

SULIT
(CONFIDENTIAL)



KEMENTERIAN PELANCONGAN DAN KEBUDAYAAN MALAYSIA
(MINISTRY OF TOURISM AND CULTURE MALAYSIA)

BORANG PERMOHONAN PENGELASAN PREMIS PENGINAPAN PELANCONG
(HOTEL PULAU/PANTAI/TASIK/SUNGAI)
APPLICATION FORM FOR HOTEL CLASSIFICATION (ISLAND/BEACH/LAKE/RIVER RESORT)

Nama Hotel : _____
(Name of Hotel)

Alamat : _____
(Address)

Poskod : _____
(Postcode)

No. Tel : _____ Emel : _____
(Tel. No) (Email)

Nama Pemberi : Tuan/ Puan/Cik _____
Maklumat (Mr/Mrs/Ms)
(Name of Person Providing Information)

Jawatan : _____
(Designation)

Nota: Skim penilaian bintang ini hanya terpakai untuk hotel yang mempunyai sekurang-kurangnya sepuluh (10) bilik
(The star rating scheme is only applicable to hotels with a minimum of ten lettable room)

Nota (Note) :*tandakan (√) sekiranya **Ada/Ya** (* Mark (√) if **Yes**)*tandakan (X) sekiranya **Tiada / Tidak** (*Mark (X) if **No**)*tandakan (TB) sekiranya **TIDAK BERKAITAN** (Mark (TB) if **NOT APPLICABLE**)

1.0	FASAD BANGUNAN HOTEL (1%) (HOTEL FAÇADE)
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BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
1.1	Fasad Bangunan Hotel <i>(Hotel Façade)</i>				
	• Bangunan Sendiri <i>(Stand-alone Building)</i>				
	• Keseluruhan rumah kedai <i>(Entire shop lot)</i>				
	• Sebahagian berkongsi dengan rumah kedai <i>(Partially sharing)</i>				
1.2	Kemewahan Fasad Bangunan <i>(Hotel Façade Appearance)</i>				
	• Mewah <i>(Luxury)</i>				
	• Sederhana <i>(Functional)</i>				
	• Biasa <i>(Simple)</i>				
MARKAH (MARKS)					

2.0	KEMASAN BILIK PENGINAPAN (25%) (HOUSEKEEPING)
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BIL	KRITERIA (CRITERIA)			PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
				√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
	Jumlah Bilik (Number of rooms)						
	Nyatakan Jenis Bilik Penginapan (Room Types)		Jumlah Bilik	Saiz Bilik (sqm)			
	•	<i>Cth: Standard Room</i>	22	23.5			
	i)						
	ii)						
	iii)						
	iv)						
	v)						
2.1	Saiz Bilik (Room Size) *Rujuk Buku Kriteria Minima *Refer to Guidelines for Minimum Criteria						
	•	>80% memenuhi saiz minima (>80% comply minimum size)					
	•	50%-79% memenuhi saiz minima (50%-79% comply minimum size)					
	•	<50% memenuhi saiz minima (<50% comply minimum size)					
2.2	Jenis Bilik (Types of room)						
	i)	<i>Standard</i>					
	ii)	<i>Superior</i>					
	iii)	<i>Deluxe</i>					
	iv)	<i>Suites</i>					
2.3	Tanda Arah Kiblat (Kiblat Sign)						
2.4	Lokasi Tanda Arah Kiblat (Kiblat Sign location)						
	•	Siling (Ceiling)					
	•	Selain Siling (Other Than Ceiling)					
	•	Tiada (Nil)					
2.5	Hiasan Perabot (Furniture & Fittings)						
	•	Mewah (Luxury)					
	•	Sederhana (Functional)					
	•	Ringkas (Simple)					
	•	Tiada (Nil)					
2.6	Linen Katil yang bersih (Bed with clean Linen)						
	•	Mewah (Luxury)					
	•	Sederhana (Functional)					
	•	Ringkas (Simple)					
	•	Tiada (Nil)					
2.7	Selimut / Alas (Blanket / Duvet)						
	•	Mewah (Luxury)					

