		Gross area <sup>(2)</sup>	Comments
			m <sup>2</sup>	Total		
<b>A. Guest Areas</b>						
<b>1 Entrance/Lobby/Area/Hall</b>						
1.1	Reception, lobby and lounge area	1	1.00	10.00	0.00	Based on Space Allocations table (1.00m <sup>2</sup> per guestroom)
1.2	Shops	1	0.20	2.00	0.00	Based on Space Allocations table (0.20m <sup>2</sup> per guestroom)
<b>TOTAL</b>			<b>12.00</b>	<b>13.80</b>		
<b>2 Restaurants and Bars</b>						
2.1	Coffee shop	1	0.80	8.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.2	Main restaurant	1	2.00	20.00	0.00	Based on Space Allocations table, For higher number of guests, 1.5m <sup>2</sup> /cover could be used <sup>(3)</sup>
2.3	Lounges, bars	1	1.10	11.00	0.00	Based on Space Allocations table (1.10m <sup>2</sup> per guestroom)
2.4	Pre-function area, foyer	1	0.50	5.00	0.00	Based on Space Allocations table (0.50m <sup>2</sup> per guestroom)
2.5	Ballroom/banquet hall	1	1.50	15.00	0.00	Based on Space Allocations table (1.50m <sup>2</sup> per guestroom)
2.6	Conference/function rooms*	1	1.90	19.00	0.00	Based on Space Allocations table (1.90m <sup>2</sup> per guestroom)
2.7	Circulation <sup>(7)</sup>			16.38	0.00	Based on Space Allocations table Circulation area calculated with 21% of the total residential areas. Mid-range may vary by ±3%
2.8	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>94.38</b>	<b>108.54</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design	
<b>3 Residential areas/Guestrooms and Suites</b>						
3.1	Single room	0	34.50	0.00	0.00	Based on SLTDA Guidelines
3.2	Double room	9	34.50	310.50	0.00	Based on SLTDA Guidelines (30m <sup>2</sup> room area + 4.5m <sup>2</sup> bathroom)
3.3	Suite	0	69.50	0.00	0.00	Suite size is based on Gazette No.1963/28, while bathroom size is based SLTDA Guidelines
3.4	Room for differently abled guests	1	34.50	34.50	0.00	
3.5	Circulation area			79.35	0.00	Based on Space Allocations table Circulation area calculated with 23% of the total residential areas. Mid-range may vary by ±3%
3.6	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>424.35</b>	<b>488.00</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design	
<b>4 Recreation areas</b>						
4.1	Leisure pool area*	1.00	3.50	35.00	0.00	Based on Space Allocations table (0.60m <sup>2</sup> per guestroom)
4.2	Club facilities/fitness room*	1.00	4.50	45.00	0.00	Based on Space Allocations table (4.5m <sup>2</sup> per guest, 50% of total guests) <sup>(4) (5)</sup>
4.3	Other areas	0.00	0.00	0.00	0.00	
4.4	...	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>80.00</b>	<b>92.00</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design	
<b>B. STAFF AND COMMON SERVICES</b>						
<b>5 Administration</b>						
5.1	Front office, administration*	1	1.60	8.00	0.00	Based Space Allocations table (1.60m <sup>2</sup> of guestroom) *Communication is already calculated
5.2	Staff accommodation	1	5.00	25	0.00	Based on Gazette No.1963/28 (not less than 5.00m <sup>2</sup> )
5.3	Staff dining area	1	1.50	2.25	0.00	Based on Gazette No.1963/28. Dining area 30% of staff, not less than 1.5m <sup>2</sup> per person
5.4	Staff lockers	1	1.00	5.00	0.00	Based on Gazette No.1963/28.
5.5	Other areas	0	0.00	0.00	0.00	
<b>TOTAL</b>			<b>40.25</b>	<b>46.29</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design	
<b>6 COMMON SERVICES</b>						
6.1	Main and satellite kitchen	1	1.10	11.00	0.00	Based Space Allocations table (1.10m <sup>2</sup> per guestroom)
6.2	Stores, circulation*	1	0.50	5.00	0.00	Based Space Allocations table (0.50m <sup>2</sup> per guestroom)
6.3	Receiving/garbage areas*	1	0.30	3.00	0.00	Based Space Allocations table (0.30m <sup>2</sup> per guestroom)
6.4	General stores*	1	0.40	4.00	0.00	Based Space Allocations table (0.40m <sup>2</sup> per guestroom)
6.5	Housekeeping, laundry	1	1.20	12.00	0.00	Based Space Allocations table (1.20m <sup>2</sup> per guestroom)
6.6	Engineer, stores, equipment*	1	1.80	18.00	0.00	Based Space Allocations table (1.80m <sup>2</sup> per guestroom)
6.7	Employee/control/personnel*	1	0.20	2.00	0.00	Based Space Allocations table (0.20m <sup>2</sup> per guestroom)
6.8	First aid	1	0.00	0.00	0.00	
6.9	Other areas	1	0.00	0.00	0.00	
<b>TOTAL</b>			<b>55.00</b>	<b>63.25</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design	
<b>GRAND TOTAL</b>						
<b>TOTAL AREA (m<sup>2</sup>)</b>			<b>705.98</b>	<b>811.88</b>	Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design	

