



Interior design handbook

Version 1.3 | May 2022

N.B. This guide should be used alongside the **voco™ Brand in a box**

When it comes to the interiors of our hotels,
this document acts as a guide to what makes
voco™, feel like voco™ – so we ensure all of
our guests enjoy hotels that look and
feel part of the brand.

Out and about

PLEASE TIDY MY ROOM



Contents

01

Our story

05

02

Our design philosophy

10

03

Our guest journey

27

04

Our artwork collection

65

05

Specifications and finishes

69

01

Our story

Our brand

We've created a new hotel brand, that gives people a different choice. Hotels to count on, that are different enough to be fun. Unstuffy hotels, where people feel comfortable to relax, and just get on with relaxing. Hotels that stand out from the crowd.

It's about the perfect mix of reliability and difference. The important things you can depend on, with things that make staying in a hotel different each time. So, voco™ combines familiar comforts, with the indulgences of a hotel, to create somewhere that's dependable, but not vanilla. Somewhere upscale, but with a laidback spirit. Somewhere reliable, but different.

Our guests

They are

Confident to be themselves, both at work
and at home – one attitude, for every occasion.

Value social occasions with friends and family
as much as work and professional success.

Experienced travellers who know what they want.

Prepared to pre-plan to create the trip they want, on their terms.

They aren't

Trend-chasers

Technophiles – although they are comfortable
with and appreciate the convenience of technology.

Heavy business travellers.

Thrifty or big budget spenders.

Expecting a high touch, deferential service experience.



Brand positioning

Reliably

A name above the door
Trust and security
For every occasion

Different

Comfortable, informal, not too serious
Nothing pretend, nothing pretentious
Leaves a lasting impression

Brand positioning



We call our way of doing things ‘Reliably different’. We combine characterful hotels with a name that you can trust. The security of a bigger brand, without the vanilla experience. An informal attitude, with charming touches you’ll remember long after check out.

02

Our design philosophy

Introduction

Small changes, big impact

All voco hotels should feel part of the same family, but still keep their own sense of personality. So, we use a soft touch approach to conversion that brings our brand to life, creating high-quality experiences in the most effective way.

Instead, we work with you to balance voco's distinct identity with what's right for your hotel. We incorporate the design thread of our design in a sympathetic way that complements your property's existing character, using a layered approach that flexes across different hotels.



Our key design essentials



Flexible guest room lighting

- Guest room lighting must achieve specified lux levels at key moments (e.g. bedside, desk-side).



Upscale quality in a great condition

- Excellent upscale condition throughout, as evaluated by IHG Balanced Scorecard.
- Room size is market dependant, but targeting 22sqm-30sqm gross.



Premium sleep experience

- Mattress, mattress topper, bedding package and linen in-line with voco define set of standards.
- Blackout curtains or blinds required.
- Guest room to comply with IHG acoustic standards.



Upscale F&B offer

- Must provide hot food options throughout the day and have out-of hours provision: delivery method flexible by location.
- Must have barista-served coffee.
- Must have bar.



High-quality shower experience

- Flow rate and temperature per IHG standards.
- Base Min area of 0.8sqm with Min width of 0.75m.
- Showers over bath permitted, provided bath size is at least 0.7m by 1.5m.
- Shower head must be from IHG approved supplier and height adjustable.
- Shower area must be enclosed by shower screen.



Tech friendly

- Must comply with IHG WiFi performance thresholds/specifications (e.g. free, universally available, Min bandwidth speed of 5Mb).
- Ability to easily charge 3 devices in guest room: Extended cord USB/Charge dome permitted.
- Guest room TV target at least 42" Smart TV.

To find out more refer to:
voco™ Brand Standards

Hotel environment



Reliably

The interiors of our hotels should feel comfortably familiar for our guests, instantly helping them to relax and feel at home, with a sense of reliability in the quality of finishes and materials throughout our spaces.



OUR DESIGN PHILOSOPHY

Hotel environment



HANDCRAFTED



ARTISAN QUALITY



Different

On top of this invitingly warm, neutral base, we add charming pops of personality and brand presence. Our honey yellow and use of distinctive textures and handcrafted qualities create bold points of difference.



Design principles

To create experiences that chime with our guests’ needs and wants, our design style takes cues from our brand personality.

Thoughtful

Our guests aren’t driven by trends or obsessed with the newest tech. They’re simply looking for a hotel that has everything they need, and all done to a high standard.

So, we approach the design of our spaces thoughtfully. We choose details and finishes carefully to ensure quality and an upscale feel, with considered curation that creates a refined ambience.

Unstuffy

We know our guests want to feel comfortable during their stay with us, no matter what they’re up to.

To create an unstuffy atmosphere that encourages them to relax, our design style uses items and materials that have a familiar, casual feel. Mixing furniture and using soft upholstery creates an instantly warm ambience, and avoiding overly stylised or formal features prevents our spaces feeling over-designed or staid.

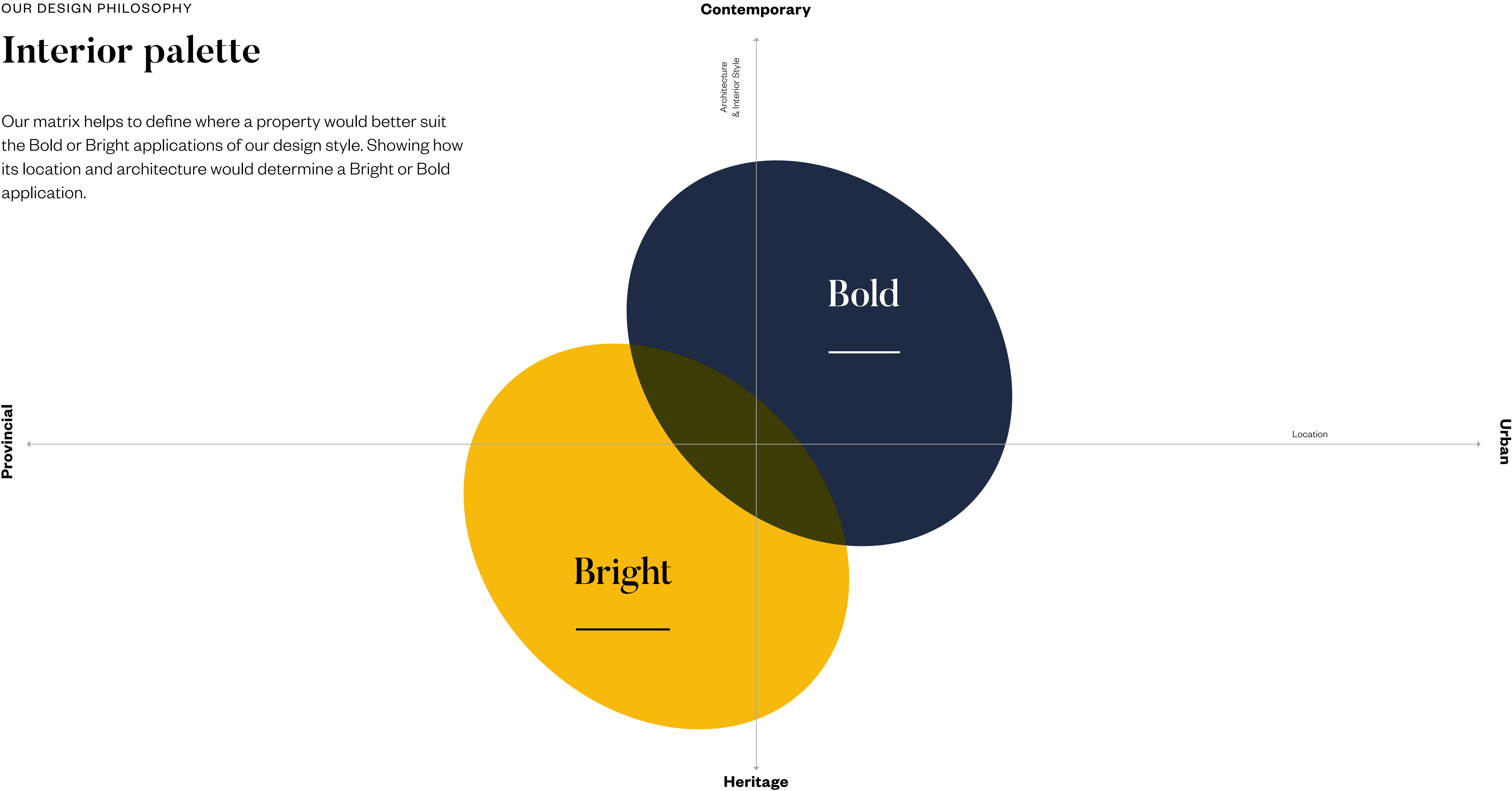
Charming

voco™ offers guests something different – and we can help to create these distinctive, charming moments for our guests through our design style.

To achieve this, we incorporate unique touches throughout our hotel spaces. Details like use of colour, interesting textures and patterns or curating animal mascots and artwork serve as little moments of brand presence and personality.

Interior palette

Our matrix helps to define where a property would better suit the Bold or Bright applications of our design style. Showing how its location and architecture would determine a Bright or Bold application.



Interior palette

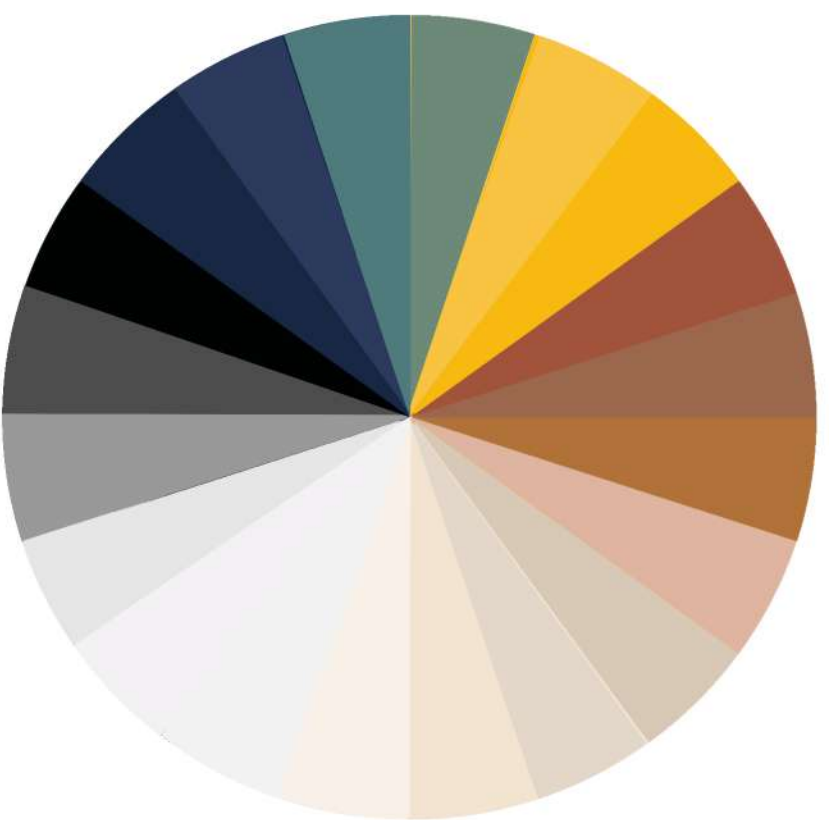
Below showcases the primary colours involved in the voco colour wheels to provide either a bright or bold inter design look and feel. Either scheme is to be tailored according to the type of project which can be expanded on to suit. Following this there are 8 schemes of how these colours could be implemented alongside the designs.



Bold



For some of our hotels we can dial up our character, with high contrast and bold use of our brand colours.



Bright



Bright and fresh with touches of our brand colours, this route is for hotels that suit a delicate application.