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
	• Sederhana (<i>Functional</i>)				
	• Ringkas (<i>Simple</i>)				
	• Tiada (<i>Nil</i>)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.8	Bantal (Pillow)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.90	Tilam (Mattress)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.10	Pelindung Tilam (Mattress Protector)				
2.11	Ambal Katil (Bed Runner)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.12	Tilam tambahan atas permintaan (Extra Bed / Sofa Bed upon request)				
2.13	Menu Pilihan Bantal (Pillow Menu)				
2.14	Langsir / Bidai / Langsir Panel dll (Curtain / Blind / Screen Mover etc)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.15	Meja Sisi (Night Table / Side Table)				
2.16	Meja Tulis (Writing Table)				
2.17	Peralatan Menulis (Writing Materials)				
2.18	Meja Solek (Dressing Table)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.19	Pencahayaan Lampu (Lightings)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.20	Suis Kawalan 2 hala (Lighting Control)				
2.21	Almari Pakaian (Cupboard / Wardrobe)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
	• Mewah (<i>Luxury</i>)				
	• Sederhana (<i>Functional</i>)				
	• Ringkas (<i>Simple</i>)				
	• Tiada (<i>Nil</i>)				
2.22	Penyangkut Baju (<i>Hangers</i>)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.23	Bakul Sampah (Waste Basket)				
2.24	Rak Beg (Luggage Rack)				
2.25	Seterika & Papan Seterika (Iron & Iron Board)				
	• Di bilik (In room)				
	• Tempat awam / atas permintaan (Common area / upon request)				
	• Tiada (Nil)				
2.26	Beg Dobi (Laundry Bag)				
2.27	Kelengkapan Mandian (Bathroom Amenities)				
a)	Sabun Mandi (Soap/Dispenser)				
b)	Syampu (Shampoo/Dispenser)				
c)	Berus gigi & Ubat gigi (Tooth Brush and Tooth Paste)				
d)	Losyen badan (Body Lotion)				
e)	Pencukur (Shaver)				
f)	Kit Alatan jahitan (Sewing Kit)				
g)	Putik kapas (Cotton Bud / Cotton Pad)				
h)	Topi Mandi (Shower Cap)				
i)	Beg Sanitari (Sanitary Bag)				
j)	Gelas (Glass)				
k)	Penimbang berat (Weight Scale)				
l)	Pengering Rambut (Hair Dryer)				
m)	Cermin Serbaguna Boleh Laras (Adjustable view mirror / vanity mirror)				
n)	Selipar (Slippers)				
o)	Sink Cuci Tangan (Wash Basin)				
2.28	Pancuran (Shower)				
	• Pancuran & Tab mandi (Shower & Bath Tub)				
	• Pancuran sahaja (Shower)				
	• Tiada (Nil)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.29	Air panas & Sejuk <i>(Hot and Cold Water)</i>				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.30	Bidet (Bidet)				
	• Automatik (Automated)				
	• Bidet / Hos (Hand Bidet / Hose)				
	• Gayung (Ladle)				
	• Tisu tandas sahaja (Toilet Tisu only)				
	• Tiada (Nil)				
2.31	Kertas Tisu (Tissues)				
2.32	Tuala Tangan (Hand Towel)				
2.33	Tuala Muka (Face Towel)				
2.34	Tuala Mandi (Bath Towel)				
2.35	Tikar Bilik Mandi (Bath Mat)				
2.36	Telefon dalam bilik air (Bathroom Telephone)				
2.37	Jubah Mandi (Bathrobe / Yukata)				
2.38	Payung (Umbrella)				
2.39	Penghalau Serangga (Insect Repellent)				
2.40	Lampu Suluh (Torchlight)				
2.41	Katil Bayi berdasarkan permintaan (Baby Cot upon request)				
2.42	Peti Sejuk (Fridge / Mini Bar)				
2.43	Kelengkapan Kopi dan Teh (Coffee making facilities)				
2.44	Cerek Elektrik (Electric Kettle)				
2.45	Air Minuman (Drinking water)				
	• Air Minuman dan gelas disediakan di setiap bilik (Drinking water and glasses provided in each room)				
	• Dispenser Air disediakan di tempat awam (Water dispenser in common area)				
	• Tiada (Nil)				
2.46	Peti Keselamatan (Safety Deposit Box)				
2.47	Direktori Perkhidmatan / Informasi Bilik (Guest Service Directory / Room Compendium)				
2.48	Menu Tempahan Makanan di bilik (In-Room Dining Menu)				
2.49	Panduan Telefon (Telephone Guide)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.50	Televisyen dan alat kawalan jauh <i>(TV and Remote)</i>				
	• Televisyen Skrin Rata <i>(Flat Skrin)</i>				
	• Televisyen skrin cembung <i>(Digital TV)</i>				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.51	Panduan Televisyen (TV Guide)				
2.52	Akses Internet / Wifi (Internet Access / Wifi)				
2.53	Saluran Televisyen (Wajib RTM TV 1, TV 2, TV 3) (TV Channel)				
2.54	Pelan Laluan Kebakaran (Fire Escape Plan)				
2.55	Kipas / Penghawa Dingin (Fan / Air Conditioning)				
2.56	Perkhidmatan Istimewa mengikut kesesuaian atau permintaan tetamu hotel (Special Request / Personalized Welcome)				
2.57	Perkhidmatan Turndown (Turndown Service)				
2.58	Kunci Bilik (Room Key)				
	• Kad / Teknologi lain (Card / Other Technology)				
	• Kunci (key)				
	• Tiada (Nil)				
2.59	Laluan (Walk Way)				
	• Bersih dan Wangi (Fresh & Clean)				
	• Sederhana (Good)				
	• Kotor dan berbau hapak (Dirty & Smelly)				
	• Tiada (Nil)				
2.60	Bilik Suite (Suites Room)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.61	Kalis Bunyi (Sound Proof)				
2.62	Dekorasi Tempatan (Local Decoration)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.63	Karya Seni Tempatan (Local Artwork)				
2.64	Perkhidmatan Wake up call (Wake up call)				
2.65	Kemasan Lantai (Flooring)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
2.66	Alat Pengesan Asap (Smoke Detector / Heat Detector)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
2.67	Sistem Semburan Air (Water Sprinkler)				
MARKAH (MARKS)					

