**Requirements for your Tourism Accommodation**

***It is required by law that all properties have person/persons to check-in and check-out guests and take care of their needs during their entire stay.***

Below are the recommended guidelines for your Tourist Accommodation to follow in order to meet the minimum Accommodation Standards.

**Bedroom:**

**Bedding:**

* Mattress replaced every 3-5 years
* Mattress rotated/flipped every 3-6 months
* Minimum of 200 thread count sheets
* Sheet set must include: flat and fitted sheets and pillow covers
* Extra set of sheets required for each bedroom
* One blanket per bedroom
* One extra comforter set per bed
* Pillows replaced once per year/when needed

**Suggested: Pillow fittings**

* Single Bed: 2 pillows
* Double or Queen Bed: 4 pillows
* Kind Bed: 4 King size pillows

**Furniture:**

* Lamp & lampshade free from discoloration, wear & tear
* Furniture free from scratches, discoloration , paint peeling , wear & tear
* Mirror free from discoloration , wear & tear
* All draws are equipped with proper handles

*(All windows require proper window covering such as blinds or drapes, this is very important due to privacy reasons.)*

**Bathroom:**

Standard requirements: 1-4 people

* 2 wash cloths
* 2 face/hand towels
* 2 bath towels
* 2 beach towels
* 1 bath mat
* Towel racks
* Trash bin
* Non-skid mat
* Shower curtain or shower doors (if applicable)
* Shower chairs (handicap)
* Bathroom amenities
* *4 persons or more double the above*

**Toilets**

* Toilet seat needs to be well kept
* No discoloration or paint peeling
* Toilet tank covers must be in good condition and contain no cracks

**Face Basin & Bath**

* All faucets, basins and shower heads need to be free from corrosion, rust and discoloration

**Tiling**

* All wall and floor grout needs to be maintained and cleaned regularly to avoid discoloration and /or mould
* Any loose floor or wall tiles must be repaired or replaced as soon as practically possible

**Living Area:**

**Furniture**

* To ensure your guest’s safety, living area must restrict or limit guest movements
* 1 three-seater sofa, 1 single chair, 1 two-seater sofa, 2 lamps, 2 end tables, 1 center table, entertainment table & 1 area rug
* Upholstery should be replaced within a minimum of 3-5 years
  + Identify all corrections whether minor or major and re-upholster as required
  + Note that frequency of use is not the issue but maintenance of the fabric
* Center table, side tables & chairs
  + Must be free of scratches, chips, paint peeling, discoloration, wear & tear
* Lamps and Lamp shades must be free of rust, chips, discoloration, wear & tear
* Area rug must be free of discoloration, stains and wear & tear
* Emergency contact information including manager’s contact numbers
* Phone book

**Walls:**

* Pictures must be free of discoloration, stains, rust and wear & tear
* Walls and ceilings must be well maintained from discoloration, paint peeling, scratches, cracks, mildew/mold
* AC vents must be free from dirt, discoloration, paint peeling and mold
  + Filters are to be changed every 3 months

**Lighting:**

* Lights and light fixtures must be free of scratches, and paint peeling

**Dining Area:**

* Upholstery should be replaced within a minimum of 3-5 years
  + Identify all corrections whether minor or major and re-upholster as required
  + Note that frequency of use is not the issue but maintenance of the fabric
* Table, chairs & bar stools must be free of scratches, chips, discoloration, and paint peeling
* Bar counter must be free of scratches, paint peeling, and discoloration
* Lights and light fixtures must be free of scratches, and paint peeling

**Kitchen Area:**

* Please see check list for recommended guidelines for appliances, cutlery & crockery (located in Appendix of Manual)
* All utensils/appliances must be free of rust, discoloration, and corrosion
* All kitchen and counter top appliances must be in good working order and free of rust

**Patios:**

* All lounge furniture must be free of mold, and mildew
* Wall, ceiling and floor coverings must be maintained from cracks, and discoloration
* Ceiling fans must be free from rust, dust, cobweb, and cracks
* Lights must be free from cracks, and paint peeling
* Railings must be free from rotten wood, discoloration, and paint peeling

**Grounds:**

* Property signage must be erected, clean , visible & well maintained
* Public access to beach must be free of obstacles, debris & well maintained
* Property must be well lit at night (security lighting)
* Grounds must be well kept from leaves & debris
* Sidewalks must be free from cracks, and discoloration
* Enclosed garbage area must be neat and well maintained

**Exterior of Building:**

* Unit door numbers must be free from cracks, paint peeling, and broken
* Door hinges must be rust and corrosion free
* All doors must be well maintained
* Walls must be pressure-washed/painted as needed
* Windows and screens must be cleaned as needed
* All windows must be operable for safety reasons
* Box eves & fascia boards must be free from rotten wood, discoloration, mildew and wear & tear
* Stair case railings must be free from rust, rotten wood, paint peeling and wear & tear
* Roof must be free of discoloration, leaks and wear & tear

**Additional Notes:**

**Recommendation Specifically for Villas, Guest House & Apartments**

* Inspectors recommend that you replace your décor every 3-5 years
* Painted walls are preferred to the use of wallpaper
  + - Due to tropical climates, maintenance of wallpaper can be costly
* Evacuation notice must be placed at door entrance and be visible

**Staff:**

* Well-maintained uniform
* Name badge
* Closed-toe shoes
* Limited jewelry, well groomed finger nails & conservative hair style

**Handicap Facility requirements:**

**Bathrooms:**

* Shower stall with grab rails
* Wide door ways – minimum width 36 inches
* Lowered basin counters – minimum height 34 inches from ground
* Raised toilet seat
* Lowered light switches

**Entrance to guest room:**

* Wheelchair entrance
* Porch door accessibility