## Annex 4 – Accommodation Schedule Boutique Villa – Sample

<b>ACCOMODATION SCHEDULE AND SURFACE AREAS</b>						
Type of the tourist Accommodation Facility: Sample - Boutique Villa						
Single room	Double room	Suite	Room for differently abled guests	Staff <sup>(1)</sup>	Guests	Guest Rooms
0	9	0	1	5	20	10

Ref.	Functional areas	Quantity	Net area		Gross area <sup>(2)</sup>	Comments
			m <sup>2</sup>	Total		
<b>A. Guest Areas</b>						
<b>1 Entrance/Lobby/Area/Hall</b>						
1.1	Reception, lobby and lounge area	1	1.00	10.00	0.00	Based on Space Allocations table (1.00m <sup>2</sup> per guestroom)
1.2	Shops	1	0.20	2.00	0.00	Based on Space Allocations table (0.20m <sup>2</sup> per guestroom)
<b>TOTAL</b>			<b>12.00</b>	<b>13.80</b>		
<b>2 Restaurants and Bars</b>						
2.1	Coffee shop	1	0.80	8.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.2	Main restaurant	1	2.00	20.00	0.00	Based on Space Allocations table, For higher number of guests, 1.5m <sup>2</sup> /cover could be used <sup>(3)</sup>
2.3	Lounges, bars	1	1.10	11.00	0.00	Based on Space Allocations table (1.10m <sup>2</sup> per guestroom)
2.4	Pre-function area, foyer	1	0.50	5.00	0.00	Based on Space Allocations table (0.50m <sup>2</sup> per guestroom)
2.5	Ballroom/banquet hall	1	1.50	15.00	0.00	Based on Space Allocations table (1.50m <sup>2</sup> per guestroom)
2.6	Conference/function rooms*	1	1.90	19.00	0.00	Based on Space Allocations table (1.90m <sup>2</sup> per guestroom)
2.7	Circulation <sup>(7)</sup>			16.38	0.00	Based on Space Allocations table Circulation area calculated with 21% of the total residential areas. Mid-range may vary by ±3%
2.8	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>94.38</b>	<b>108.54</b>	Gross floor area is calculated 15% more then net floor area. Mid-range may vary based on the design	
<b>3 Residential areas/Guestrooms and Suites</b>						
3.1	Single room	0	34.50	0.00	0.00	Based on SLTDA Guidelines
3.2	Double room	9	34.50	310.50	0.00	Based on SLTDA Guidelines (30m <sup>2</sup> room area+4.5m <sup>2</sup> bathroom)
3.3	Suite	0	69.50	0.00	0.00	Suite size is based on Gazette No.1963/28, while bathroom size is based SLTDA Guidelines
3.4	Room for differently abled guests	1	34.50	34.50	0.00	
3.5	Circulation area			79.35	0.00	Based on Space Allocations table Circulation area calculated with 23% of the total residential areas. Mid-range may vary by ±3%
3.6	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>424.35</b>	<b>488.00</b>	Gross floor area is calculated 15% more then net floor area. Mid-range may vary based on the design	
<b>4 Recreation areas</b>						
4.1	Leisure pool area*	1.00	0.60	6.00	0.00	Based on Space Allocations table (0.60m <sup>2</sup> per guestroom)
4.2	Club facilities/fitness room*	1.00	0.60	6.00	0.00	Based on Space Allocations table (4.5m <sup>2</sup> per guest, 50% of total guests) <sup>(4) (5)</sup>
4.3	Other areas	0.00	0.00	0.00	0.00	
4.4	...	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>12.00</b>	<b>21.60</b>	Gross floor area is calculated 15% more then net floor area. Mid-range may vary based on the design	
<b>B. STAFF AND COMMON SERVICES</b>						
<b>5 Administration</b>						
5.1	Front office, administration*	1	1.60	8.00	0.00	Based Space Allocations table (1.60m <sup>2</sup> of guestroom) *Communication is already calculated
5.2	Staff accommodation	1	5.00	25	0.00	Based on Gazette No.1963/28 (not less then 5.00m <sup>2</sup> )
5.3	Staff dining area	1	1.50	2.25	0.00	Based on Gazette No.1963/28. Dining area 30% of staff, not less then 1.5m <sup>2</sup> per person
5.4	Staff lockers	1	1.00	5.00	0.00	Based on Gazette No.1963/28.
5.5	Other areas	0	0.00	0.00	0.00	
<b>TOTAL</b>			<b>40.25</b>	<b>46.29</b>	Gross floor area is calculated 15% more then net floor area. Mid-range may vary based on the design	
<b>6 COMMON SERVICES</b>						
6.1	Main and satellite kitchen	1	1.10	11.00	0.00	Based Space Allocations table (1.10m <sup>2</sup> per guestroom)
6.2	Stores, circulation*	1	0.50	5.00	0.00	Based Space Allocations table (0.50m <sup>2</sup> per guestroom)
6.3	Receiving/garbage areas*	1	0.30	3.00	0.00	Based Space Allocations table (0.30m <sup>2</sup> per guestroom)
6.4	General stores*	1	0.40	4.00	0.00	Based Space Allocations table (0.40m <sup>2</sup> per guestroom)
6.5	Housekeeping, laundry	1	1.20	12.00	0.00	Based Space Allocations table (1.20m <sup>2</sup> per guestroom)
6.6	Engineer, stores, equipment*	1	1.80	18.00	0.00	Based Space Allocations table (1.80m <sup>2</sup> per guestroom)
6.7	Employee/control/personnel*	1	0.20	2.00	0.00	Based Space Allocations table (0.20m <sup>2</sup> per guestroom)
6.8	First aid	1	0.00	0.00	0.00	
6.9	Other areas	1	0.00	0.00	0.00	
<b>TOTAL</b>			<b>55.00</b>	<b>63.25</b>	Gross floor area is calculated 15% more then net floor area. Mid-range may vary based on the design	
<b>GRAND TOTAL</b>						
<b>TOTAL AREA (m<sup>2</sup>)</b>			<b>637.98</b>	<b>741.48</b>	Gross floor area is calculated 15% more then net floor area. Mid-range may vary based on the design	