3.0		OPERASI (24 %) (OPERATIONAL)			
3.1		KAUNTER HADAPAN (24%) (FRONT OFFICE)			
BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
3.1	Sapaan Tetamu Malaysia (<i>Malaysian Mode of Greetings</i>)				
3.2	Pakaian Seragam (<i>Uniform</i>)				
	<ul style="list-style-type: none"> • Ada disediakan (<i>Provided</i>) • Tiada disediakan (<i>Not provided</i>) 				
3.3	Kekemasan Pakaian Seragam (<i>Tidiness of staff uniform</i>)				
	<ul style="list-style-type: none"> • Berpakaian kemas (<i>Properly Attired</i>) • Tidak berpakaian kemas (<i>Not Properly Attired</i>) 				
3.4	Keterampilan dan Kebersihan Kakitangan (<i>Staff Grooming and Cleanliness</i>)				
	<ul style="list-style-type: none"> • Terampil (<i>Well grooming</i>) • Tidak kemas / Selekeh (<i>Untidy</i>) 				
3.5	Kekemasan Ruang Pejabat (<i>Tidiness of space</i>)				
3.6	Pengurus bertugas (<i>Duty Manager</i>)				
3.7	Kesediaan penyambut tetamu kaunter (<i>Reception readiness</i>) *Kemudahan capaian 24 jam kepada panggilan luar dan dalam *24 hours standby for internal & external call				
	<ul style="list-style-type: none"> • 3 kali deringan (<i>3 ringings</i>) • 4-6 deringan (<i>4-6 ringings</i>) • Tidak berjawab (<i>No answers</i>) 				
3.8	Waktu kaunter penyambut tetamu beroperasi (<i>Reception Desk operation time</i>)				
	<ul style="list-style-type: none"> • 24 jam (<i>24 hours</i>) • 12 jam (<i>12 hours</i>) • Tiada Reception Desk (<i>No reception desk</i>) 				
3.9	Kebolehan Bahasa (<i>Multi language</i>)				
	<ul style="list-style-type: none"> • > 3 Bahasa (cth. BM, BI , 1 bahasa tempatan) >3 language (eg.: Malay, English, 1 local language) • 2 Bahasa (BM, BI) 2 language (Malay, English) 				
3.10	Perkhidmatan Porter untuk Pengendalian Bagasi (<i>Porter Service for Luggage Handling</i>)				
3.11	Perkhidmatan Tempahan Makanan di bilik (<i>In Room Dining Service</i>)				
3.12	Aduan Pelanggan yang sistematik (<i>Systematic customer complaint handling</i>)				
3.13	Tempat Simpanan Bagasi (<i>Left-Luggage Facilities</i>)				
3.14	Peti Keselamatan Deposit (<i>Safety Deposit Box</i>)				