OUR DESIGN PHILOSOPHY

Scheme 1

Bold

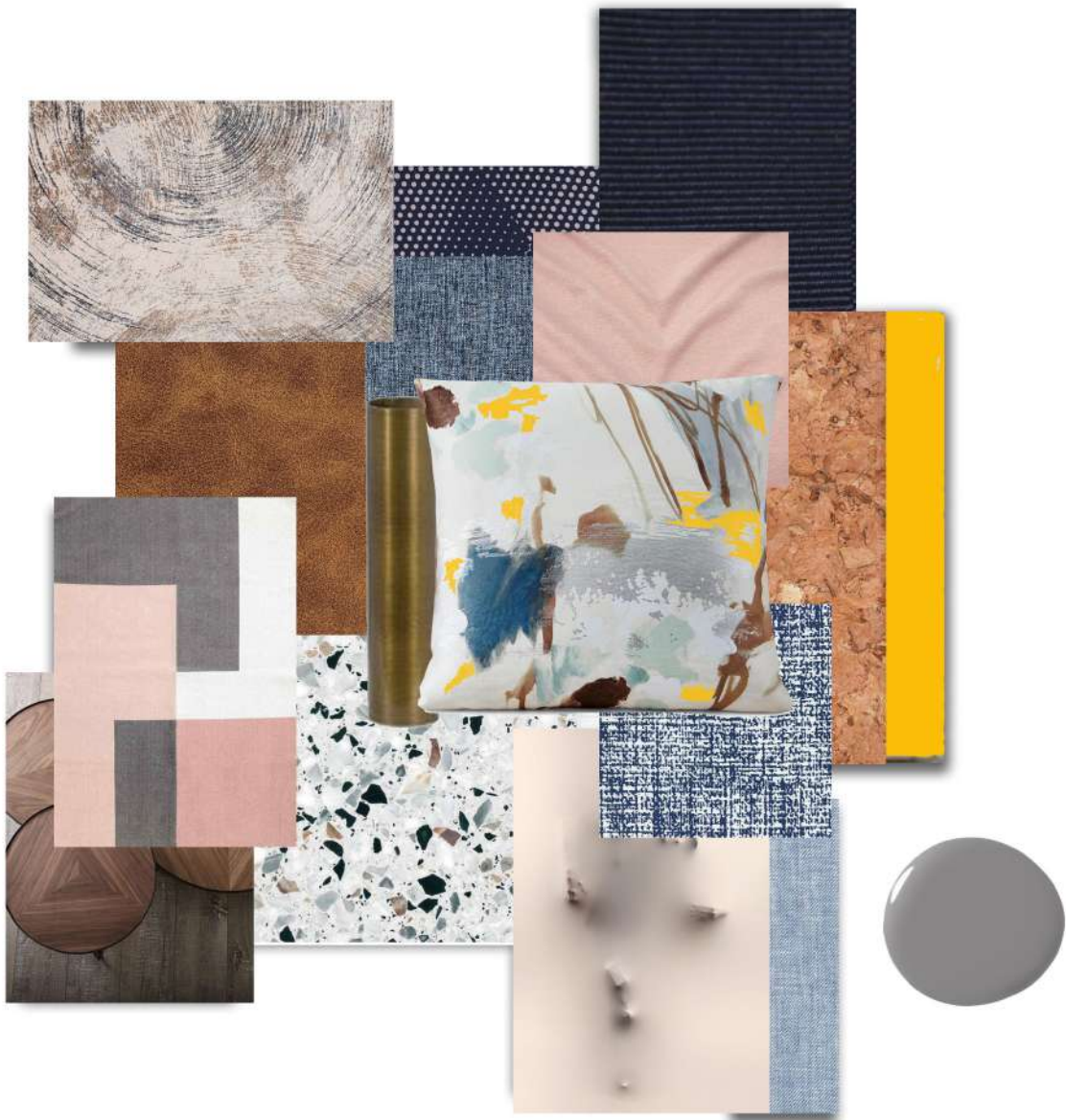
Blue/Navy

Bright

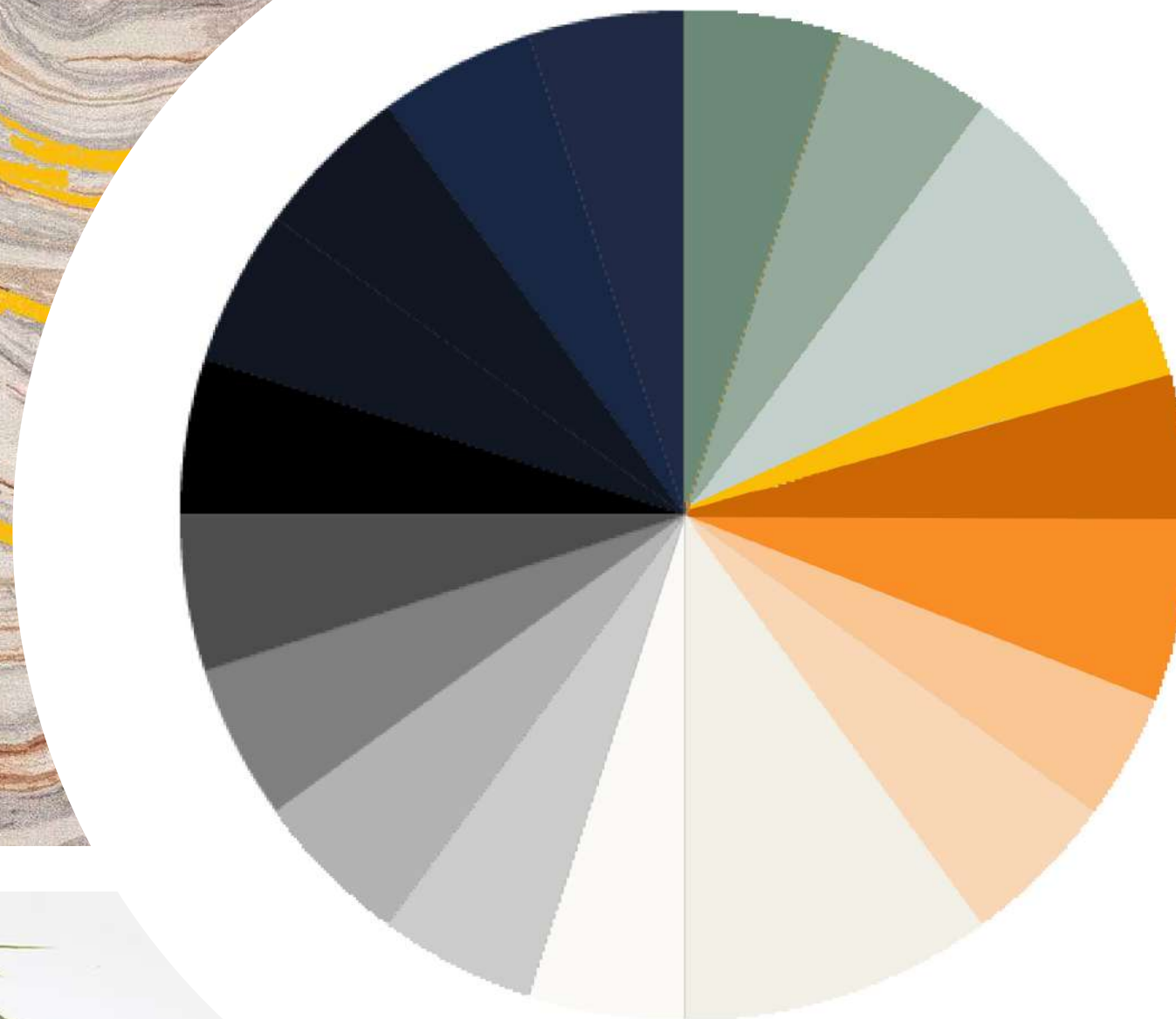
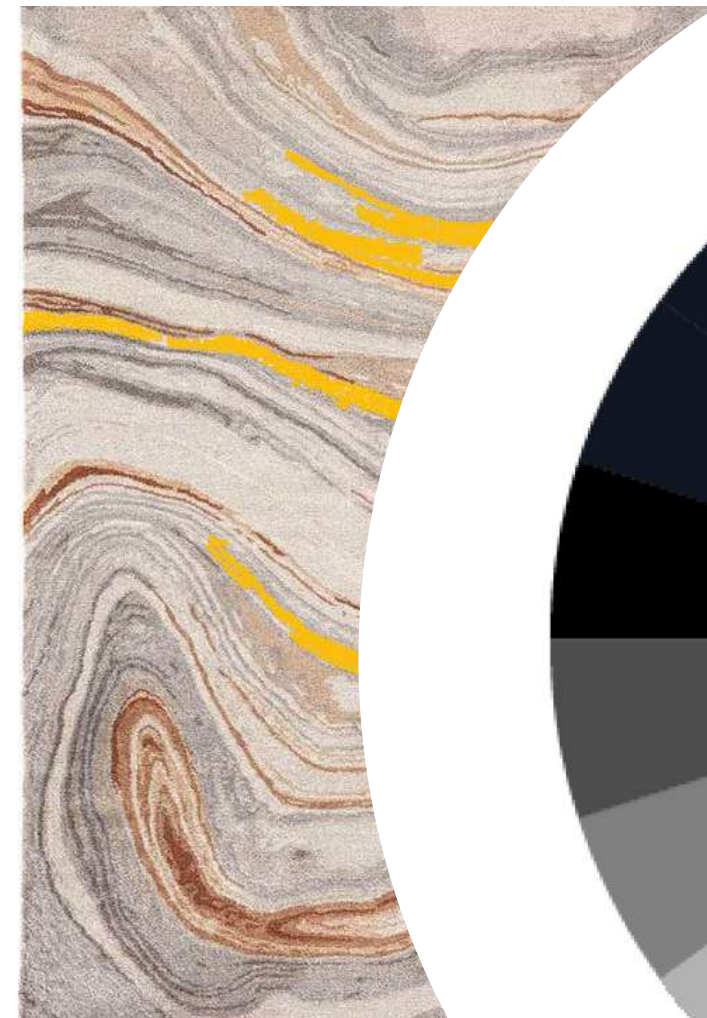
Tan with rich burnt colours and small yellow thread

Base colours

Neutral, grey, warmer and pink tones and accents of black.



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.



OUR DESIGN PHILOSOPHY

Scheme 2

Bold

Eucalyptus green complimented with dark navy

Bright

Vibrant/burnt orange and yellow accents

Base colours

Blue, Black, neutral, and grey tones



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.

OUR DESIGN PHILOSOPHY

Scheme 3

Bold

Blue/Navy

Bright

Burnt red tones and tan with accents of yellow

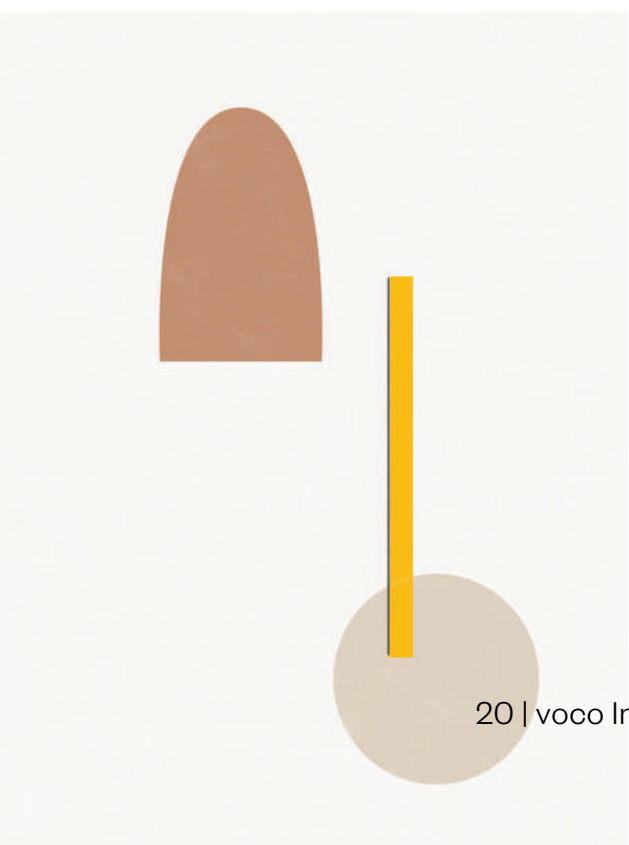
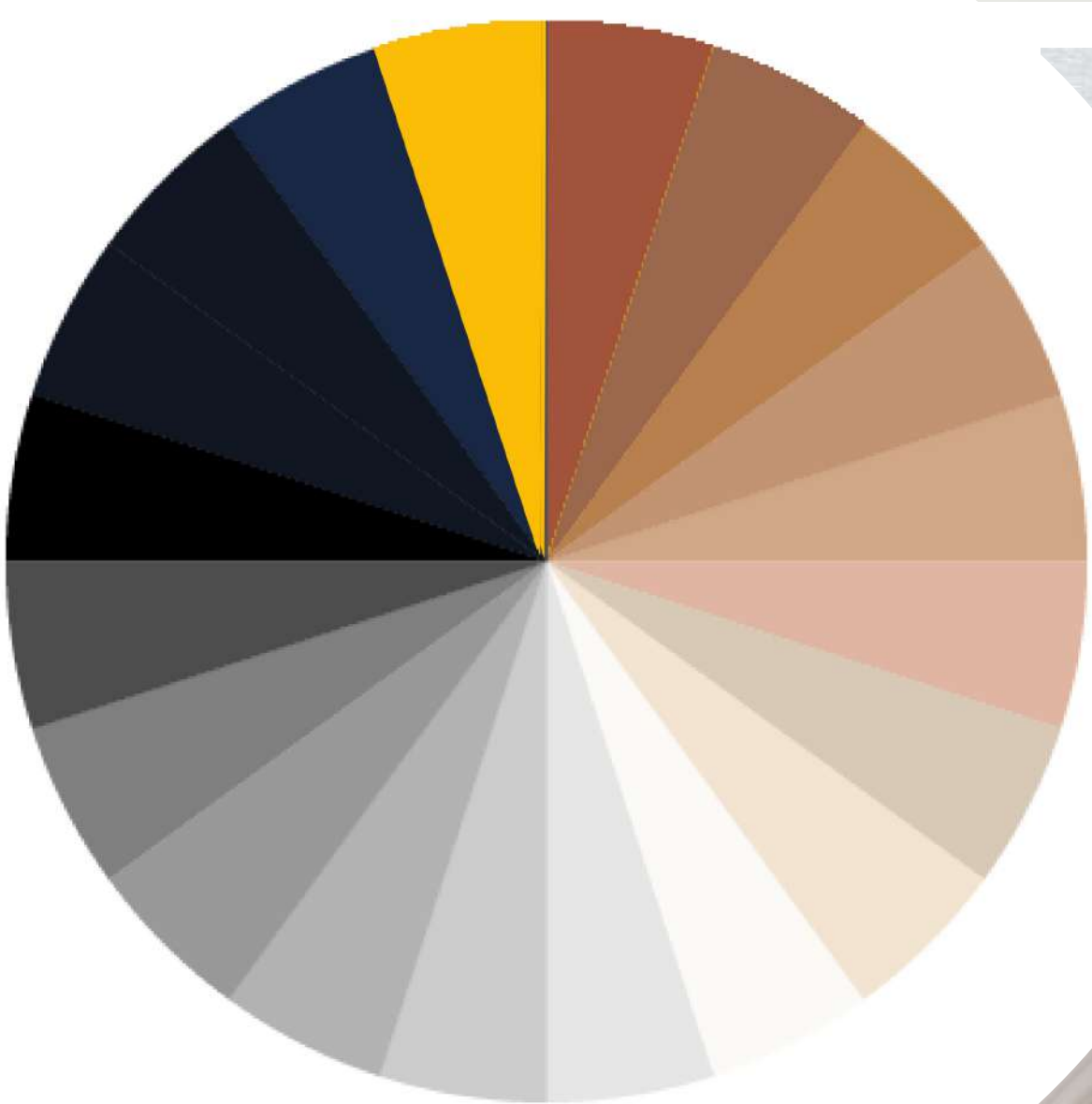
Base colours

Neutral, grey, warmer tan and pink tones



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.

