

**Standards Monitoring and Enforcement Division**  
**Progressive Accreditation System Self-Assessment Checklist**  
**MABUHAY ACCOMMODATION**

DOT-SMED-SAF-ACC-001  
Form 19 Series of 2020

Name of Accommodation Establishment: \_\_\_\_\_

Address : \_\_\_\_\_

*Note: Premium Accreditation may only be issued upon compliance of  
at least 50% of the total points allotted.*

<i>Please check on the appropriate box. Do not leave blank boxes.</i>				<i>Please continue if compliant with all Basic Registration criteria</i>				<i>Please continue if compliant with all Basic Registration and Regular Accreditation Criteria</i>			
<b>BASIC REGISTRATION</b>				<b>REGULAR ACCREDITATION</b>				<b>PREMIUM/STAR-RATING ACCREDITATION</b>			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	POINTS
<b>PUBLIC AREA</b>				<b>PUBLIC AREA</b>				<b>PUBLIC AREA</b>			
Clean building exterior and surroundings				Information/Reception counter or receiving area manned for at least 12 hours.***				Reception service for 24 hrs			<b>3</b>
Business name signage conspicuously displayed.				Seating area proportionate to the size of the property***				Seating facility coordinated with the theme/design of the property			<b>2</b>
Waste bins provided in the public restroom				Enclosed public areas shall maintain a maximum temperature of 25 degrees Celsius year round				Complimentary Wi-fi with strong connection			<b>2</b>
Information/Reception counter or receiving area.				Wi-fi access in public areas				Secured Left Luggage Room			<b>2</b>
Landline/Mobile Phone or any communication device at the reception area.				Porter service/Luggage assistance available				Offer welcome drinks or its equivalent			<b>1</b>
Adequate lighting in all areas				Left Luggage Service/Area***				<b>Sub-Total</b>			<b>10</b>
				Brochures, maps or any similar guide in going around the area available at the reception area							
				Safety Deposit Box at the Reception							
				Staff in Uniform with name plates and IDs***							
				Reception personnel can converse in Filipino and English							
<b>PUBLIC WASHROOM</b>				<b>PUBLIC WASHROOM</b>				<b>PUBLIC WASHROOM</b>			
Clean public wash room provided with adequate supply of clean water, soap and toilet paper				Restroom with hand dryer/paper towel							
				Separate Public Restrooms for Male and Female***							

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BASIC REGISTRATION				REGULAR ACCREDITATION				PREMIUM/STAR-RATING ACCREDITATION			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	POINTS
<b>BEDROOM</b>				<b>BEDROOM</b>				<b>BEDROOM</b>			
Guest rooms with locking doors				Minimum of five (5) lettable rooms.*** <i>Note: This requirement will not apply to establishments existing prior to the implementation of these rules.</i>				Keycard locking system			2
Comfortable beds with clean mattresses, fresh linens and pillows with cover				Door with peephole***				Minimum room size must be at least 14 sq.m. inclusive of toilet & bath.			10
At least one (1) pillow per person				Minimum room size must be at least 12 sq.m. inclusive of toilet & bath***.				Use of quality linens (minimum of 300 thread count)			5
Clean and non-slippery floors.				All rooms are air-conditioned or shall maintain a maximum room temperature of 25 degrees Celsius***				Complimentary bottled water with drinking glass in room			1
Clean bath towel per guest				Potable water and drinking glass in room				Extra pillows/range of pillows available			2
				Two (2) pillows per person				Full length mirror			1
				Mirror at least 31 inches by 16 inches				Closet/Cabinet (Additional Info)			2
				Clothes hanging space (i.e. shelves, closets, cloth-rack)				Mini bar			1
				Reading lights/Bedside lamps				In-room Safety Deposit Box			1
				Chair/s and Writing Desk or Table available in room				<b>Sub-Total</b>			<b>25</b>
				Any in-room communication device available				Contemporary tiles, quality timber floors or any equivalent floor coverings.			8
				Windows with appropriate window coverings (e.g. Curtains, blinds)				Black out curtains			2
				Emergency evacuation/Fire Exit Plans posted in all rooms				Hangers provided ( at least 3 per person)			1

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	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	POINTS
								Emergency Light or Flashlight in room			1
								Availability of suite rooms			5
								In-room compendium with additional Information about additional services within the accommodation and/or entertainment/recreation nearby			1
								Flat wall TV minimum of 20 inches			2
								Slippers			1
								Tea/Coffee facility			1
								Sub-Total			22
BATHROOM				BATHROOM				BATHROOM			
Attached or shared bathroom				For shared bathroom, ratio is 1 bathroom for every 4 guests				Attached toilet and bathroom			3
Clean toilet and bath with adequate supply of clean water.				Clean toilet and bath with adequate supply of hot and cold water***				Range of toiletries (e.g. shampoo, lotion, dental kit, bath gel, etc.)			2
				Area to place clothes and space for personal toiletries				Clothes line			1
				Area to place clothes and space for personal toiletries				Range of Towels			2
Mandatory Requirements				Good space, ability to move freely				Bidet in all guest rooms			2
Issuance of Official Receipts				One (1) bath towel per guest***				Hair dryer			1
								Sub-Total			11