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		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
3.15	Perkhidmatan menghantar informasi <i>(Secretarial Services)</i>				
3.16	Capaian Internet/ Wifi <i>(Internet Access / Wifi)</i>				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL Pemeriksa (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
3.17	Tempat duduk menunggu (Reception with sitting facilities/area)				
3.18	Minuman selamat datang (Welcome Drink)				
3.19	Tandas awam (Public Toilet)				
3.20	Dekorasi (Decoration)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
3.21	Suasana (Ambience)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
3.22	Perabot (Furniture)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
3.23	Proses daftar masuk (Check-In Process)				
	• <15 minit (<15 Minutes)				
	• 16-30 minit (16-30 Minutes)				
	• 30-45 minit (30-45 Minutes)				
	• > 45 minit (>45 Minutes)				
3.24	Daftar Masuk berkumpul (kaunter khas) Group Check-In (Special Counter)				
3.25	Proses daftar keluar (Check-Out Process)				
	• <15 minit (<15 Minutes)				
	• 16-30 minit (16-30 Minutes)				
	• 30-45 minit (30-45 Minutes)				
	• > 45 minit (>45 Minutes)				
3.26	Naik taraf bilik (Upgrade Room)				
3.27	Proses bayaran (Payment process)				
3.28	Waktu daftar masuk & keluar (Check-In / Check-Out Time)				
3.29	Penyelia (Supervisor) Front Office				
3.30	Sistem Kerja (Duty Roster)				
3.31	Peti Pertolongan Cemas (First Aid Kit)				
3.32	Pegawai Khidmat Pelanggan (Guest Service Officer)				

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		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
3.33	Dekorasi Tempatan (Local Decoration)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
3.34	Karya Seni Tempatan (Local Artwork)				
3.35	Pemuzik (Pemain Piano, Pemain Viola) (Musician - Pianist, Violin, Keyboard dll.)				
3.36	Muzik dalaman / PA (In-house Music)				
3.37	Perkhidmatan Tempat Letak Kenderaan (Valet Service Parking)				
3.38	Surat Khabar Harian (Daily Newspaper)				
MARKAH (MARKS)					

Nota: Sila abaikan soalan 4.1 hingga 4.37 sekiranya pihak hotel tiada kemudahan dapur

4.0		DAPUR (10%) (KITCHEN)			
Bil	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
4.1	Dapur Berasingan untuk Halal & Tidak Halal (Separate kitchen for Halal, Non-Halal)				
4.2	Bilik penyimpanan : Stor Bahan Mentah Makanan (Dry store)				
4.3	Alat Pemadam Api / Sistem Semburan Air di stor penyimpanan minuman keras (Fire Extinguisher / Water Sprinkler in liquor store)				
4.4	Chiller dan Freezer (Chiller and Freezer)				
4.5	Mesin basuh pinggan (Dishwashers)				
4.6	Peralatan memasak (Kitchen Utensil/ Crockery)				
4.7	Kutleri (Cutleries)				
4.8	Pastri (Pastry)				
4.9	Chef (Chef)				
	a) Executive Chef				
	b) Sous Chef				
	c) Chef de Partie				
	d) Demi Chef				
	e) Cook / Commis / Kitchen Helper				
	f) Pastry chef				
4.10	Masakan Khusus (Specialty Dishes)				
4.11	Pakaian Seragam (Uniform)				
4.12	Kekemasan Pakaian Seragam (Tidiness Staff)				
	• Berpakaian kemas (Properly Attired)				
	• Tidak berpakaian kemas (Not Properly Attired)				
4.13	Keterampilan dan kebersihan kakitangan (Grooming and Cleanliness)				
	• Terampil (Well grooming)				
	• Tidak kemas / Selekeh (Untidy)				
4.14	Perangkap Minyak (Grease trap)				
4.15	Pengudaraan (Ventilation)				
4.16	Steward (Steward)				
4.17	Peralatan pastri (Pastry utensil)				
4.18	Peralatan Hidangan Utama (Main Course Serveware)				