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Scheme 4

Bold

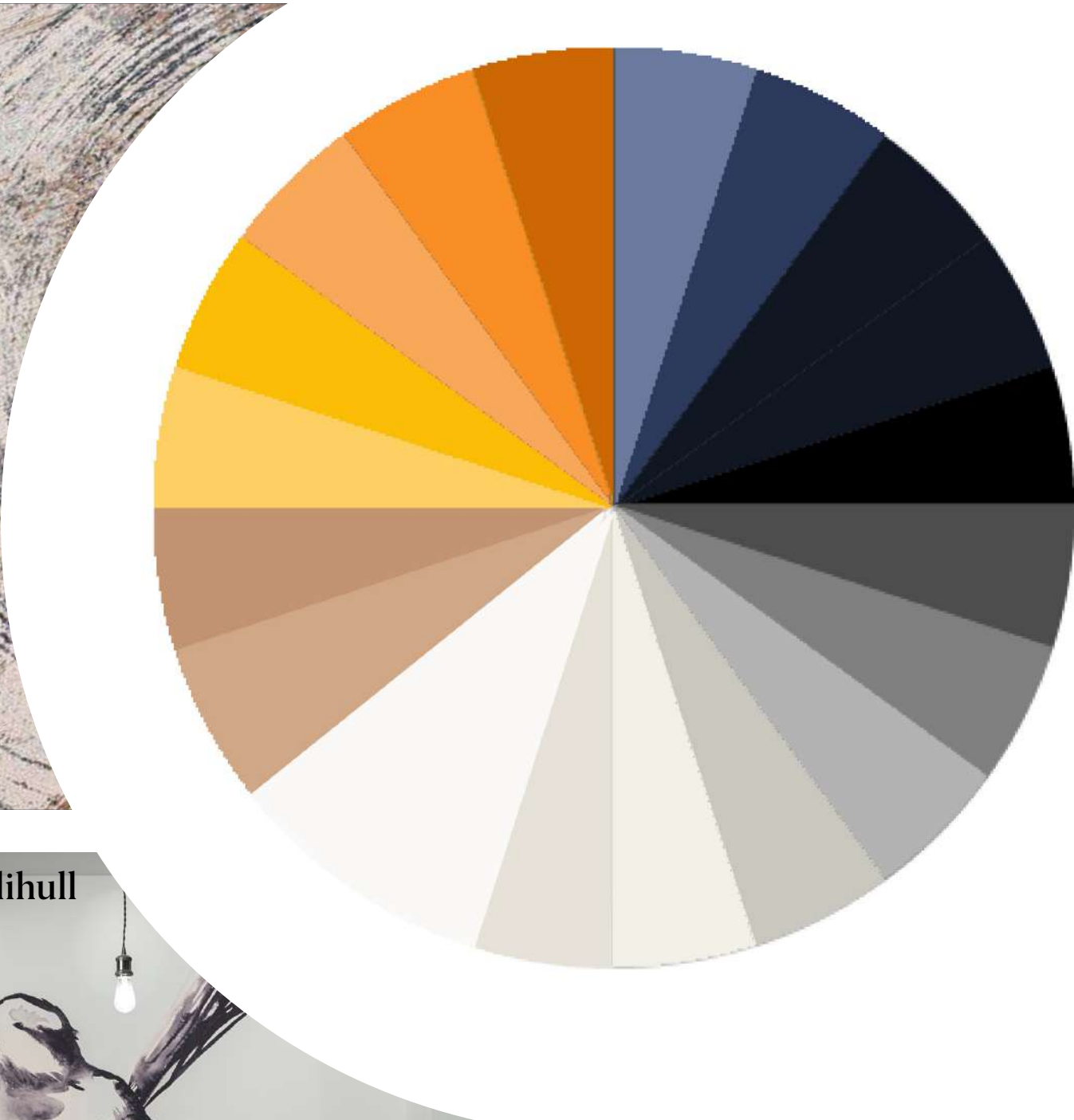
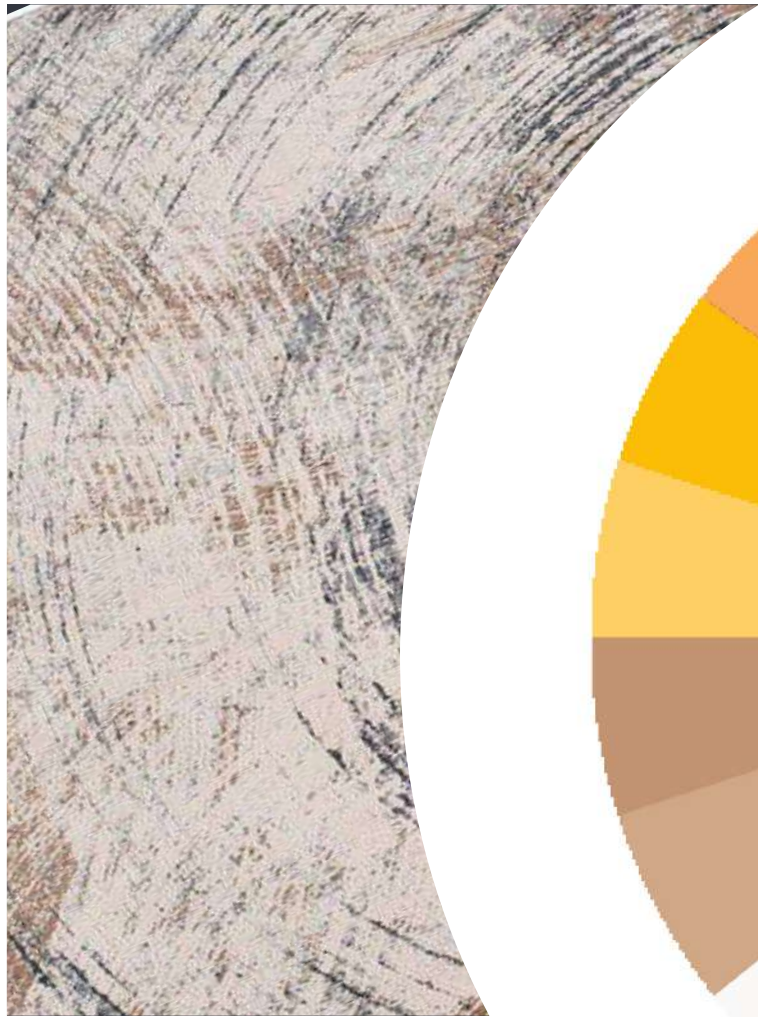
Blue/Navy

Bright

Vibrant/burnt orange and yellow thread

Base colours

Neutral, grey and tan tones



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.

OUR DESIGN PHILOSOPHY

Scheme 5

Bold

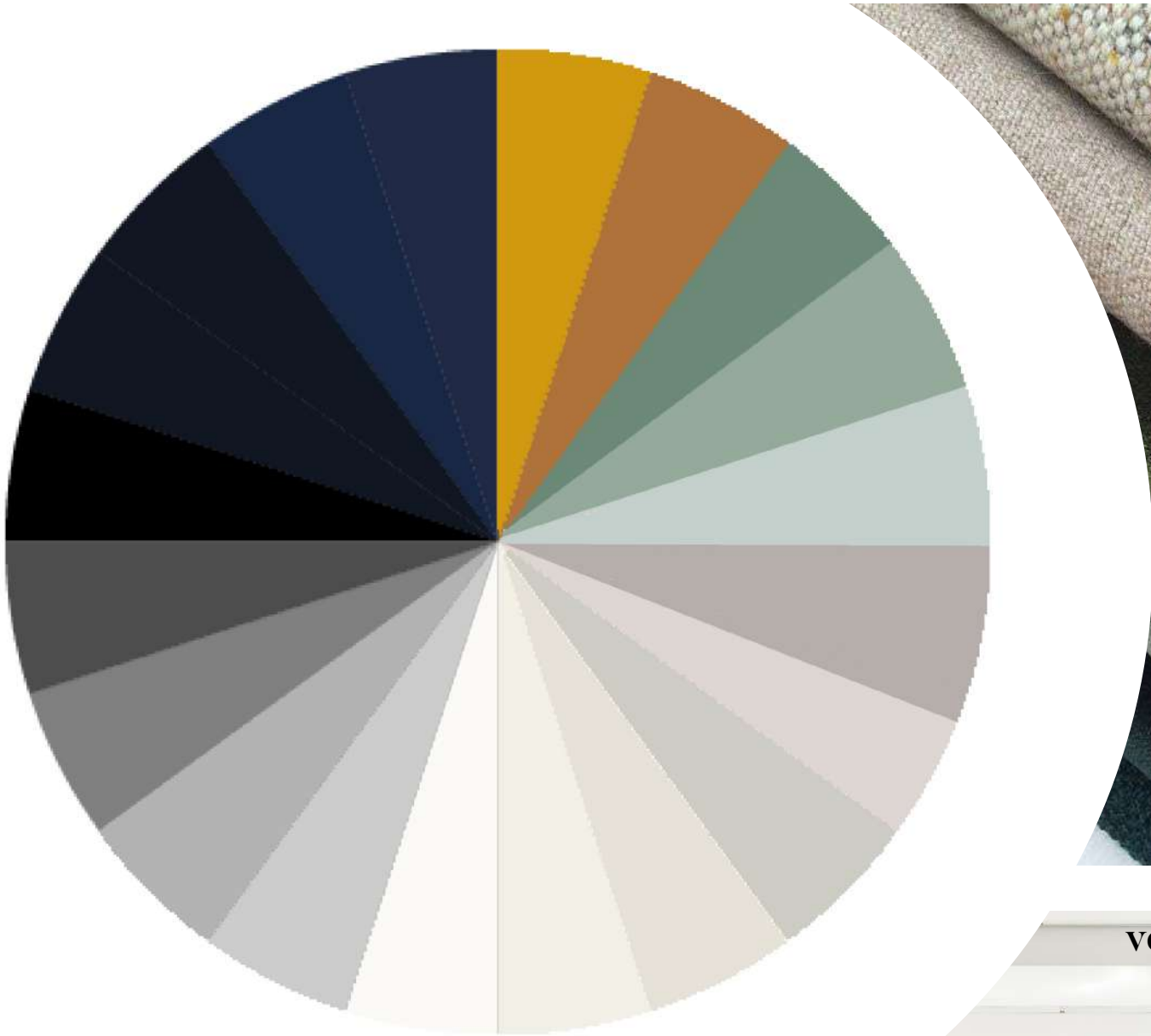
Blue/Navy

Bright

Eucalyptus Green with accents of yellow

Base colours

Neutral, grey and light sage tones



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.

Scheme 6

Bold

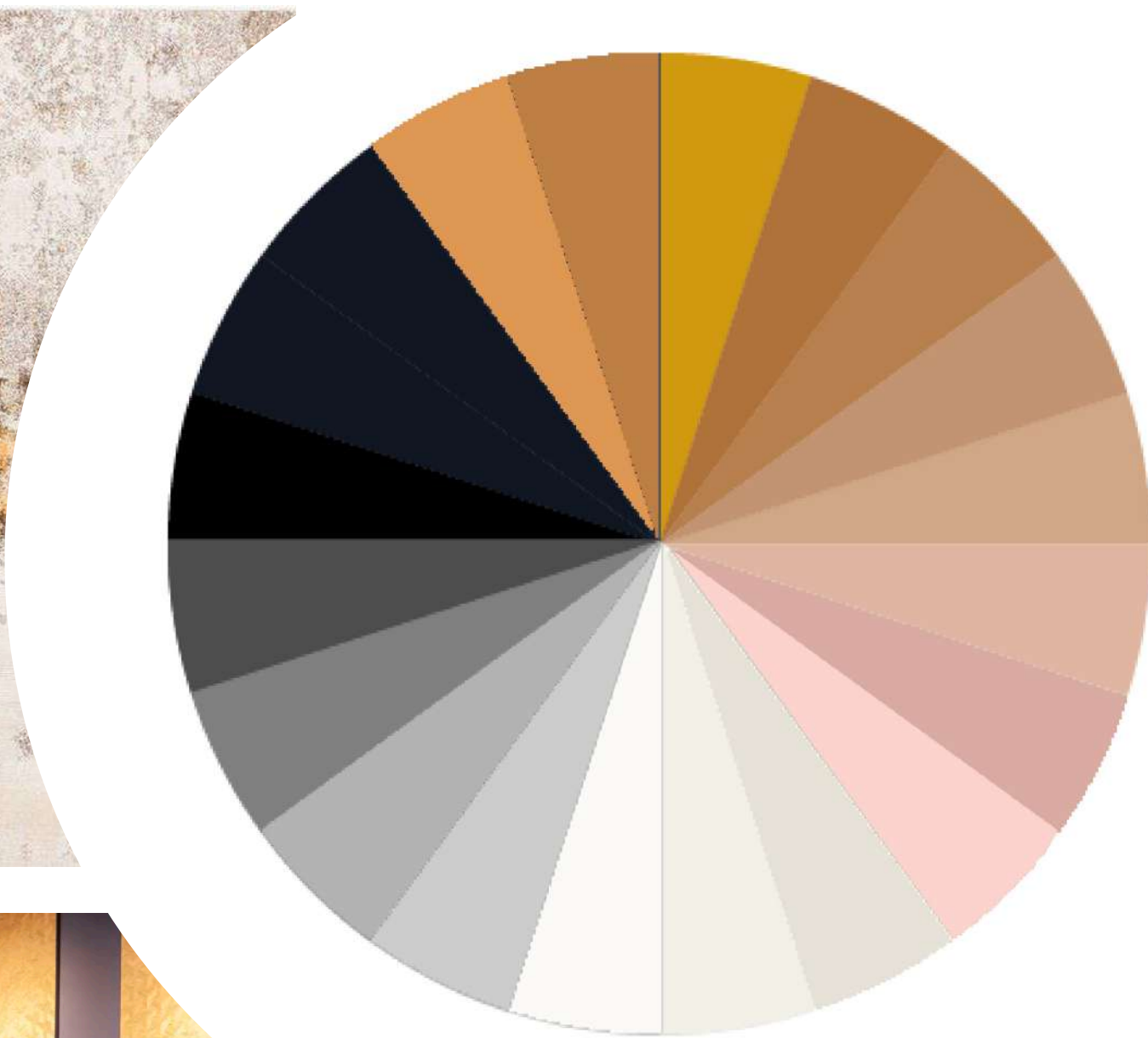
Black/Navy

Bright

Yellow with rich burnt colours

Base colours

Neutral, grey, warmer and pink tones



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.

OUR DESIGN PHILOSOPHY

Scheme 7

Bold

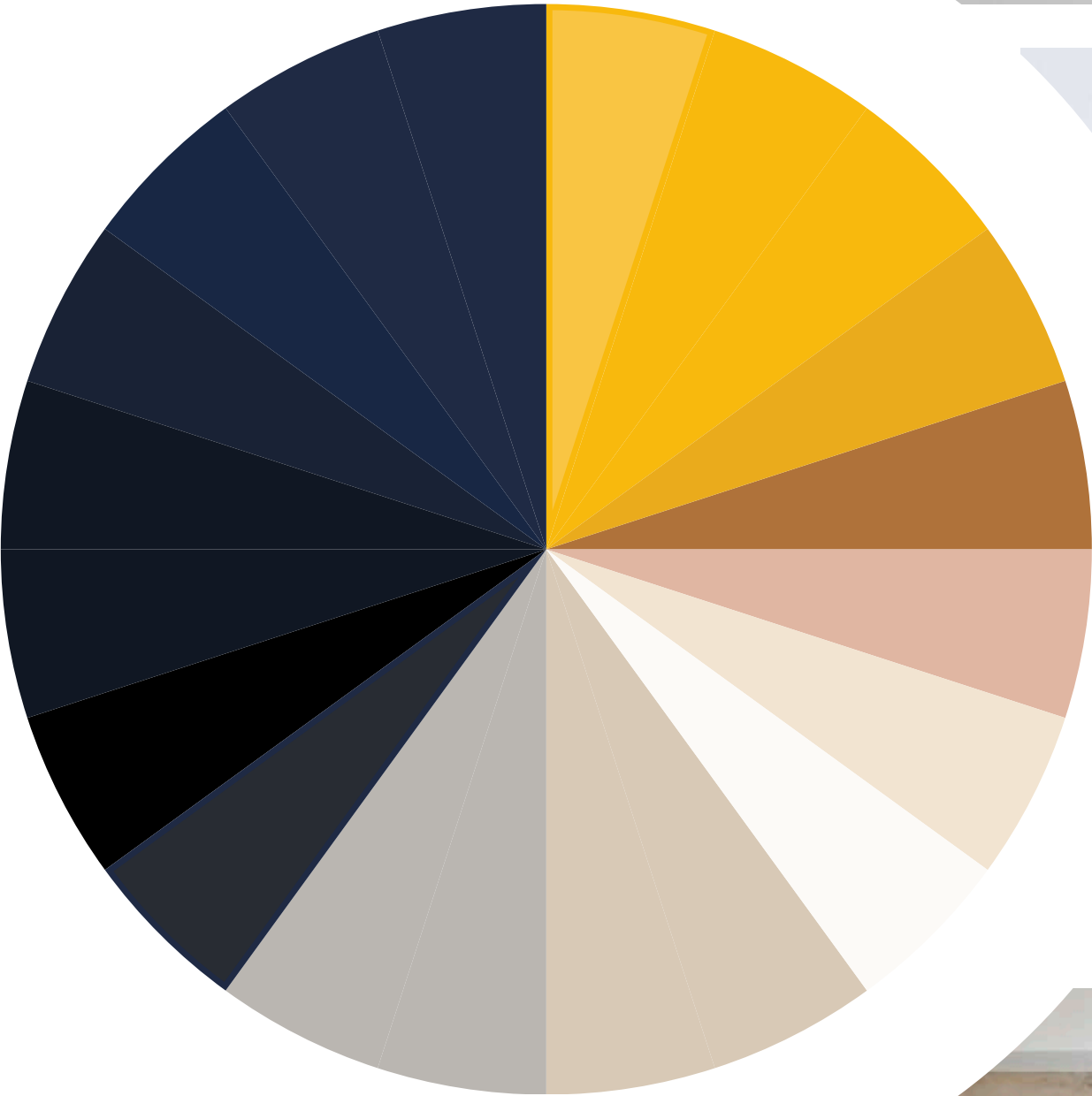
Black/Navy

Bright

Honey Yellow

Base colours

Neutral, grey, warmer tan and pink tones



Note: all these colour wheels are an expansion on the colours used in the bright and bold colour wheels on page 2, to compliment any given project or palette.