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	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	POINTS
<b>FOOD AND BEVERAGE</b>				<b>FOOD AND BEVERAGE</b>				<b>FOOD AND BEVERAGE</b>			
				Availability of dining area or room service***				All day dining outlet			5
				Kitchen equipped with clean and functional kitchen equipment and utensils.				Sub-Total			5
				Kitchen kept clean, frequent cleaning is evident, no intrusive/foul smell***.							
				Crockery, Cutlery and Glassware-clean, unchipped and stored in a dry place							
				Room service for a minimum of 12 hours							
<b>SERVICES AND AMENITIES</b>				<b>SERVICES AND AMENITIES</b>				<b>SERVICES AND AMENITIES</b>			
				Functional CCTV available in strategic areas (i.e. entrance, lobby etc.) ***				Accepts credit cards			1
				Professional security in place***				HD CCTV with a minimum of 30-day recording storage			3
				First aid Kit (Red cross prescribed)				Medical Services available either in house or on call 24 hours a day			2
				Personnel trained on basic life support				Business Desk (printing,photocopy,fax services, etc.)			2
				Refund and Cancellation Policies				Gym/Fitness Center			3
				Back-up Generator or emergency power, capable of providing full power***				Spa			3
								Other recreational facilities (Videoke room, Game room, Kids' Play Area, etc.)			3
								Functional/Meeting Rooms (can accommodate at least 30 pax)			3
								Swimming pool with trained lifeguard on duty			5

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	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	POINTS
								Ironing services			1
								Laundry Services			1
								Sub-Total			27
Statutory Requirements											
				Designated PWD room/s (BP 344) and provision of facilities in accordance with BP 344***							
				Emergency evacuation/Fire Exit Plans posted in all rooms							
				Emergency and Fire Evacuation Procedure							
				Driveway							
				Parking area***							
				Vermin and Pest Control Program							
				Health and Sanitation Procedures in Place (includes food safety)							

**HEALTH AND SAFETY GUIDELINES FOR ACCOMMODATION ESTABLISHMENTS**  
(Self Assessment Checklist)

INDICATOR		YES	NO	REMARKS
<b>MINIMUM PUBLIC HEALTH STANDARDS (for ALL Guests, Employees and Suppliers)</b>				
1	Contactless Greetings			
2	Completion of Health Declaration and Contact Tracing Forms upon arrival			
3	Mandatory body temperature checking by qualified health or medical staff or trained hotel personnel			
4	Contactless transactions and payments			
5	Strict observance of: <ul style="list-style-type: none"> <li>• Proper wearing of face masks and face shields</li> <li>• Proper Physical Distancing</li> <li>• Respiratory etiquette</li> <li>• Hand hygiene (and proper hygiene/grooming for employees)</li> <li>• Proper disposal of used PPE</li> </ul>			
<b>GUEST HANDLING</b>				
<b>RECEPTION COUNTER AND CONCIERGE</b>				
1	Availability of emergency contact numbers, such as: <ul style="list-style-type: none"> <li>• Public Health Authority</li> <li>• Nearest Hospital/ Medical Center</li> <li>• DOH Assistance Center</li> <li>• BHERT</li> </ul>			
2	Mandatory medical kit:			
	• Facemask			
	• 70% solution alcohol or alcohol-based hand sanitizer			
	• Tissue paper, paper towel or germicidal disinfectant wipes			

<b>GUEST ROOMS</b>				
1	Compliance with the maximum allowable room occupancy			<i>Compliance with DOT Administrative Order No. 2021-004 or the the Updated Guidelines on the Operations of Hotels and other Accommodation Establishments under a Community Quarantine and any other subsequent amendments</i>
2	Provision of sanitation kits (per guest)			
3	Provision of bathroom amenities (per guest)			
4	Convenient in-room dining set-up			
5	Functional/well-maintained toilet & bath facilities (e.g. flush, handwashing facilities, shower, dispensers)			
<b>PUBLIC AREAS</b>				
<b>GENERAL COMMON AREAS</b>				
1	Separate trash bag/s or bin/s for used PPE and other wastes			
2	Provision or display of informational materials on: <ul style="list-style-type: none"> <li>• Health and Safety protocols and other related hotel/management policies</li> <li>• Other relevant information on COVID-19, prevailing diseases and travel advisories</li> <li>• Proper disposal of PPE</li> </ul>			
3	Provision of dispenser of 70% solution alcohol / sanitizer at the entrances/exit and/or areas frequented by guests			
4	Floor markers, stanchions or any form of barriers to delineate physical distancing (e.g., queue, seats)			
5	50% allowable capacity for elevators, if any			
6	Proper cleaning, sanitation and disinfection of general facilities, furnishings and frequently touched surfaces (e.g., elevator button, handles, handrails, switches, doorknobs, etc.)			<i>Compliance with DOH Department Memorandum No. 2020-0157 and 0157-A or the Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19 and Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19 by the World Health Organization (WHO)</i>
7	Sanitation of trash bins every after disposal or trash collection			