Bil	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
4.19	Rutin Pembuangan Sampah (Disposal routine)				
4.20	Sijil Halal (Halal certification)				
4.21	Sijil Kesihatan (Health certification)				
4.22	Kawalan Serangga (Pest control)				
4.23	Kitar Semula (Recycle)				
4.24	Jadual Mengemas Dapur (Kitchen Duty Roster)				
4.25	Kemasan Lantai Dapur yang bersesuaian (Kitchen flooring)				
4.26	Sistem Semburan Air (Water Sprinkler)				
4.27	Alat pemadam api (Fire Extinguisher)				
4.28	Tong Sampah (Dustbin with paddle)				
4.29	Paip (Sensor/elbow/automatic tap)				
4.30	Mesin Ais (Ice machine/ice maker)				
4.31	Butchery (Butchery)				
4.32	Bilik Pembuangan sampah berhawa dingin (Air conditioned Garbage room)				
4.33	Kawasan penghantaran/pemunggahan barang (Receiving area/loading bay)				
4.34	Hud Dapur (Kitchen Hood - ducting service report)				
4.35	Perangkap Serangga (Insect trap)				
4.36	Peti Pertolongan Cemas (First Aid Kit)				
4.37	Tandas (Toilet)				
MARKAH (MARKS)					

5.0		KEMUDAHAN MAKAN DAN MINUM (9%) (FOOD AND BEVERAGE (F&B))			
5.1		COFFEE HOUSE (5%) (COFFEE HOUSE)			
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		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
5.1.1	Sapaan Tetamu Malaysia (<i>Mode of Greetings</i>)				
5.1.2	Pakaian Seragam (<i>Uniform</i>)				
	<ul style="list-style-type: none"> • Ada disediakan (<i>Provided</i>) • Tiada disediakan (<i>Not Provided</i>) 				
5.1.3	Kekemasan pakaian seragam (<i>Tidiness Staff</i>)				
	<ul style="list-style-type: none"> • Berpakaian kemas (<i>Properly Attired</i>) • Tidak berpakaian kemas (<i>Not Properly Attired</i>) 				
5.1.4	Keterampilan dan Kebersihan Kakitangan (<i>Staff Grooming and Cleanliness</i>)				
	<ul style="list-style-type: none"> • Terampil (<i>Well grooming</i>) • Tidak kemas / Selekeh (<i>Untidy</i>) 				
5.1.5	Susun Atur (<i>Set Up</i>)				
	<ul style="list-style-type: none"> • Mewah (<i>Luxury</i>) • Sederhana (<i>Functional</i>) • Ringkas (<i>Simple</i>) • Tiada (<i>Nil</i>) 				
5.1.6	Dekorasi (<i>Decoration</i>)				
	<ul style="list-style-type: none"> • Mewah (<i>Luxury</i>) • Sederhana (<i>Functional</i>) • Ringkas (<i>Simple</i>) • Tiada (<i>Nil</i>) 				
5.1.7	Keluasan (<i>Space</i>)				
	<ul style="list-style-type: none"> • Selesa (<i>Comfortable</i>) • Sederhana (<i>Functional</i>) • Kecil (<i>Small</i>) • Tiada (<i>Nil</i>) 				
5.1.8	F&B Linen				
a)	Napkin/Tisu (<i>Napkin/Serviette</i>)				
	<ul style="list-style-type: none"> • Mewah (<i>Luxury</i>) • Sederhana (<i>Functional</i>) • Ringkas (<i>Simple</i>) • Tiada (<i>Nil</i>) 				
b)	Alas Meja (<i>Table Cloth</i>)				
	<ul style="list-style-type: none"> • Mewah (<i>Luxury</i>) • Sederhana (<i>Functional</i>) • Ringkas (<i>Simple</i>) • Tiada (<i>Nil</i>) 				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
c)	Pelapik Pinggan/Cawan (Place Mat)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
5.1.9	Barangan F&B (F&B Items)				
	a) Barangan kaca (Glassware)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
b)	• Ringkas (Simple)				
	• Tiada (Nil)				
	Peralatan makanan (Cutlery / Flatware)				
	• Mewah (Luxury)				
c)	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