Bright

Base colours

voco St. John's Solihull



25 | voco Interior Design Handbook | 2020 | v1.1 | IHG Confidential

A sympathetic palette

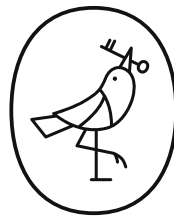
Our properties are all very different. Our portfolio includes hotels in rural destinations through to urban locations, with a range of buildings from contemporary to those with a distinct heritage.

So, when we're looking at interior spaces, it's important to be sympathetic to each hotel's unique setting and character, and choosing to use either our Bold or Bright application system gives us the flexibility to get that right.

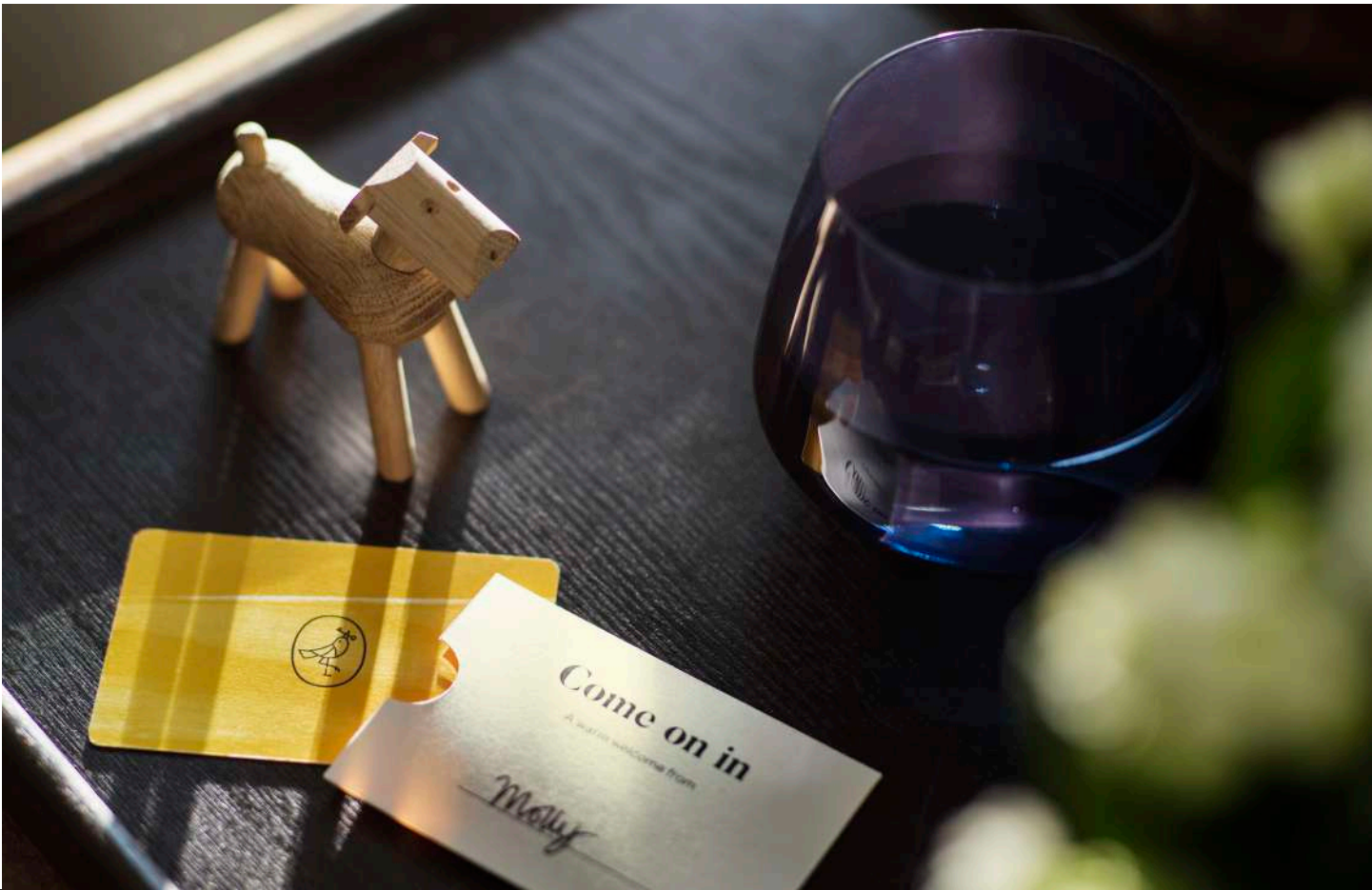
03

Our guest journey

Experience hallmarks

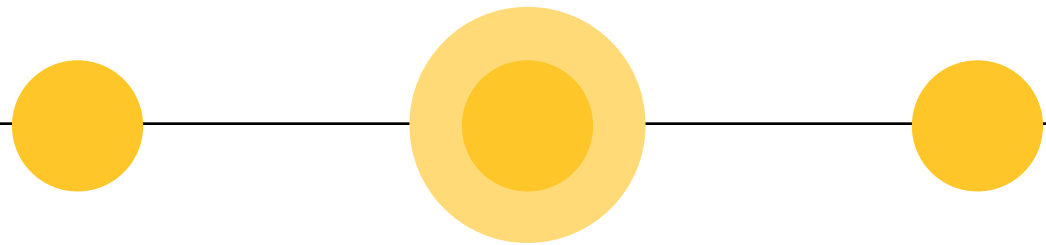


The finch will be seen around the arrival spaces



The arrival

Come on in



Sense of
Arrival

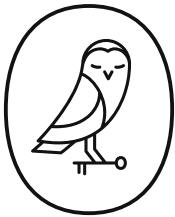
Welcome
Reception

Lobby
Lounge

It's true what they say about first impressions, so we make sure to get them right.

We start with a warm welcome and a swift and simple check-in, in instantly familiar surroundings, making sure to cover any special requests or personal preferences.

And then, to make it really special, we give every guest a welcome treat inspired by each hotel and its location.

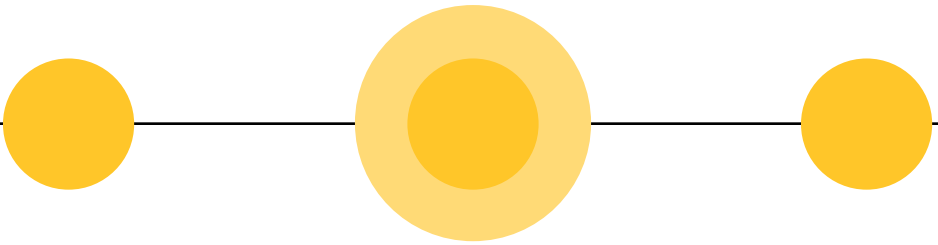


The owl will be seen around the guestrooms



The guestroom

Me time



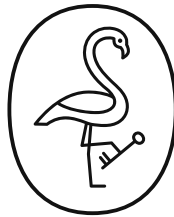
Journey to
Room

Guest Room

Bathroom
Shower

We know a lot of our guests are looking forward to a break from the day-to-day when they visit us. So, we add a few little things to our rooms to encourage them to take a moment for themselves.

Extra cosy beds and bedding for long lie-ins, luxury bathroom amenities that go perfectly with our super-rejuvenating aerated showers, great viewing content with our Smart TVs and fast Wi-Fi in every room.

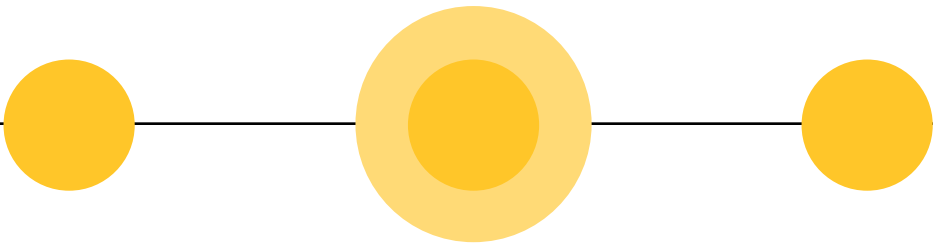


The flamingo will be seen around the F&B



The bar lounge

voco™ life



Dining

Bar
Lounge

Occasions

From morning lattes to that just-before-bed nightcap, voco hotels always have room for guests to relax and enjoy themselves. We make sure our bars and lounges work for different moments of the day, so whether it's a quiet coffee in the morning, catching up with friends over afternoon tea, or kicking off (or ending) their evening, we've got the perfect place for it.



Sense of arrival

We use our primary signage in a way that's sympathetic to each property's facade. Landscaping with simple planters gives a natural and inviting appearance to any exterior.



OUR GUEST JOURNEY

Arrival look & feel

Some examples showcasing the arrival to our voco hotels, from flags, signs, signature planters and the finch decals throughout the arrival experience. Alongside some residential illumination ideas and some feature sculpture opportunities.



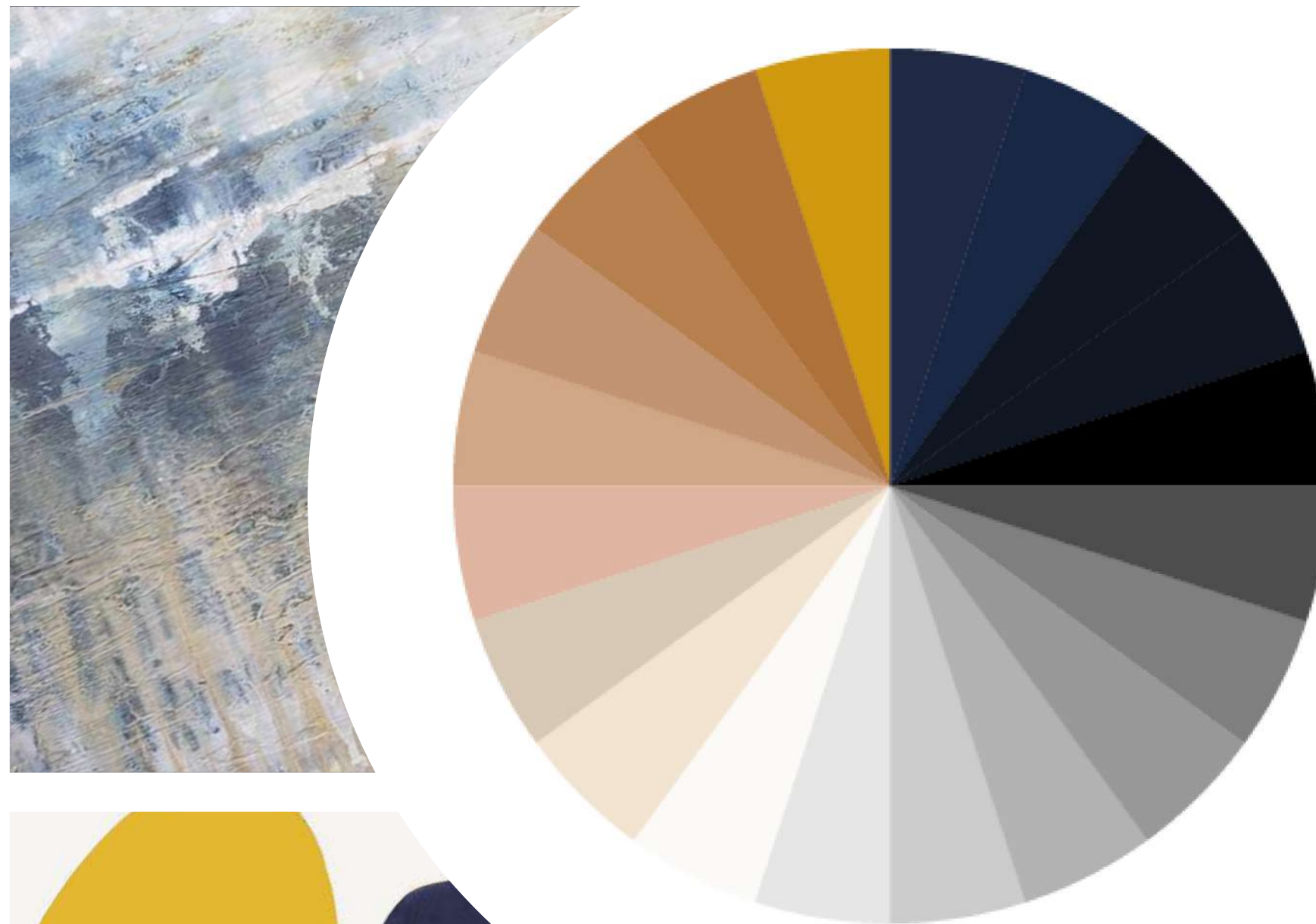
VOCO[™]
AN **IHG** HOTEL

Welcome reception



Our reception space provides our guests with a warm welcome and simple check-in experience. We want them to feel at ease as soon as they walk through our doors, so we create areas that feel instantly familiar and comfortable.





OUR GUEST JOURNEY - WELCOME RECEPTION

Reception look &

Lighting and curated accessories set ambience, with an upscale tone. Our distinct artwork and voco signage heroes the front desk, whilst soft seating feels relaxed and soft.

Note: the colours used are for reference only, please refer to our colour schemes for an extension on colours.

Reception FF&E overview

Comfortable Seating

Soft flexible seatign is encouraged for guests to perch whilst waiting near the reception space.



Cushions

Cushions are placed on seating and have distinct colour and pattern, mixed to create an informal variety.



Ambient lighting

We use feature pendants and table lamps that emit a warm glow and create ambience in our reception.



Reception desk

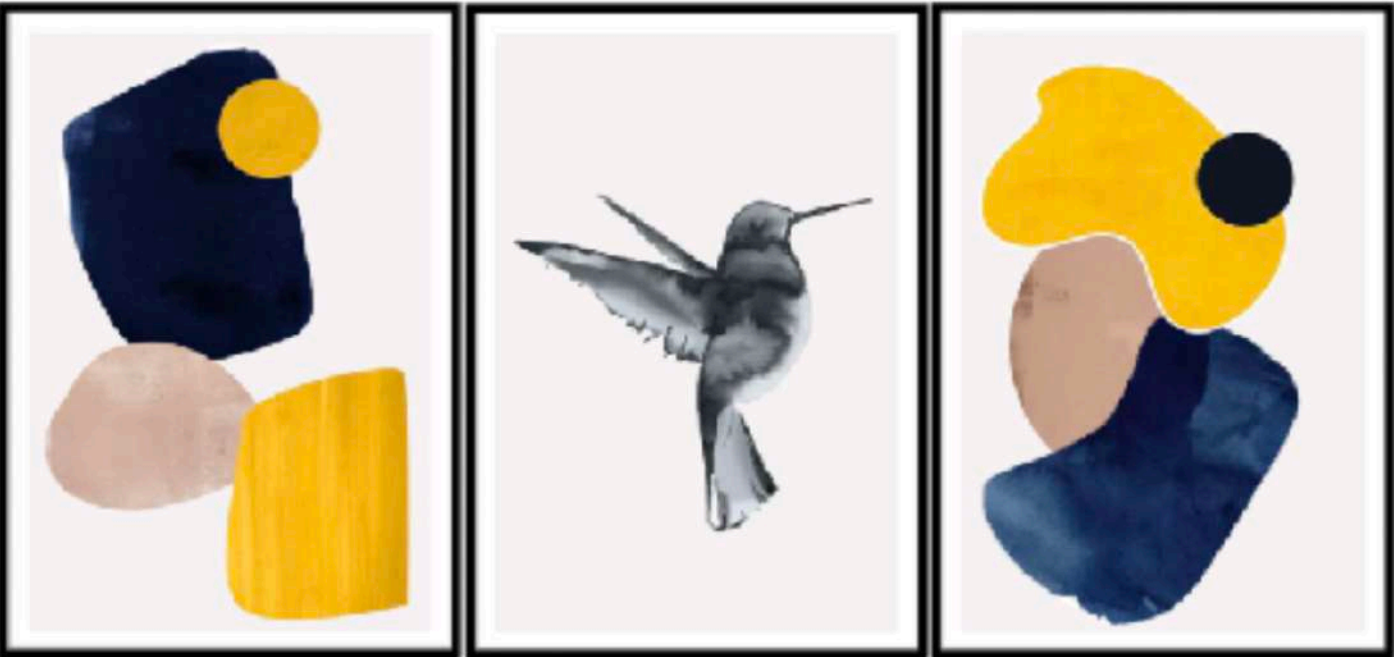
When required we give the front desk an uplift using simple panelling and paint treatments.