Annex 5 – Accommodation Schedule Guest House – Sample

ACCOMODATION SCHEDULE AND SURFACE AREAS						
Type of the tourist Accommodation Facility: Sample - Guest House						
Single room	Double room	Suite	Room for differently abled guests	Staff <sup>(1)</sup>	Guests	Guest Rooms
0	4	0	1	3	10	5
Ref.	Functional areas	Quantity	Net area		Gross area <sup>(2)</sup>	Comments
			m <sup>2</sup>	Total		
<b>A. Guest Areas</b>						
<b>1 Entrance/Lobby/Area/Hall</b>						
1.1	Reception, lobby and lounge area	1	1.00	5.00	0.00	Based on Space Allocations table (1.0 m <sup>2</sup> per guestroom)
1.2	Shops	0	0.10	0.00	0.00	Based on Space Allocations table (0.2 m <sup>2</sup> per guestroom)
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.75</b>	
<b>2 Restaurants and Bars</b>						
2.1	Coffee shop	1	0.80	4.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.2	Main restaurant	1	2.00	10.00	0.00	Based on Space Allocations table, For higher number of guests, 1.5m <sup>2</sup> /cover could be used <sup>(3)</sup>
2.3	Lounges, bars	1	0.80	4.00	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.4	Pre-function area, foyer	1	0.50	2.50	0.00	Based on Space Allocations table (0.50m <sup>2</sup> per guestroom)
2.5	Ballroom/banquet hall	1	1.50	7.50	0.00	Based on Space Allocations table (1.50m <sup>2</sup> per guestroom)
2.6	Conference/function rooms*	1	1.90	9.50	0.00	Based on Space Allocations table (1.90m <sup>2</sup> per guestroom)
2.7	Circulation <sup>(7)</sup>			7.88	0.00	Based on Space Allocations table Circulation area calculated with 21% of the total residential areas. Mid-range may vary by ±3%
2.8	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>45.38</b>	<b>52.18</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>3 Residential areas/Guestrooms and Suites</b>						
3.1	Single room	0	14.75	0.00	0.00	Based on Gazette, No. 1096/6 (11.5m <sup>2</sup> room area +3.25m <sup>2</sup> bathroom)
3.2	Double room	4	16.25	65.00	0.00	Based on Gazette, No. 1096/6 (13m <sup>2</sup> room area +3.25m <sup>2</sup> bathroom)
3.3	Suite	0	0.00	0.00	0.00	Gazette, No. 1096/6
3.4	Room for differently abled guests	1	16.25	16.25	0.00	
3.5	Circulation area			18.69	0.00	Based on Space Allocations table Circulation area calculated with 23% of the total residential areas. Mid-range may vary by ±3%
3.6	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>99.94</b>	<b>114.93</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>4 Recreation areas</b>						
4.1	Leisure pool area*	0.00	0.60	0.00	0.00	Based on Space Allocations table (0.60m <sup>2</sup> per guestroom)