	Bekas garam & Lada Hitam (Salt & Pepper Shaker)				
d)	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
5.1.10	Susun atur meja (Table Setting)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
5.1.11	• Tiada (Nil)				
	Kerusi (Chair)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
5.1.12	• Ringkas (Simple)				
	• Tiada (Nil)				
	Meja (Table)				
	• Mewah (Luxury)				
5.1.13	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
	Menu dipamerkan (Menu Display)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
5.1.14	Ada Sarapan Pagi disediakan (<i>Breakfast Available</i>)				
5.1.15	Kepelbagaian Menu Sarapan Pagi (<i>Range of breakfast menu</i>)				
	• Mewah (<i>Luxury</i>)				
	• Sederhana (<i>Functional</i>)				
	• Ringkas (<i>Simple</i>)				
	• Tiada (Nil)				
5.1.16	Menu Ala Carte (<i>Ala Carte Menu</i>)				
5.1.17	Hidangan Buffet untuk acara istimewa (<i>Buffet For Special Occasion</i>)				
5.1.18	Hidangan Malam (<i>Dinner</i>)				
5.1.19	Hidangan tengahari (<i>Lunch</i>)				
5.1.20	Ketua Pelayan (<i>Captain Waiter</i>)				
5.1.21	Kaedah Pembayaran (<i>Mode of payment</i>)				
5.1.22	Kaunter/Juruwang (<i>Counter/Cashier</i>)				
5.1.23	Waktu buka dan tutup operasi (<i>Open & Closing Time Display</i>)				
5.1.24	Kebersihan (<i>Cleanliness</i>)				
5.1.25	Tandas (<i>Toilet</i>)				
5.1.26	Kerusi bayi (<i>Baby Chair</i>)				
5.1.27	Laluan OKU (<i>OKU Ramp</i>)				
5.1.28	Pelayan separuh masa (<i>Part Time Waiter / Waitress</i>)				
	• Warganegara Malaysia (<i>Malaysian</i>)				
	• Bukan warganegara Malaysia (<i>Non Malaysian</i>)				
5.1.29	Muzik lembut (<i>Soft music</i>)				
MARKAH (<i>MARKS</i>)					

Nota: Sila abaikan soalan 5.3.1 hingga 5.3.20 sekiranya pihak hotel tiada kemudahan Lounge/Bar

5.3		LOUNGE / BAR (3%) (LOUNGE / BAR)			
Bil	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
5.2.1	Sapaan Tetamu (Mode of Greetings)				
5.2.2	Pakaian Seragam (Uniform)				
	<ul style="list-style-type: none"> • Ada disediakan (Provided) • Tiada disediakan (Not Provided) 				
5.2.3	Kekemasan pakaian seragam (Tidiness Staff)				
	<ul style="list-style-type: none"> • Berpakaian kemas (Properly Attired) • Tidak berpakaian kemas (Not Properly Attired) 				
5.2.4	Keterampilan dan Kebersihan Kakitangan (Staff Grooming and Cleanliness)				
	<ul style="list-style-type: none"> • Terampil (Well grooming) • Tidak kemas / Selekeh (Untidy) 				
5.2.5	Susun Atur (Set Up)				
	<ul style="list-style-type: none"> • Mewah (Luxury) • Sederhana (Functional) • Ringkas (Simple) • Tiada (Nil) 				
5.3.6	Dekorasi (Decoration)				
	<ul style="list-style-type: none"> • Mewah (Luxury) • Sederhana (Functional) • Ringkas (Simple) • Tiada (Nil) 				
5.2.7	Keluasan (Space)				
	<ul style="list-style-type: none"> • Selesa (Comfortable) • Sederhana (Functional) • Sempit (Small) • Tiada (Nil) 				
5.2.8	Makanan ringan (Tidbits)				
	<ul style="list-style-type: none"> • Ada disediakan • Tiada (Nil) 				
5.2.9	Risalah promosi (Promotion Leaflet)				
	<ul style="list-style-type: none"> • Ada disediakan • Tiada (Nil) 				
5.2.10	Kerusi (Chair)				
	<ul style="list-style-type: none"> • Mewah (Luxury) • Sederhana (Functional) • Ringkas (Simple) • Tiada (Nil) 				