Reception OS&E overview

Mascots accessories

Mascots placed individually or in clusters create a charming moment for the front desk counter.



Artwork

Artwork arranged in pairs feature our abstract brushstrokes and figurative illustrations.



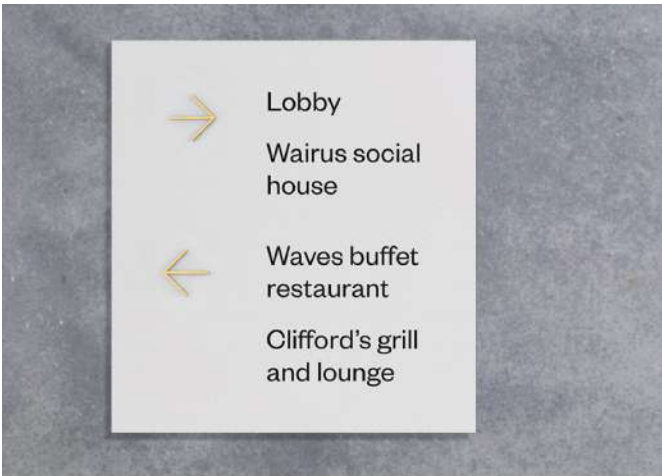
Feature planters

Oversized planters are arranged as informal clusters. We use real, large indoor plants that are local to the region.



Curated accessories

Arrangements of accessories including ceramics and glassware suggests a thoughtful, crafted feel, and sits alongside our welcome treat display.

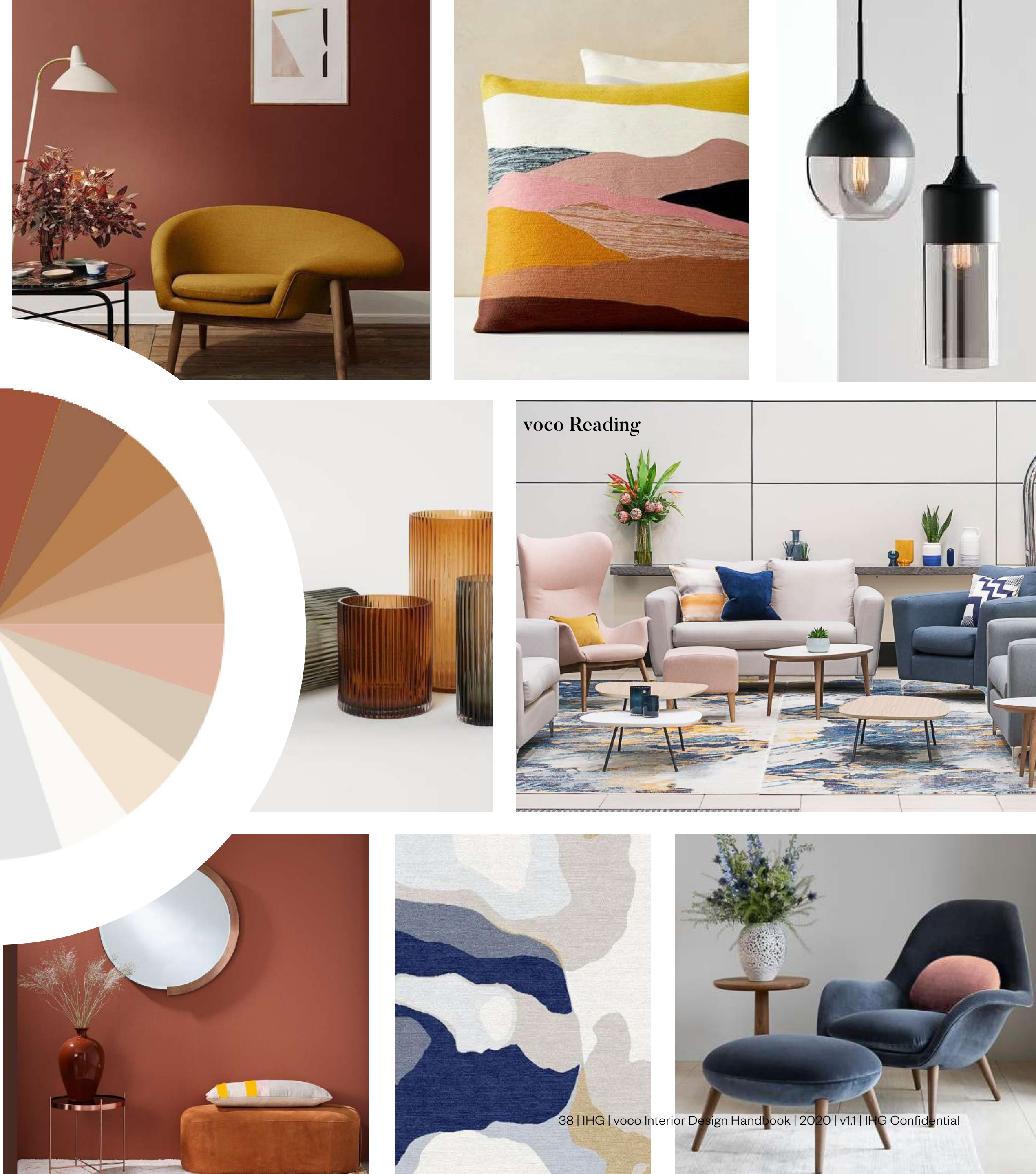




Lobby lounge

Lobby lounge look & feel

By carefully selecting varied styles, our furniture blends into any setting, giving our Lobby spaces a welcoming informality. Relaxed but upscale, they create a cosy atmosphere, whether in a large contemporary space, or a small-scale heritage. Charming touches come through in arrangements of accessories and mascots placed on sideboards and coffee tables.



Note: the colours used are for reference only, please refer to our colour schemes for an extension on colours.

FF&E overview

Dividers

Simple screen designs, shelving and cabinets are used to divide the lobby lounge. They offer different height and create intimate areas in large open plan spaces.



Lighting

We use different levels of lighting to bring ambience and warmth; pendants, table and floor lamps .



Soft seating

We use a variety of seating types to create a relaxed and informal environment. These pieces have a classic and contemporary look suitable for both modern and heritage interior styles.



Tables

Low coffee tables differ in shape and size to bring variety to the space.



Accessories & OS&E overview

Frame & artwork

Artwork varies throughout the hotel. We use different frame design, size and materiality, but framing always feels considered with carefully curated mounting for maximum impact.



Curated accessories

Arrangements of accessories on side surfaces and coffee tables.



Mascots

Characterful mascots are placed on shelving and side surfaces.



Cushions

A wide range of cushions placed on soft seating across the lobby add distinct pattern and colour.



Planters

Large, rounded planters in clusters of varying sizes.



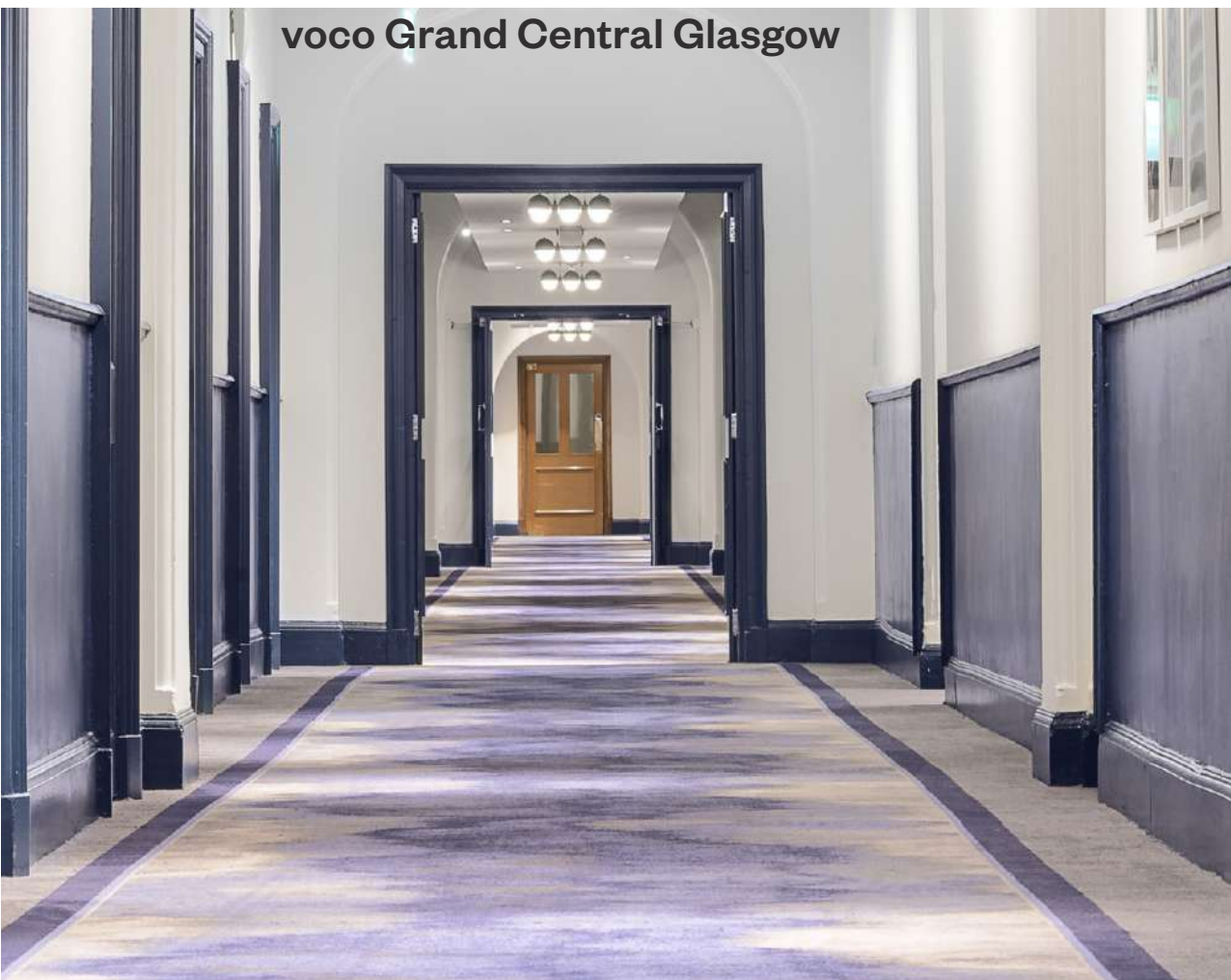
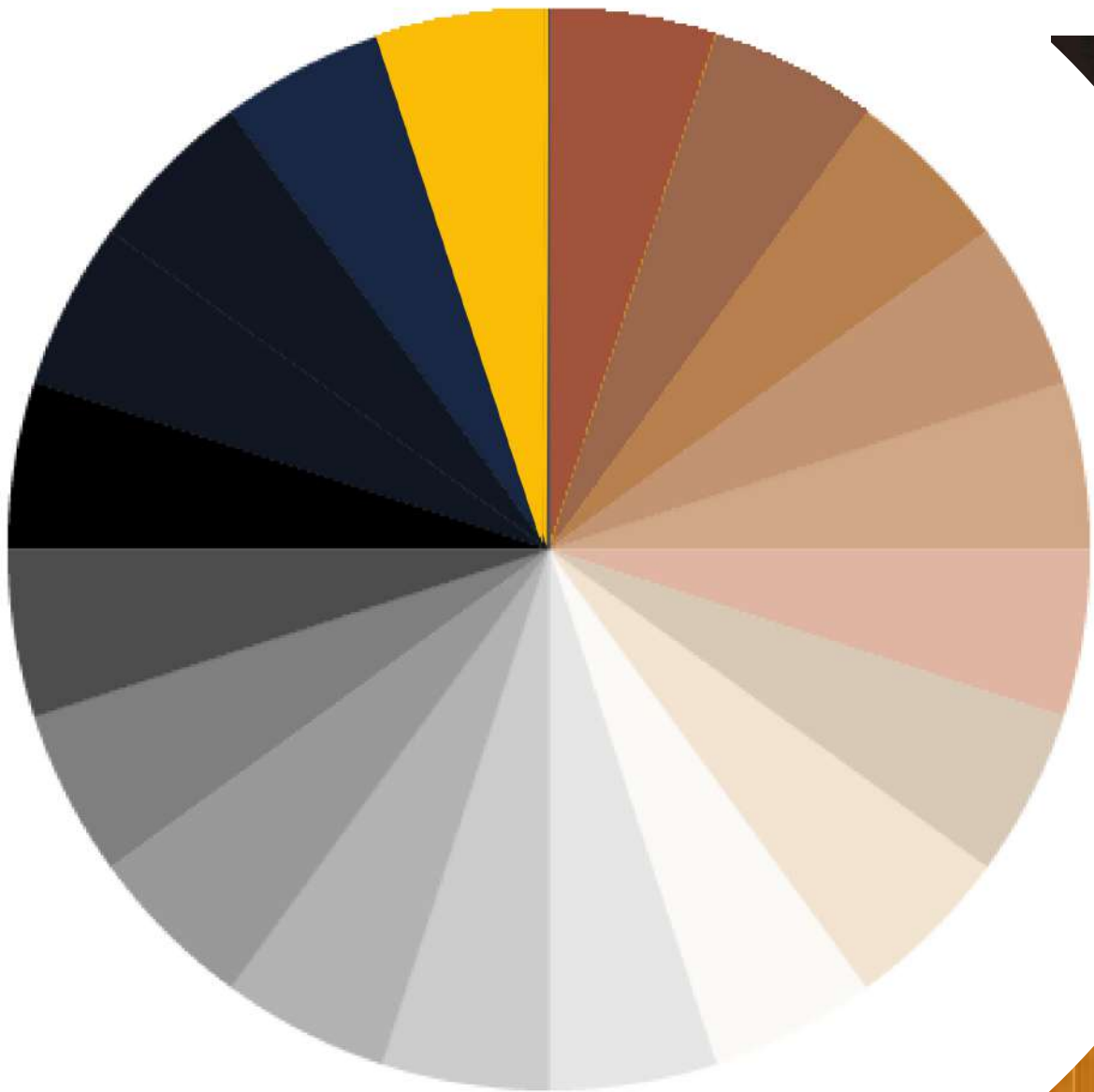


Corridors

OUR GUEST JOURNEY - CORRIDOR

Corridor look & feel

For straightforward navigation, we make sure signage is clear and simple but still feels premium. For a friendly yet upscale feel to our corridor spaces, we curate moments with soft, inviting seating and charming accessories.