4.2	Club facilities/fitness room*	0.00	0.40	0.00	0.00	Based on Space Allocations table (4.5m <sup>2</sup> per guest, 50% of total guests) <sup>(4) (5)</sup>
4.3	Other areas	0.00	0.00	0.00	0.00	
4.4	...	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>B. STAFF AND COMMON SERVICES</b>						
<b>5 Administration</b>						
5.1	Front office, administration*	1	1.40	4.20	0.00	Based Space Allocations table (1.40m <sup>2</sup> per guestroom) (*Communication is already calculated)
5.2	Staff accommodation	1	5.00	15	0.00	Based on Gazette No.1963/28 (not less than 5.00m <sup>2</sup> )
5.3	Staff dining area	1	1.50	1.35	0.00	Based on Gazette No.1963/28. Dining area 30% of staff, not less than 1.5m <sup>2</sup> per person
5.4	Staff lockers	1	1.00	3.00	0.00	Based on Gazette No.1963/28.
5.5	Other areas	0	1.00	0.00	0.00	
<b>TOTAL</b>			<b>23.55</b>	<b>27.08</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>6 COMMON SERVICES</b>						
6.1	Main and satellite kitchen	1	0.80	4.00	0.00	Based Space Allocations table (0.80m <sup>2</sup> per guestroom)
6.2	Stores, circulation*	1	0.20	1.00	0.00	Based Space Allocations table (0.20m <sup>2</sup> per guestroom)
6.3	Receiving/garbage areas*	1	0.30	1.50	0.00	Based Space Allocations table (0.30m <sup>2</sup> per guestroom)
6.4	General stores*	1	0.40	2.00	0.00	Based Space Allocations table (0.40m <sup>2</sup> per guestroom)
6.5	Housekeeping, laundry	1	1.40	7.00	0.00	Based Space Allocations table (1.40m <sup>2</sup> per guestroom)
6.6	Engineer, stores, equipment*	1	1.30	6.50	0.00	Based Space Allocations table (1.30m <sup>2</sup> per guestroom)
6.7	Employee/control/personnel*	1	0.10	0.50	0.00	Based Space Allocations table (0.10m <sup>2</sup> per guestroom)
6.8	First aid	1	0.00	0.00	0.00	
6.9	Other areas	1	0.00	#REF!	0.00	
<b>TOTAL</b>			<b>22.50</b>	<b>25.88</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
<b>GRAND TOTAL</b>						
<b>TOTAL AREA (m<sup>2</sup>)</b>			<b>196.36</b>	<b>225.82</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

Annex 6 – Accommodation Schedule Home Stay – Sample

**ACCOMODATION SCHEDULE AND SURFACE AREAS**

Type of the tourist Accommodation Facility: Sample - Home stay

Single room	Double room	Suite	Room for differently abled guests	Staff <sup>(1)</sup>	Guests	Guest Rooms
0	3	0	1	2	8	4

Ref.	Functional areas	Quantity	Net area		Gross area <sup>(2)</sup>	Comments
			m <sup>2</sup>	Total		

**A. Guest Areas**

<b>1 Entrance/Lobby/Area/Hall</b>						
1.1	Reception, lobby and lounge area	1	1.00	4.00	0.00	Based on Space Allocations table (1.00m <sup>2</sup> per guestroom)
1.2	Shops	0	0.10	0.00	0.00	Based on Space Allocations table (0.20m <sup>2</sup> per guestroom)
<b>TOTAL</b>			<b>4.00</b>	<b>4.60</b>		

