



## Capsule hotel

### Definition Capsule hotel

In capsule hotels the "rooms" usually consist of small plastic cabins, there is a mattress as well as a television and a radio, equipped with air-conditioned. The capsules have no real door, only a curtain separates them from the common rooms. There are common facilities for toilets, washbasins and the like.

Requirements	No.	Mandatory criteria
Pre-conditions (mandatory criteria)	1	Are the name, address, classification and description of the Capsule Hotel identical to those indicated in the licenses to which it is granted? Only relevant for renewal of license.
	2	The facility must be designated for males only or females only.
	3	Is the Capsule Hotel's name clearly recognizable in Arabic and English?
	4	Are sign-boards next to the unit door available in Arabic and English and readable at night?
	5	Is the front of the building clean, without wall damage, water damage and exposed power lines?
	6	Is the entrance area well recognizable as a Capsule Hotel entrance?
	7	Is the printed and published pricelist available and valid per room or person, with taxes or other fees (up to date)?
	8	Is there lighting available that illuminates the entrance area well, even in the dark (200 lumen)?

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Requirements	No.	Mandatory criteria
General Requirements	9	All facilities and equipment are in working order, in perfect condition and without any noticeable renovation / investment backlog.
	10	All services are provided by competent and recognizable employees.
	11	All offered services are in a proper hygienic and clean condition (availability of checklists, training material...)
	12	Air conditioning maintains temperature of 18C - 24C, throughout the year in all areas.
	13	Availability of Wi-Fi and internet connections at all times.
Accessibility	14	Mandatory criteria see annex.
	15	At least 5 capsules including washroom/shared areas must meet the minimum criteria in the appendix.



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Requirements	No.	Mandatory criteria
Safety and Security	16	The sockets and light switches are without defect.
	17	Emergency and fire evacuation procedures and emergency telephone numbers are posted in Arabic and English
	18	Availability of lighting in all areas to ensure safety (200 lumen)?
Reception and Lobby	19	Availability of a main entrance.
	20	Availability of air curtains and/or double doors and/or revolving door to ensure good and hygiene air quality.
	21	Is there a reception and is it clearly visible as soon as you enter the Capsule Hotel Area?
	22	Is there an employee per shift of operating who speaks Arabic and English?



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Requirements	No.	Mandatory criteria
Reception and Lobby	23	Is the reception occupied 24h 7days/week?
	24	Is there free WIFI available in the lobby?
	25	Are there any possibilities to recharge electronic devices for the quests themselves?
	26	Is there a TV set (flat screen) providing Arabic channels as well as English channels?
	27	Are the channels available which are prohibited by KSA-law?
	28	Is there a prayer room in the capsule hotel?
	29	Are there restroom next to the prayer room?
	30	Availability of public toilets in the lobby area.
	31	Is the Holy Quran placed on request?



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Requirements	No.	Mandatory criteria
Capsules	32	Cabins with a floor area of about 2 m <sup>2</sup> and a height of 1.20 m.
	33	The capsules are stacked side-by-side, two units high, with steps or ladders providing access to the second level rooms, similar to bunk beds.
	34	Each room must have an entrance.
	35	A minimum bed width of 120 cm.
	36	A bed length of 2 m
	37	Availability of bed sheets, linens, pillows, alarm clock.
	38	Is radio in the capsule available (with headphone)?
	39	Are curtains or doors available and in order?



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Requirements	No.	Mandatory criteria
Capsules	40	Are there recognizable signs for each cabinet available (numbers, letters...)?
	41	Does the Capsule Hotel provide only non-smoking Capsule Hotels?
	42	Does the Capsule Hotel provide only capsules with air conditioning/ventilation system?
Requirements	No.	Mandatory criteria
Shared Bathroom	43	Are there separate bathrooms for men and women?
	44	Availability of separate shower areas that ensures privacy.
	45	Availability of toilets with a ratio of 1 toilet to 4 beds.
	46	Availability of lockers with locking mechanism for each cabinet.



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Requirements	No.	Mandatory criteria
Shared Bathroom	47	Is there a continuous supply of hot and cold water?( the heater must be hidden)
	48	Are bath towels and towels available on request?
	49	Is the shower separated by a shower wall?
	50	Does the floor in the shower and toilet have an anti-slip device?
	51	Is there a washbasin next to the toilet?
	52	Is there a hand hose next to the lavatory?
	53	Is the light in the bathroom and on the mirror above the washbasin sufficient (300-500 lumen)?
	54	Are there hairdryer?
	55	Is there a dustbin for hygienic paper?
	56	Is there a toilet brush?





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Requirements	No.	Mandatory criteria
Shared Areas	57	Availability of a kitchen / kitchenette for every floor.
	58	Availability of seating area in every floor with TV (with English channels, sports, are channels available which are prohibited by KSA-law?), sockets, USB charger, games, games consoles.... Fits to the concept.2 sqm of space outside the room should be available per guest, including restaurant.
	59	Are there washing machines or wash basins for laundry?
	60	Are there clothes lines for laundry?
Breakfast	61	Is there a proper selection of food and beverages served at the buffet? (tee, coffee, bread, jam, juice, cereal,)
Coffee Shop	62	Are the opening hours clearly visible at the entrance of the Coffee Shop (in Arabic and English) and are they maintained?
	63	Is this area air-conditioned?
	64	Is the menu available in Arabic, as well as in English including prices?



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Requirements	No.	Mandatory criteria
Coffee Shop	65	Does the offer include a sufficient selection of coffee, tea, juices, ice cream, pastries and desserts?
	66	Is food sufficiently cooled and hygienically stored with spit protection?
	67	Is a vending machine available with snacks and drinks?
	68	Kitchen: Regular hygiene site inspections are carried out. The results are documented and defects are immediately remedied. HACCP concept.