Bil	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
5.2.11	Meja <i>(Table)</i>				
	• Mewah (<i>Luxury</i>)				
	• Sederhana (<i>Functional</i>)				
	• Ringkas (<i>Simple</i>)				
	• Tiada (Nil)				

Bil	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
5.2.12	Menu dipamerkan (Menu display)				
5.2.13	Live Band (Live Band)				
5.2.14	Suasana (Ambience)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
5.2.15	Bauan (Smell)				
	• Segar (Fresh)				
	• Sederhana (Good)				
	• Berbau (Smelly)				
5.2.16	Pencahayaan (Lighting)				
	• Mewah (Luxury)				
	• Sederhana (Functional)				
	• Ringkas (Simple)				
	• Tiada (Nil)				
5.2.17	Kaunter bar (Counter bar)				
5.2.18	Pelayan bar (Bartender)				
5.2.19	Pelayan (Hostess)				
5.2.20	Kaedah Pembayaran (Mode of payment)				
MARKAH (MARKS)					

5.5.0	PERKHIDMATAN TEMPAHAN MAKANAN DI BILIK (1%) (IN ROOM DINING SERVICE)
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BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
5.3.1	Perkhidmatan Tempahan Makanan di Bilik <i>(In Room Dining Service)</i>				
	• Disediakan <i>(Provided)</i>				
	• Tidak disediakan <i>(Not Provided)</i>				
5.3.2	Kelengkapan Perkhidmatan Tempahan Makanan di Bilik <i>(In Room Dining Serveware)</i>				
	a) Pemanas Makanan <i>(Food warmer)</i>				
	• Disediakan <i>(Provided)</i>				
	• Tidak disediakan <i>(Not Provided)</i>				
b)	Kaedah makanan dihantar <i>(Delivery Method)</i>				
	• Troli <i>(Trolley)</i>				
	• Dulang <i>(Tray)</i>				
c)	Serviet <i>(Serviette)</i>				
	• Napkin <i>(Napkin)</i>				
	• Napkin Kertas <i>(Paper Napkin)</i>				
d)	Kutleri <i>(Cutleries)</i>				
	• Mewah <i>(Luxury)</i>				
	• Sederhana <i>(Functional)</i>				
	• Ringkas <i>(Simple)</i>				
e)	Barangan Kaca <i>(Glassware)</i>				
	• Mewah <i>(Luxury)</i>				
	• Sederhana <i>(Functional)</i>				
	• Ringkas <i>(Simple)</i>				
MARKAH <i>(MARKS)</i>					