RESTROOMS				
1	Adequate supply of: • Clean water • Soap • Alcohol/ alcohol-based sanitizer • Toilet paper / paper towels			
2	Functional / well-maintained handwashing and toilet flushing facilities			
3	Toilet sanitation and disinfection at least every two (2) hours			
ANCILLARY FACILITIES AND ESTABLISHMENTS (IF ANY) (e.g., restaurant, café, gym/wellness centers, event venues, swimming pool, bar, spa)				
1	Observance of maximum allowable capacity			
2	Observance of proper cleaning and disinfection protocols			
3	Presence of facility attendant (for pool and gym/wellness center) onsite to ensure minimized use of shared equipment, adherence to allotted schedule of facility use, etc.			
DINING FACILITIES / SERVICES				
1	No self-service station. All foods, beverages, utensils and condiments must be served by restaurant personnel. Food servers and food covers are provided for managed buffet			
2	Tables and chairs must be at least one (1) meter distance on all sides. For fixed seats, alternate seats are used.			
3	Proper direction of the airflow in arranging tables to avoid droplet transmission prompted by air-conditioned ventilation			
FUNCTION VENUES (IF ANY)				
1	Disinfection of function venues during break time or after every meeting or event			
2	Observance of limited venue capacities to ensure physical distancing			
3	Observance of limited duration of event to avoid prolonged exposure			
EMPLOYEE HANDLING				
GENERAL PROTOCOLS				
1	Regular briefing on updated health and safety information, protocols, and other relevant management policies			
2	Training of staff on personal hygiene, infection control, surface disinfection/ proper use of disinfecting solution and simulation of security measures			



3	Designated changing rooms for employees and staff			
4	<b>Appropriate PPE</b> (based on scope of work) are provided and properly worn			
	• <b>Gloves</b> - <i>when handling cash/ documents or when assisting guests requiring physical contact</i>			
	• <b>Face shield/ Eye protection/ goggles</b> - <i>when cleaning surfaces that generate splashes</i>			
	• <b>Coverall and shoe cover</b> - <i>when cleaning room used by infected person</i>			
	• <b>Face shield, utensils (e.g., tongs) and gloves</b> - <i>when handling food</i>			
	• <b>Hairnet &amp; disposable gloves</b> - <i>for kitchen staff</i>			
<b>BUSINESS PRACTICES AND MANAGEMENT</b>				
<b>ROOM DECONTAMINATION</b>				
1	Sanitation/Disinfection of Rooms right after check-out			
2	Rooms remain empty for a certain period before accepting new guests			
<b>LINEN DECONTAMINATION</b>				
1	Used linen must be handled with minimal contact to prevent possible contamination			
2	Linen and other washable items must be soaked using appropriate disinfecting solution for at least 15 minutes			
3	Linens and other washable items used by a suspected infected person must be placed in a separate disposal bag and washed using hot water (70-80%)			
4	Non-washable items such as mattresses and pillows must be wiped with diluted bleach solution or any approved disinfecting agent			
5	All items for disposal must be disposed in sealed bags immediately			
<b>KITCHEN SANITATION AND DISINFECTION</b>				
1	Separate handwashing area for kitchen staff with adequate supply of soap and water			
2	Appropriate use of clean and sanitized cloths, towels, linen, aprons, and mop heads			