Note: the colours used are for reference only, please refer to our colour schemes for an extension on colours.

FF&E overview

Wall lighting

We use wall mounted lights that emit a warm glow and that are simple in design and finishing.



Wall fixtures

Wall mounted shelving and mirrors uplift empty wall space.



Side tables

Round or long side boards provide a surface for curated accessories, mascots and table lamps.



Soft seating

Soft benches, lounge chairs or small sofas bring softness to elevator landings and corridor alcoves.



Accessories & OS&E overview

Room numbers

Individual 3D lettering in a honey gold brass with a satin finish.



Mascot detail

A unique voko etched / engraved door disk is a charming detail for Guest Room doors .

Door hanger



Wayfinding

Simple plaque design made of upscale materials with hidden fastens for a contemporary finish.

Decorative accessories

Glassware, ceramic and wooden accessories add character to corridors surfaces.



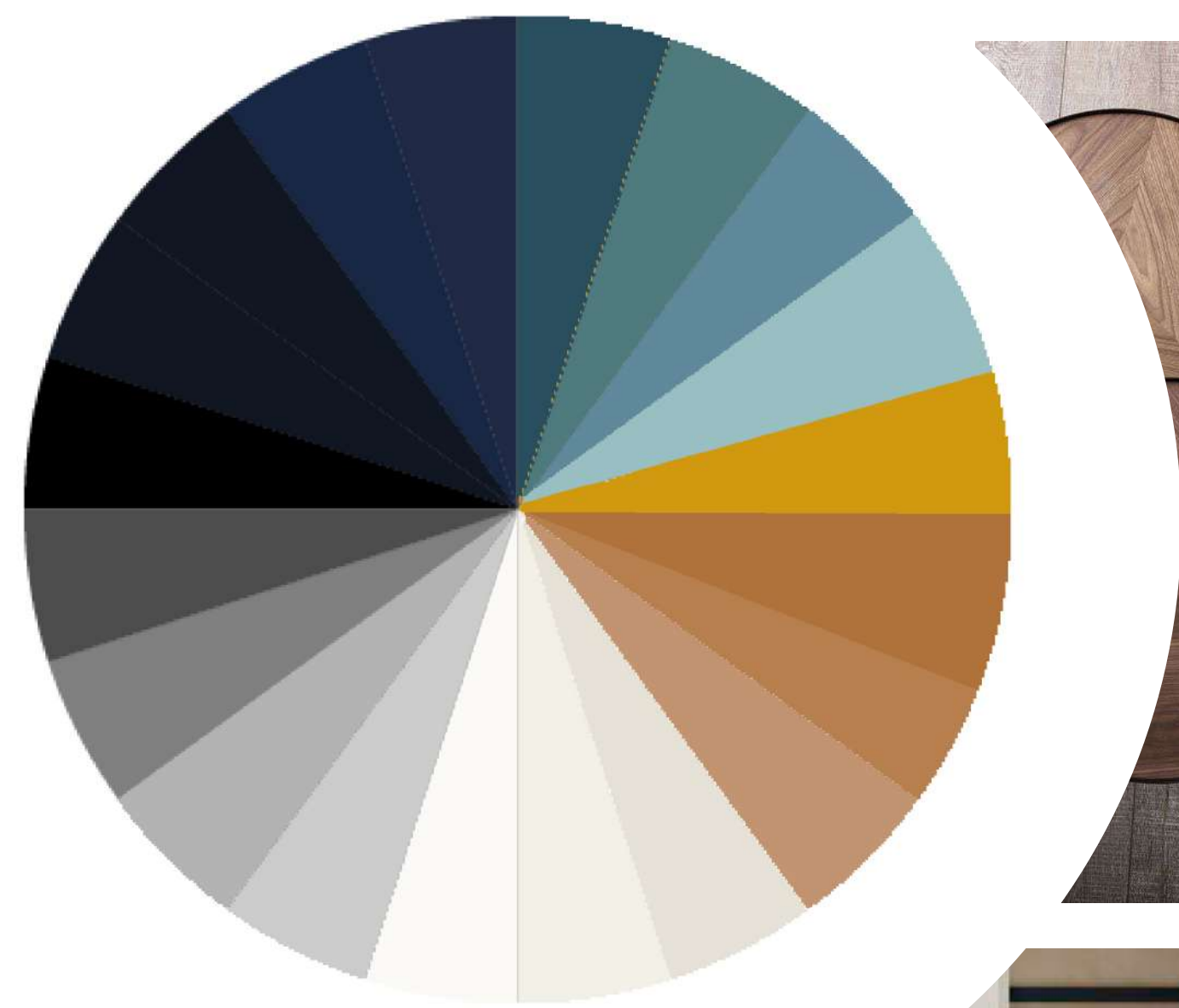
Frame & artwork

Artworks vary in scale with figurative and abstract pieces used to add distinct personality.



Guestroom look & feel

Furniture pieces have a classic and contemporary look that fits seamlessly with the existing interior styles of our different properties. Characterful accessories are charming additions, uplifting our interiors with a sense of personality.



Note: the colours used are for reference only, please refer to our colour schemes for an extension on colours.

FF&E overview

Beds & bedding

Supportive mattress and topper.
High quality thread count linen with satin stripes and plain white oxford borders.
Dark fabric wrapped bed base.



Flexible lighting

Adjustable bedside and desk side lighting and ambient floor and table lamps .
Clean lines with classic shade shape have a contemporary and timeless look.
Quality use of materials; coated matte metals, real woods and concrete bases.



Storage

Storage in a wood or painted finish are simple and domestic in design.



Soft seating

Upholstered and refined forms feel contemporary, comfortable and versatile for different interior styles. Neutral in colour makes it possible to blend into any interior style.



Rugs

High quality rugs bring warmth and gives a contemporary uplift to existing carpets.



Accessories & OS&E overview



Cushions

Cushions placed on the bedding and soft seating provide distinct woven pattern and colour .



Frame and artwork

Frames and artwork vary in design, from simple thin frames and abstraction to more classic gold and figurative artwork.



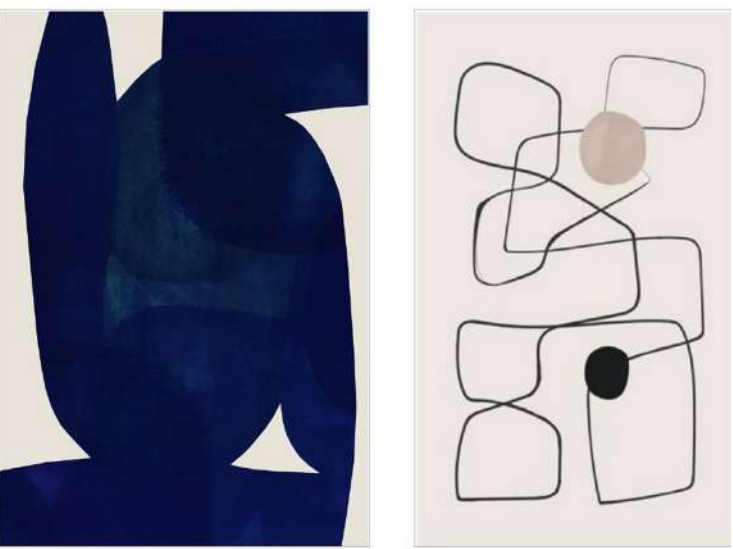
Decorative accessories

Glassware, ceramic and wooden accessories add character to side surfaces and bed side tables.



Bed throw

Quality woollen bed throws with woven pattern design, if the design permits.



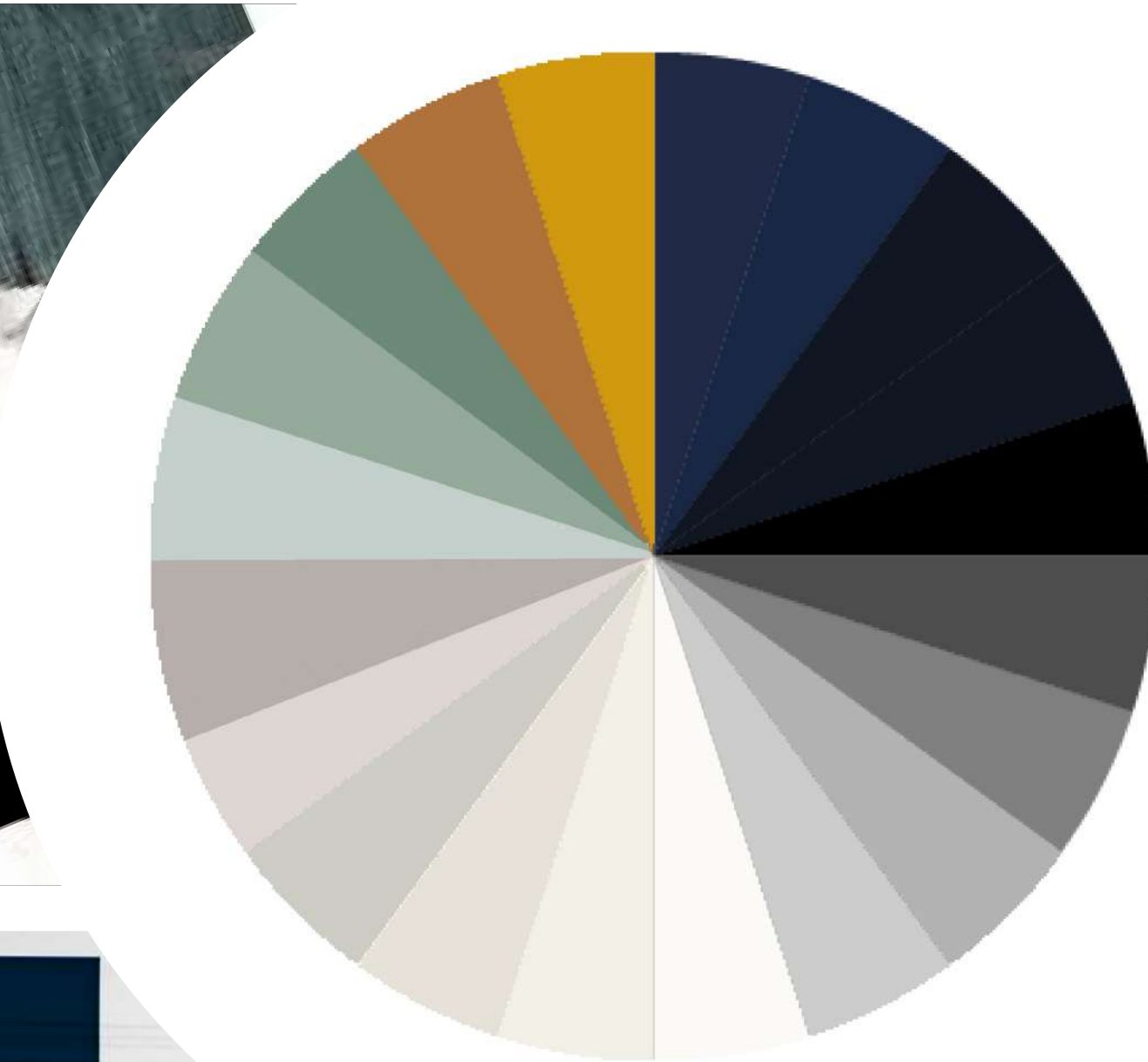
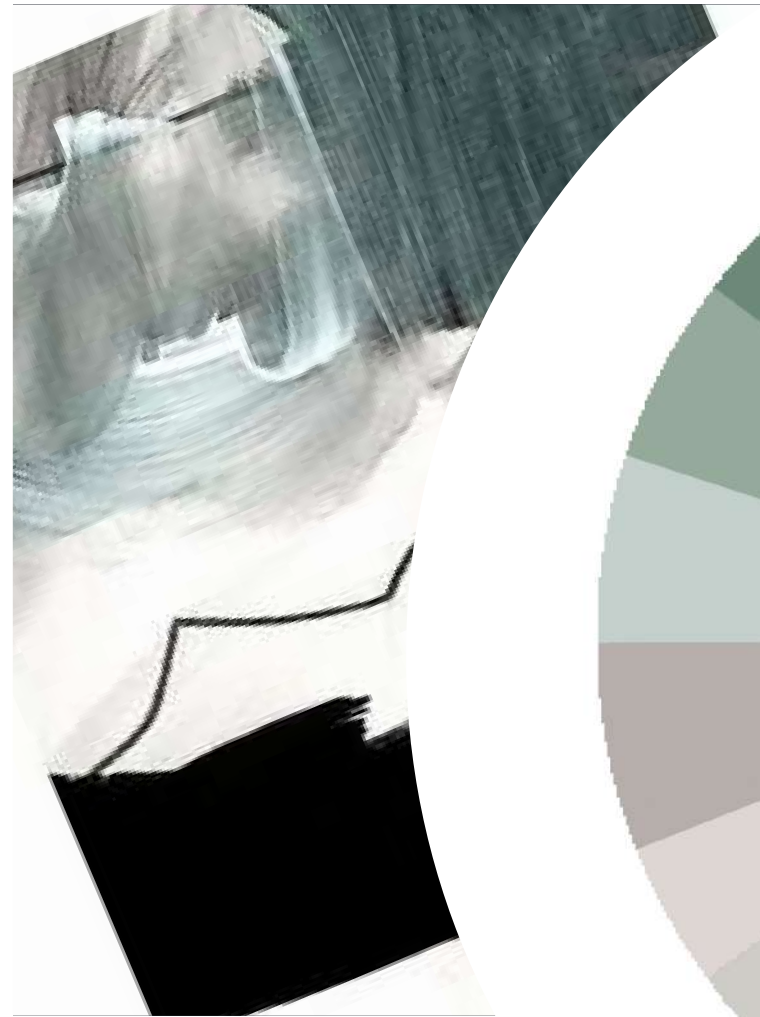
F&B facilities

A contemporary kettle design and quality tray in wood or powder coated metal, ceramic mugs and glassware.



Bathroom and shower





OUR GUEST JOURNEY - BATHROOM & SHOWER

Bathroom look & feel

Quality fixtures, rejuvenating aerated showers and luxury amenities feel refined and upscale. Small, charming touches and thoughtful bathroom accessories add character and interest, reflecting our brand personality.

Note: the colours used are for reference only, please refer to our colour schemes for an extension on colours.

FF&E overview

Mirror
Contemporary mirror with a wood frame brings warmth to the



Vanity unit
Simple and domestic in feel.



Wall light
A simple wall mounted light brings an upscale feel to the Bathroom.



Small stool
A simple stool is a flexible and charming addition.



Accessories & OS&E overview

Small planters

Succulent planters provide a hint of greenery and add freshness.



Plush towels

Super soft-cotton towels in white feel generously plush and comforting.