6.0	PENGURUSAN SUMBER MANUSIA (10%) (HUMAN RESOURCE MANAGEMENT)
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6.1	KEBAJIKAN KAKITANGAN (6%) (STAFF WELFARE)
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BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
6.1.1	Bilangan Kakitangan Mencukupi (Sufficient Number of Staff)				
	• Bilangan kakitangan (Number of Staff)	Asing (Foreign)			
		Tempatan (Local)			
	• Jumlah Keseluruhan Bilik (Number of Rooms)				
	Nisbah Kakitangan (Staff Ratio) *Bilangan kakitangan / bilik penginapan contoh : 150 kakitangan / 300 bilik = 1 : 0.5				
6.1.2	Pakaian Seragam disediakan (Uniform Provided) *sekurang-kurangnya 2 set *Minimum 2 set				
	• Ada disediakan				
	• Tidak disediakan				
Sertakan Dokumen sokongan bagi soalan 6.1.3 hingga 6.1.12 <i>Supporting documents to be provided for questions 6.1.3 until 6.1.12</i>					
6.1.3	Mengamalkan Gaji Minima (Minimum Salary)				
6.1.4	Latihan untuk Kakitangan (Staff Training)				
	• Pekerja Baru				
	• Pekerja Lama				
6.1.5	Pecahan pengambilan Pegawai Dagang (Number of Expatriate)				
	• 100% Malaysia				
	• 95% Malaysia				
	• 90 % Malaysia				
	• 89 % < Malaysia				
6.1.6	Pekerja Asing (Foreign Worker)				
	• 5 Bintang (10 bilik= 1 pekerja) 5 Star (10 Rooms = 1 Staff)				
	• 4 Bintang (10 bilik= 1 pekerja) 4 Star (10 Rooms = 1 Staff)				
	• 3 Bintang (12 bilik= 1 pekerja) 3 star (12 Rooms = 1 Staff)				
	• 2 Bintang (12 bilik= 1 pekerja) 2 Star (12 Rooms = 1 Staff)				
	• 1 Bintang (12 bilik= 1 pekerja) 1 Star (12 Rooms = 1 Staff)				
	• *mengikut garis panduan MOTAC * According to the Guidelines Proposed by MOTAC				
6.1.7	Pelajar Latihan Industri *Hotel 3 Bintang ke atas (Internship Students) *3 Star Hotel & Above				
	• Hotel yang mengambil pelajar tempatan (Local Internship Students)				
	• Hotel yang ambil pelajar asing dan mematuhi dasar sedia ada (Foreign Internship Students must be accordance with the guidelines)				
	• Pelanggaran dasar sedia ada (Collision the current Guidelines)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
6.1.8	Pekerja Sambilan (Staff Part Time)				
	• Warganegara Malaysia / Tiada pekerja sambilan (Malaysian / no part time staff)				
	• Bukan warganegara Malaysia (Non Malaysian)				

BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
6.1.9	Perlindungan Perubatan <i>(Medical Coverage)</i>				
6.1.10	Bonus <i>(Bonus)</i>				
6.1.11	Pengiktirafan <i>(Recognition)</i>				
6.1.12	Program kesedaran / Integriti <i>(Integrity Programme)</i>				
MARKAH <i>(MARKS)</i>					

6.2	KEMUDAHAN KAKITANGAN (3%) (STAFF FACILITIES)
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BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
6.2.1	Pantri / Kantin / Kafeteria <i>(Pantry / Canteen / Cafeteria)</i>				
6.2.2	Loker barang / Tempat Penyalinan Pakaian <i>(Locker / Changing Room)</i>				
6.2.3	Kawasan merokok <i>(Smoking Area)</i>				
6.2.4	Surau <i>(Prayer Room)</i>				
6.2.5	Tempat Letak Kenderaan <i>(Parking)</i>				
6.2.6	Dobi pakaian seragam <i>(Uniform Laundry)</i>				
6.2.7	Kemudahan penginapan kakitangan <i>(Hostel)</i>				
6.2.8	Kemudahan Pengangkutan <i>(Transportation)</i>				
MARKAH (MARKS)					

6.3.0	TANGGUNGJAWAB SOSIAL KORPORAT (1%) (COMPANY CORPORATE SOCIAL RESPONSIBILITY (CSR))
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BIL	KRITERIA (CRITERIA)	PENILAIAN OLEH HOTEL (ASSESSMENT BY HOTEL)		PENILAIAN OLEH PANEL PEMERIKSA (ASSESSMENT BY PANEL)	
		√ / X	CATATAN (REMARKS)	√ / X	CATATAN (REMARKS)
Sertakan Dokumen sokongan bagi soalan 6.3.1 <i>Supporting documents to be provided for questions 6.3.1</i>					
6.3.1	Tanggungjawab Sosial Korporat <i>Corporate Social Responsibility (CSR)</i>				
	Nyatakan CSR yang dijalankan <i>(Specify the CSR Program)</i>				
	• _____				
	• _____				
	• _____				
MARKAH					