3	Proper cleaning, sanitation and maintenance of kitchen surfaces, equipment (e.g., freezer, chiller, dishwasher), dishes, silverwares and glassware			
4	Proper implementation of vermin and/or pest control program			
5	Provision of separate trash bins: <ul style="list-style-type: none"> <li>• for used PPE</li> <li>• for general waste (wet and dry; biodegradable and non-biodegradable)</li> </ul>			
6	Proper segregation and regular disposal of wastes			
<b>ENGINEERING AND MAINTENANCE</b>				
1	Regular maintenance of the concentration of disinfectant in water for consumption, swimming pools, and spas, recommended based on relevant standards (e.g. DOH, WHO, CDC)			
2	At least three (3) times a week-check on the proper functioning of ventilation, air exchange, and dehumidification equipment, <b>if applicable</b> <ul style="list-style-type: none"> <li>• Maximize natural ventilation (thru doors, windows, etc.) and/or exhaust fans</li> <li>• Maintain 6 to 12 air change per hour (ACH)</li> <li>• Run ventilation system 30 mins before space is occupied</li> <li>• Use of filters MERV 13 or higher, or applicable HEPA filter in local airconditioning units</li> </ul>			<i>Compliance with DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19 and any other subsequent amendments</i>
3	Preventive maintenance and regular monitoring of all equipment (e.g., air-conditioning units and filters, dispensers, in-house laundry, freezers, chillers, dishwashing machines, and other similar devices)			
<b>SUPPLIERS OF GOODS AND SERVICES</b>				
1	Proper sanitation/ disinfection procedure for suppliers,drivers, delivery personnel, vehicle and supplies prior entry			
<b>TRANSPORT SERVICE (IF ANY)</b>				
1	Car / Sedan / Vans / Buses and Coasters <ul style="list-style-type: none"> <li>• Observance of Passenger Limit Capacity based on the issuances of DOTr / LTRFB / LGU</li> </ul>			

2	Availability of amenities inside the vehicle: <ul style="list-style-type: none"> <li>• Basic First Aid Kit</li> <li>• Sanitation Kit (facemask, 70% solution alcohol or alcohol-based hand sanitizer, tissue paper or disposable wetwipes)</li> <li>• Separate trash bags/bins for PPE and other waste. Proper disposal of waste in the vehicle after every trip.</li> </ul>			
3	Service vehicles are sanitized and disinfected after every use			
<b>MANAGEMENT TEAM</b>				
1	Availability, dissemination to all concerned, and monitoring on the implementation of the Integrated Emergency Preparedness Action Plan (IEPAP) and related policies, such as but not limited to: <ul style="list-style-type: none"> <li>• Occupational Safety and Health Program             <ul style="list-style-type: none"> <li>◦ Availability of updated list of contact details of all employees</li> <li>◦ Proper scheduling of activities and rotation of workforce</li> </ul> </li> <li>• Disaster Risk and Management Plan</li> <li>• Food Safety Program</li> <li>• Business Continuity Plan</li> </ul>			
<b>MANAGEMENT OF SYMPTOMATIC EMPLOYEES</b>				
1	Strict observance of protocols for probable or confirmed COVID-19 positive employees			
	<ul style="list-style-type: none"> <li>• <i>Immediately isolate the COVID-19 positive employee from guests or co-employees</i></li> </ul>			
	<ul style="list-style-type: none"> <li>• <i>Refer the employee to the local health office or BHERT</i></li> </ul>			
	<ul style="list-style-type: none"> <li>• <i>Inform the Close Contacts</i></li> </ul>			
<b>MANAGEMENT OF SYMPTOMATIC GUESTS</b>				
1	Installation/designation of a holding area for symptomatic guests prior to transport to hospital. Holding area must conform to DOH standards			
	<ul style="list-style-type: none"> <li>• <i>Assure guests of assistance in case they begin to manifest symptoms such as fever and/or cough</i></li> </ul>			

	<ul style="list-style-type: none"> <li>For symptomatic guests, coordinate with the local health office, Local Epidemiology and Surveillance Units (LESU), BHERT or the nearest hospital</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure confidentiality in reporting of individuals both hotel staff and guests with flu-like symptoms and/or fever and travel history to affected areas</li> </ul>			
	<ul style="list-style-type: none"> <li>Keep the symptomatic guest confined in the room originally used until trained transport providers are available for transfer to designated referral hospital</li> </ul>			
	<ul style="list-style-type: none"> <li>Staff and personnel shall avoid employing any discriminatory action against any sick person with high fever and cough for fear of contracting or spreading the disease</li> </ul>			
2	Compliance with DOH/respective LGU protocols on Contact Tracing of individuals in close contact with a Confirmed COVID-19 case			
<b>REPORTORIAL REQUIREMENT</b>				
1	Regular reporting to DOT Regional Office on the ff:			
	<ul style="list-style-type: none"> <li>Number of guests who have developed the symptoms of the illness, if any;</li> </ul>			
	<ul style="list-style-type: none"> <li>Number of guests who were transferred to the appropriate facility, if any</li> </ul>			

This is to signify my intent to apply for :

☐

Basic Registration

☐

Regular Accreditation

☐

Premium/Star-Rating Accreditation

I understand that my Self-Assessment Rating is not yet final and an Audit Team from the DOT shall conduct an actual assessment of my property to validate my rating.

\_\_\_\_\_  
 (Signature over printed name)  
 General Manager/ Authorized Representative

\_\_\_\_\_  
 Date