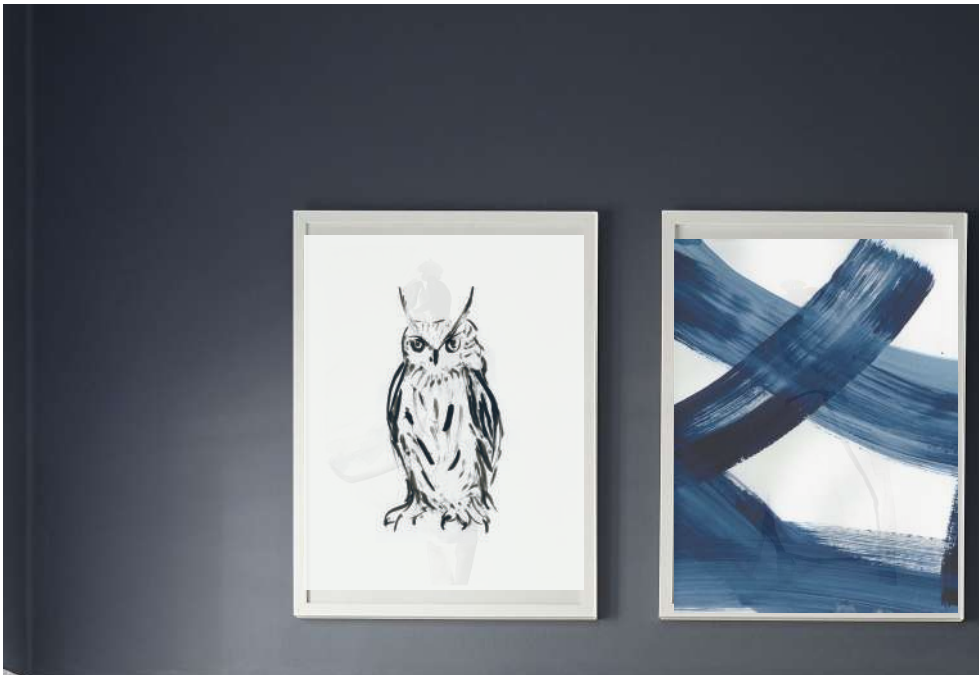


Tray accessory

A simple tray design is used to display and hero the quality amenities.

Bathroom accessories

Simple and contemporary tissue holders. Soap dish and glassware.



Frame & artwork

Simple frame design and mounting brings our distinct artwork to the bathroom.



Amenity bottles & holder

Simple shower holder for amenity dispensers.



Dining



Dining look & feel

Large scale artwork adds character and impact, while simple low level and pendant lighting create a cosy ambience. Our upholstered seating creates a comfortable setting, and blends seamlessly into contemporary and heritage spaces.



voco Podgorica



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FF&E overview

Division

Simple partitions divide the dinning area to give a sense of privacy and spatial arrangement.



Seating types

A variety of seating types; high tables, communal tables, banquet seating and round tables.



Low level lighting

Simple and versatile pendant lighting, wall lighting and low level lamps brings warmth and can define larger tables .

Feature lighting

Clustered pendants are used to create a focal in large interiors and atrium's.



Accessories & OS&E overview

Menu

We give our menus a considered and contemporary look using premium fastenings.



Service wear

Heavy high quality napkins and simple glassware and ceramics. These can be layered for a more formal dinning experience.



Frame & artwork

Artworks give impact and variety to spaces using our figurative illustrations and expressive brushstrokes.



Planters

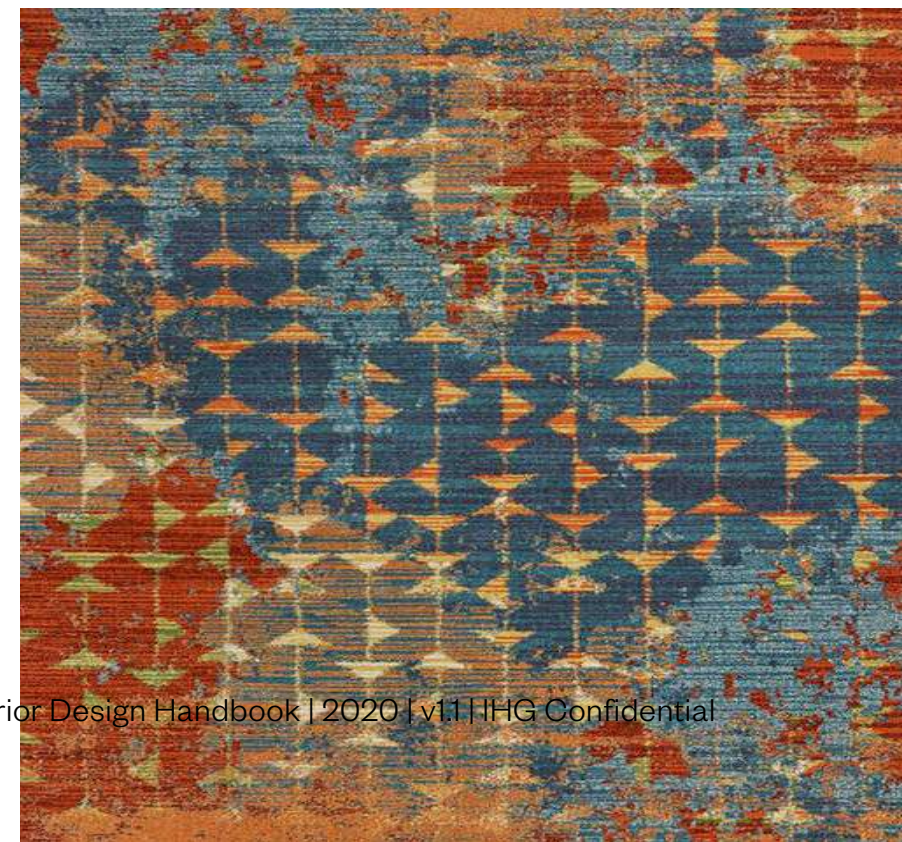
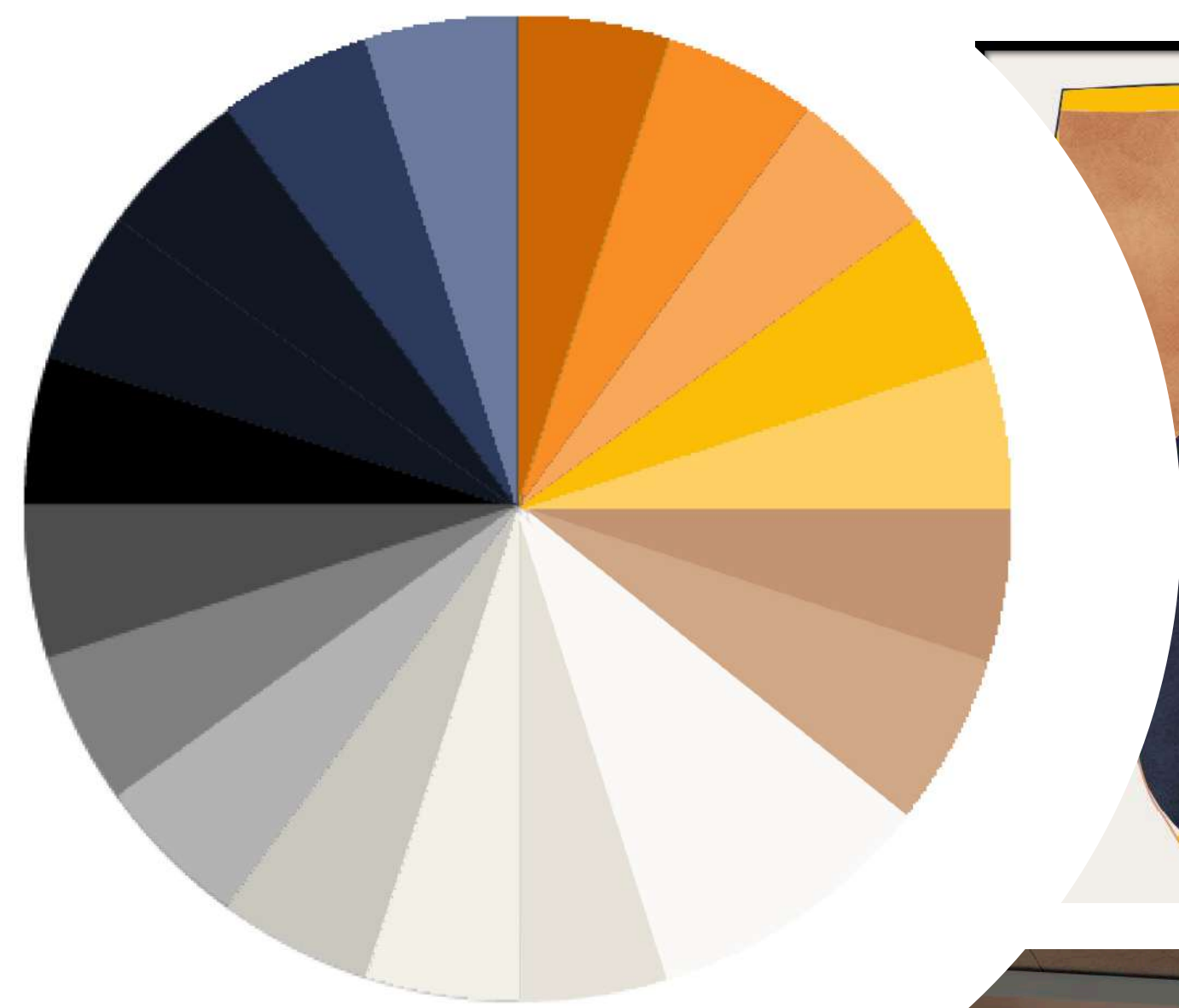
Table vases and simple plant pots are used for table tops whilst large, planters arranged in clusters define key areas.

Bar lounge



Bar lounge look & feel

We carefully select furniture that feels comfortable and versatile, working for different moments throughout the day. And for the perfect serve, we choose items that feel sophisticated, with small charming touches to add a sense of personality.



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FF&E overview

Ambient lighting

Pendant lighting and bar wash lighting give ambience and warmth.



Coffee tables

Low coffee tables differ in shape and size to bring variety to the space.



Bar seating

Upholstered bar stools with a high back feel comfortable and look upscale.



Lounge seating

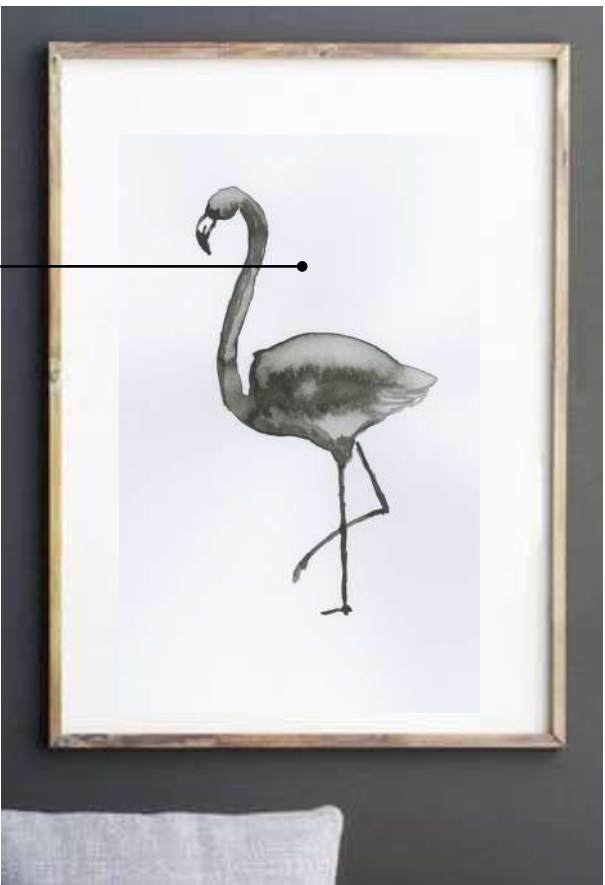
We select pieces that have a classic and contemporary look.



Accessories & OS&E overview

Frame & artwork

Artworks vary in scale bring and bring our distinct personality to the Bar counter back wall.



Service wear

Charming details add personality to service wear. Glassware is contemporary in design with premium detailing.



Planters

We uplift the bar counter using planters ; floor planters, suspended box planters or plant arrangements on the bar back wall.



Accessories

Mascots and accessories are arranged on shelving and bar counter surface.





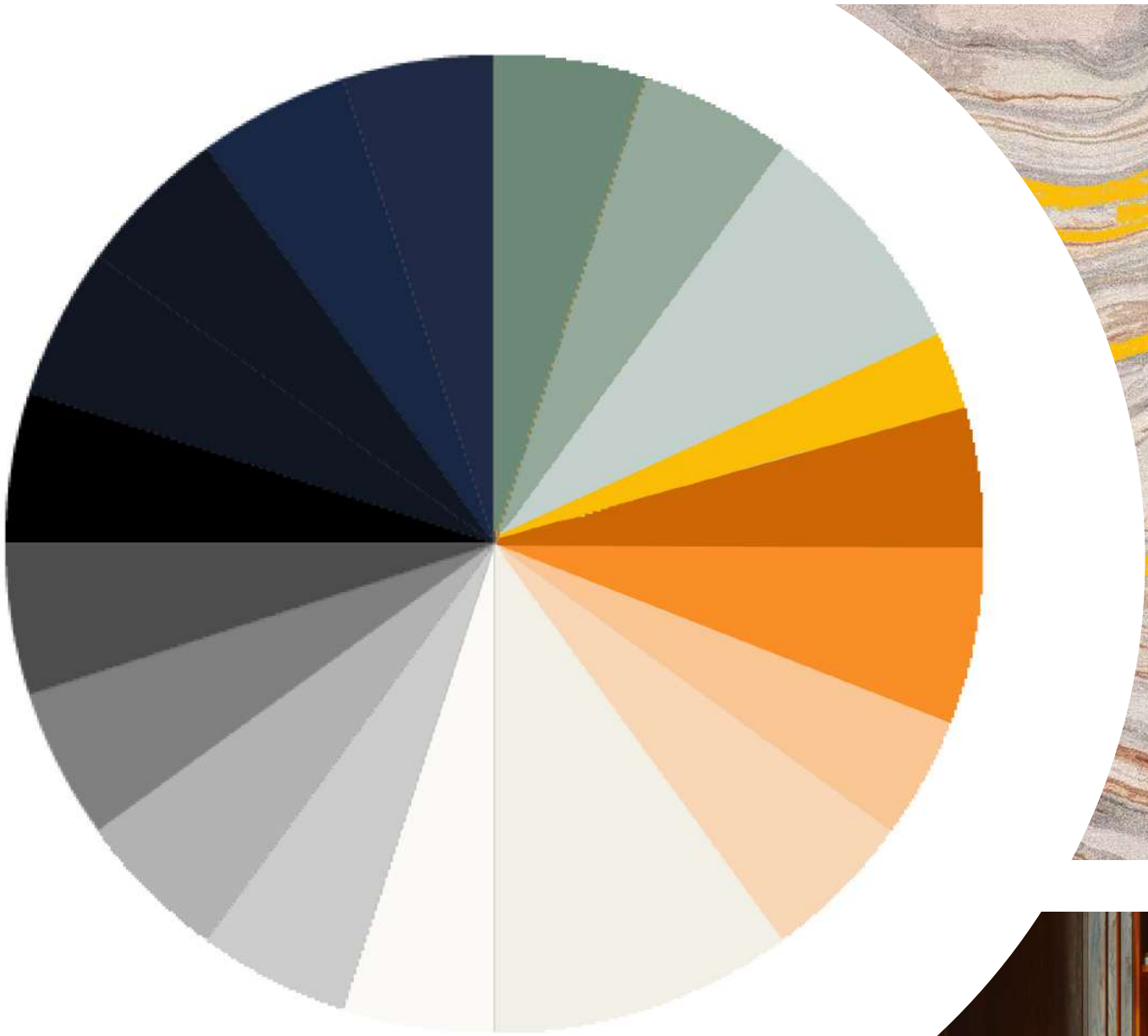
Occasions

OUR GUEST JOURNEY - OCCASIONS

Occasions look & feel

By using furniture that can blend into any setting, our spaces are flexible and can be easily adapted for different layouts. We create ambience with simple and flexible lighting. Soft upholstered seating in neutral tones suit both formal and informal events.

voco St Johns Solihull



Note: the colours used are for reference only, please refer to our colour schemes for an extension on colours.

