

## Minimum requirements for a Hotel

### Building/Structure

- **Shall have at least 20 bedrooms with modern facilities and offer food**
- Shall be of solid construction, structurally safe and in good state of repair
- The building shall have bedrooms, dining facilities, bars, lounges, storage rooms, housekeeping, laundry, front desk and parking facilities
- One parking lot per guest bedroom

### Guest bedroom

- At least 2 windows that open directly to the external air
- Contain furniture and fittings of good quality, including:
  - A bed with mattress that does not sag in the middle
  - A wardrobe with hangers, shelves or drawers
  - Dressing table with a mirror, dressing stool
  - Fire-resistant curtains
  - Bedside lamp whose switch can be operated from the bed
- Beds shall be made daily and bed linen changed at least every 3<sup>rd</sup> day and for each guest
- Guest shall be provided with keys to their bedrooms
- A drinking glass per person and a water flask

### Bathroom and Sanitary facilities

- A bath and/or shower, washbasin and toilet
- Hot and cold running water at all times
- At least one window opening directly to the external air
- Adequate supply of soap, toilet paper and towels
- Bathroom stool, shower curtain, sanitary disposable bin, air freshener
- Bathroom accessories such as mirror, soap tray, toilet brush, shower curtain, bath mat, bath room stool
- A door which can be locked or bolted

## Hotel Requirements con't

### Dining Area or Restaurant

- **Seating accommodation for at least 50 people**
- Floor be of impervious material or fitted with wall to wall carpet
- Chairs for dining tables or stools for counters
- Table appointment of good quality, e.g. ashtray, table-cloths, cutlery, napkins
- Menu cards for each guest
- Crockery and glass ware of good quality
- Adequate artificial lighting shall be provided

### Kitchen and Wash-Ups

- At least 2 sinks or dish-washing machines
- Adequate refrigerators
- Cooking equipment for boiling, roasting, grilling, steaming, e.t.c
- Wash hand basin with adequate supply of hot and cold running water, soap and hand towels
- Kitchen be kept free of insects, flies and rodents
- Adequate provision of ventilation
- Adequate artificial and natural lighting

### Pantry or Food Storage

- Stores be kept free of insects, flies and rodent
- Adequate cold-rooms or freezers
- A separate storage room for liquor

### Lounge and Bar

- Adequate seating accommodation
- Stainless steel sink with cold and hot running water for washing glasses
- Counter freezers
- Upholstered chairs, armchairs, sofas, cocktail tables, bar stools and contents
- Adequate bar shelving
- Wall to wall carpet or floor be of impervious material

#### **Public Convenience**

- Toilets in separate compartments with sanitary disposable bins
- Adequate supply of toilet requisites e.g soaps, toilet paper, disinfectants, e.t.c.
- Windows, accessories such as mirrors, clothes hooks, ashtrays, e.t.c
- Entry into sanitary facilities should allow for emergency access

#### **Service and Reception**

- Reception area be of good decorative order
- Laundry services be provided for the hotel and guests
- Housekeeping be provided for keeping and servicing hotel facilities
- Maintenance department be within hotel premises

#### **Management or Personnel**

- The hotel shall be under the regular supervision of a person trained or experienced in hotel management
- At least 3 persons trained and capable of supervising the services provided
- Staff should obtain valid health certificates, renewable every 6 months
- Staff should be provided with uniforms

#### **General**

- Approved fire-fighting appliances
- Fire and emergency services be displayed
- Approved first-aid be provided
- Properly designed system for garbage disposal
- Proper First Aid-Kit shall be provided

### **Minimum requirements for a Lodge or Resort**

#### **Building /Structure**

- shall have at least 16 bedrooms and offer food
- Shall be structurally safe and in good state of repair, both internal and externally
- The building shall have bedrooms, bathrooms and sanitary facilities, kitchen, dining area, lounge, bar, public toilets and reception office
- Be equipped or staffed according to its activities, e.g. health resort with spas and nurses or therapists

#### **Guest bedrooms**

- Same as hotel

#### **Bathroom and Sanitary facilities**

- Same as hotel

#### **Dining Area or Restaurant**

- Seating accommodation for at least 20 people
- Otherwise, same as hotel

#### **Kitchen and Wash-ups**

- Same as hotel

#### **Pantry or Food Storage Room**

- Same as hotel

#### **Lounge and Bar**

- Same as hotel

**Public Conveniences**

- Same as hotel

**Management or Personnel**

- Same as hotel

**Minimum requirements for a Guest House****Building or Structure**

- **At least 4 bedrooms and offer food**
- The building shall have bedrooms, bathrooms, sanitary facilities, kitchen, dining facilities, a lounge

**Guest bedrooms**

- Same as hotel

**Bathroom and Sanitary facilities**

- Same as hotel

**Dining and Living Area**

- **At least 8 seating accommodation**
- Staff be attired in acceptable dress, clean and freshly laundered
- Otherwise, same as hotel

**Kitchen and Service Area**

- Same as hotel

**Lounge and Bar**

- Same as hotel

**Personnel**

- Staff should be provided with protective clothing
- Have health certificates renewable every 6 months
- Be under the supervision of a person with basic catering or hotel experience

**General**

- Same as hotel

**Minimum requirements for a B&B****Building/Structure**

- **At least 2 bedrooms and offer breakfast**
- The house shall have at least 2 bedrooms, kitchen, dining facilities for breakfast, a bathroom and toilet

**Guest bedrooms**

- Same as hotel

**Bathrooms and Sanitary facilities**

- Same as hotel

**Dining and Living Space**

- Dining facilities shall be provided for services of meals at tables
- Cooked breakfast be provided for every guest

**Kitchen**

- Shall be free of insects, flies and rodents
- Facilities and equipment be of good quality
- Garbage disposal bin be provided

**General**

- Emergency lighting be provided, e.g candles, gas lamps
- Fire-fighting appliances be provided
- The house shall be securely fenced with lockable gates

## Minimum requirements for Self Catering

### Building/Structure

- At least 6 units of accommodation
- A unit shall comprise of bedrooms, bathroom, living and dining space, kitchen, sanitary facilities

### Bedrooms

- Same as hotel

### Bathroom and Sanitary facilities

- Same as hotel

### Living and Dining Room

- At least 4 seating accommodation
- Otherwise, same as hotel

### Kitchenettes

- Kitchen area be free of insects, flies and rodents
- Facilities and equipment shall include cooking utensils, stoves, cutlery, cleaning material, refrigerators, storage compartments, a sink, garbage disposal bin

### Sundry Equipment and facilities (in each unit)

- Approved first aid kit
- Displayed fire and emergency notices

### General

- Iron, ironing board, washing line, telephone
- Adequate parking space for each unit

### Personnel

- The premises shall be under regular supervision of a person/persons with basic experience in catering or hotel management
- The maid shall be available at no extra cost to provide housekeeping services

### **Minimum requirements for Youth Hostel**

- The premises shall be registered in the register of Youth Hostels
- Operate under the direct management of a non-profit making organization
- Constructed for the overnight shelter of members of approved organizations
- The sleeping accommodation shall be by dormitories, huts or separate bedrooms
- The premises must provide for a suitable segregation of the sexes in sleeping accommodation, toilet or sanitary facilities, where persons of different sex are to be catered for
- At least one common room to serve as dining and recreation room for members
- Sale of intoxicants prohibited
- The premises shall conform to a reasonable standard of cleanliness
- The premises shall be managed by a responsible warden
- It shall have a kitchen
- It shall provide meals and refreshments for not less than 30 hostellers
- Precautions shall be taken against fire