**2 Restaurants and Bars**

2.1	Coffee shop	1	0.80	3.20	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.2	Main restaurant	1	2.00	8.00	0.00	Based on Space Allocations table, For higher number of guests, 1.5m <sup>2</sup> /cover could be used <sup>(3)</sup>
2.3	Lounges, bars	1	0.80	3.20	0.00	Based on Space Allocations table (0.80m <sup>2</sup> per guestroom)
2.4	Pre-function area, foyer	1	0.50	2.00	0.00	Based on Space Allocations table (0.50m <sup>2</sup> per guestroom)
2.5	Ballroom/banquet hall	1	1.50	6.00	0.00	Based on Space Allocations table (1.50m <sup>2</sup> per guestroom)
2.6	Conference/function rooms*	1	1.90	7.60	0.00	Based on Space Allocations table (1.90m <sup>2</sup> per guestroom)
2.7	Circulation <sup>(7)</sup>			6.30	0.00	Based on Space Allocations table Circulation area calculated with 21% of the total residential areas. Mid-range may vary by ±3%
2.8	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>36.30</b>	<b>41.75</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

**3 Residential areas/Guestrooms and Suites**

3.1	Single room	0	11.78	0.00	0.00	Based on STDLA Guidelines (9m <sup>2</sup> room area+2.78m <sup>2</sup> bathroom)
3.2	Double room	3	13.78	41.34	0.00	Based on STDLA Guidelines (11m <sup>2</sup> room area+2.78m <sup>2</sup> bathroom)
3.3	Suite	0	0.00	0.00	0.00	SLTDA Guidelines
3.4	Room for differently abled guests	1	13.78	13.78	0.00	
3.5	Circulation area			12.68	0.00	Based on Space Allocations table Circulation area calculated with 23% of the total residential areas. Mid-range may vary by ±3%
3.6	Other areas			0.00	0.00	
<b>TOTAL</b>			<b>67.80</b>	<b>77.97</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

**4 Recreation areas**

4.1	Leisure pool area*	0.00	0.60	0.00	0.00	Based on Space Allocations table (0.60m <sup>2</sup> per guestroom)
4.2	Club facilities/fitness room*	0.00	0.40	0.00	0.00	Based on Space Allocations table (4.5m <sup>2</sup> per guest, 50% of total guests) <sup>(4) (5)</sup>
4.3	Other areas	0.00	0.00	0.00	0.00	
4.4	...	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

**B. STAFF AND COMMON SERVICES**

**5 Administration**

5.1	Front office, administration*	1	1.40	2.80	0.00	Based Space Allocations table (1.40m <sup>2</sup> per guestroom) *Communication is already calculated
5.2	Staff accommodation	1	5.00	10	0.00	Based on Gazette No.1963/28 (not less than 5.00m <sup>2</sup> )
5.3	Staff dining area	1	1.50	0.90	0.00	Based on Gazette No.1963/28. Dining area 30% of staff, not less than 1.5m <sup>2</sup> per person
5.4	Staff lockers	1	1.00	2.00	0.00	Based on Gazette No.1963/28
5.5	Other areas	0	1.00	0.00	0.00	
<b>TOTAL</b>			<b>15.70</b>	<b>18.06</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

**6 COMMON SERVICES**

6.1	Main and satellite kitchen	1	0.80	3.20	0.00	Based Space Allocations table (0.80m <sup>2</sup> per guestroom)
6.2	Stores, circulation*	1	0.20	0.80	0.00	Based Space Allocations table (0.20m <sup>2</sup> per guestroom)
6.3	Receiving/garbage areas*	1	0.30	1.20	0.00	Based Space Allocations table (0.30m <sup>2</sup> per guestroom)
6.4	General stores*	1	0.40	1.60	0.00	Based Space Allocations table (0.40m <sup>2</sup> per guestroom)
6.5	Housekeeping, laundry	1	1.40	5.60	0.00	Based Space Allocations table (1.40m <sup>2</sup> per guestroom)
6.6	Engineer, stores, equipment*	1	1.30	5.20	0.00	Based Space Allocations table (1.30m <sup>2</sup> per guestroom)
6.7	Employee/control/personnel*	1	0.10	0.40	0.00	Based Space Allocations table (0.10m <sup>2</sup> per guestroom)
6.8	First aid	1	0.00	0.00	0.00	
6.9	Other areas	1	0.00	0.00	0.00	
<b>TOTAL</b>			<b>18.00</b>	<b>20.70</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design

**GRAND TOTAL**

<b>TOTAL AREA (m<sup>2</sup>)</b>			<b>141.80</b>	<b>163.07</b>		Gross floor area is calculated 15% more than net floor area. Mid-range may vary based on the design
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