FF&E overview

Ambient lighting

Pendant lighting and bar wash lighting give ambience and warmth.



Frame & artwork

Artworks give impact and variety to spaces using our figurative illustrations and expressive brushstrokes.



Versatile furniture

Chairs have a refined form and are neutrally upholstered. We use a mix of conference and round tables suitable for all occasions.



Flexible/pop-up bar



Versatile lighting

Lighting that can adapt to different moods and occasions. Table and floor lamps create ambience and inviting warmth.

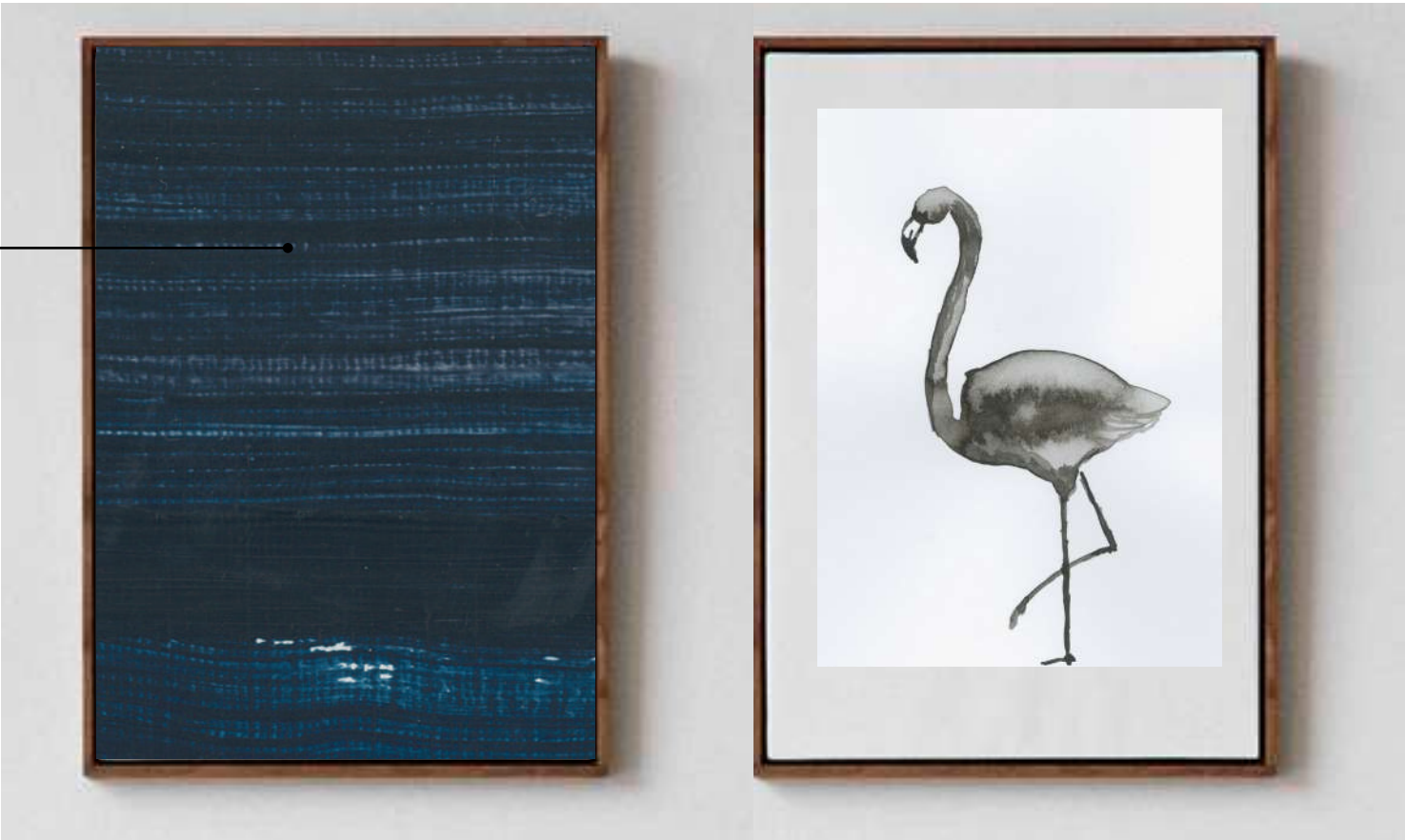


Flexible presentation surfaces

Accessories & OS&E overview

Frame and artwork

Curated artworks have figurative illustrations and abstract expressive brushstrokes.



OS&E
Simple glassware; carafe and tumblers, contemporary coffee jugs, mugs and wooden serving trays.



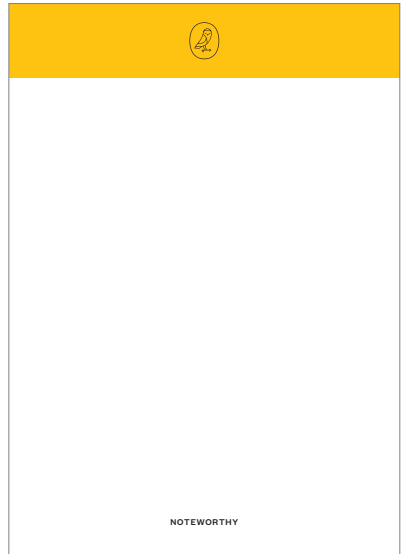
Floral arrangements and planters

Table vases and simple plant pots are used for table tops, whilst large planters arranged in clusters define key areas.



Mascot accessories

Mascots add a subtle touch of charm
In glass or wood.



Brand stationery

04

Our artwork collection

Artwork

Our artwork brings our distinct personality and vision to life, with curated paintings and small sculptures to decorate surfaces and shelves. For guidance, recommended artwork can fall under Reliably, which represents the staples of our visual identity, or Different, which flexes to represent the unique character and heritage of each property.

Reliably

In keeping with the visual identity of the brand.

- Abstract brush strokes
 - Brand colours
- Minimal/gestural representations of birds
 - Bird mascots
- Abstract sculptures of birds using natural materials

Different

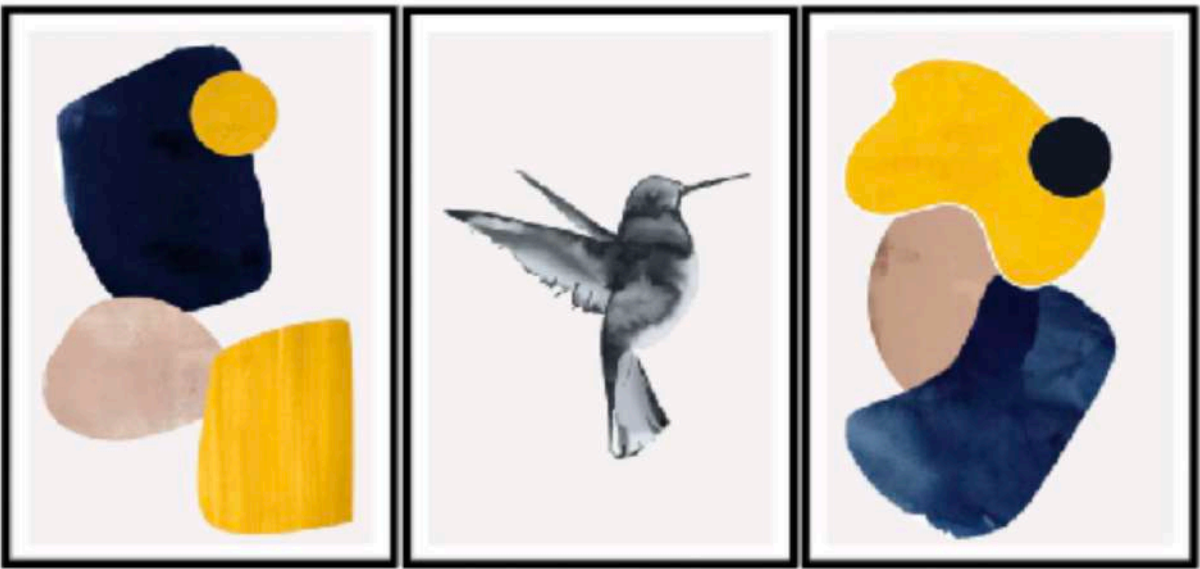
Being sensitive to individual hotels and existing artwork – includes pieces that are relevant to the hotel or region, as long as they still feel on-brand. Subjects can include local architecture, landscapes, characters and local or hotel-specific stories.

- Black and white photography
- Black and white illustration
 - Sculptures
 - Local maps

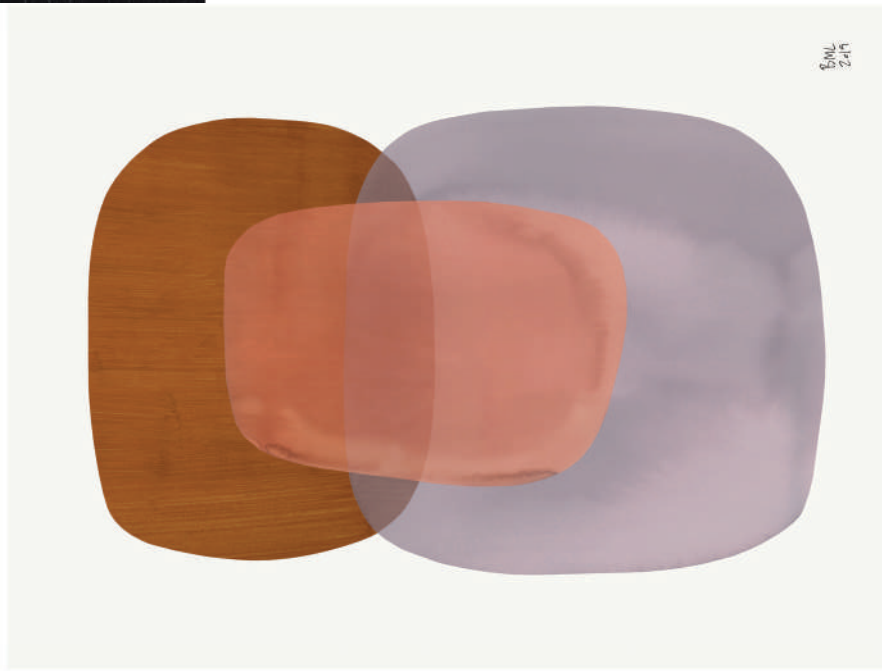
OUR ARTWORK COLLECTION

Artwork strategy

Some artwork files are owned, to print for fast turn around soft refurbishment projects. Other artwork files are developed alongside one of our 4 preferred artwork suppliers.



BRUSHSTROKES



MINIMAL



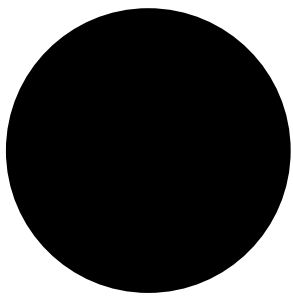
GESTURAL



TEXTURAL



EXPRESSIVE



Abstract

Figurative

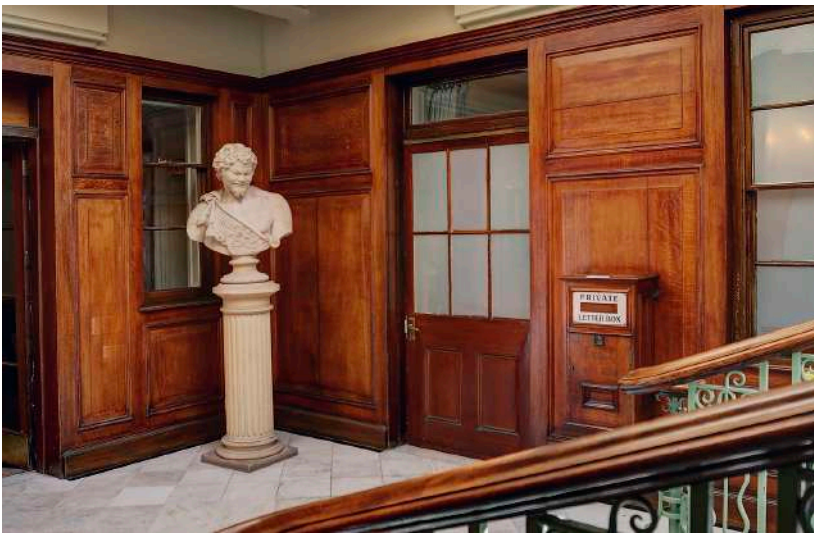
Artwork strategy

We encourage existing artwork to remain if it works with the current interior design scheme, or perhaps another rooms scheme. Particularly if it has hotel or region relevance. Including local architecture, landscapes or characters. Local or hotel specific stories.

Yes



Relevant to local region, in brand colours



Relevant to local character



Relevant to local character and in brand colours



Black and white photography relevant to local region

No



Abstract but not in brand colours



Abstract but complex and not in brand colours



Not relevant to hotel or region, and not in brand colours

05

Specifications and finishes

Introduction / Guest room

Reference to Materials and Details

The Guiding Principles form the foundation, describing how every voco touch point should be executed.

This document will help designers select and specify finishes and FF&E, including flooring, casegoods, upholstered furniture, window treatments, wall finish, bedding, decorative light fixtures, carpet/padding/area rugs, artwork, and artefacts for the voco Brand by IHG.

These standards will serve as reference and are to be used as guidelines only.

LOCAL CODES

The standards quoted in this document are “acceptable” and must be used where local codes are not provided, local codes must comply or exceed standards that are acceptable to IHG.

In the event that local codes exceed the requirements contained herein, the local codes must be construed as minimum a prerequisite. IHG may, when giving approval for projects, increase or rescind some of the descriptions and specifications below, in accordance with the project’s local market custom or practice.

DEVIATIONS OR EXCEPTIONS

For market needs, the designer might request a waiver to deviate from the present document. A written notification is required explaining the reasons of deviation, will be addressed to IHG Interior Design department for review and approval prior to purchasing or installation.

GUESTROOMS & SUITES

This section describes the criteria for FF&E in guestrooms and suites

ATTIC STOCK

A Provision of materials should be provided to the operating team of the hotel near project completion,

Attic stock is required for guestrooms in the following minimum quantities:

- 1. Mirrors: 2% of total quantity (minimum of 2)
- 2. Lamps/Ceiling Fixtures: 2% of total quantity (minimum of 2).
- 3. Lamp Shades: 2 – 5% of total quantity ordered (minimum of 2 of each type).
- 4. Artwork: 2% of total quantity (minimum of 2).
- 5. TVs/ Radio Alarm Clocks/Minibars: 2 – 5% of total quantity (minimum of 5 each).
- 6. Casegoods: Minimum 1 for each piece, 2 each for pairs of headboards.
- 7. Upholstered Seating: Minimum of 1 each.
- 8. Wall covering: 5% of total quantity ordered.
- 9. Carpet: 5% of total quantity ordered.
- 10. Decorative Pillows: 2% of total quantity ordered (minimum of 2).

WALL FINISHES

GENERAL CRITERIA

Generally, walls will be smooth finished but, where there is an opportunity to retain aesthetically pleasing inherited materials, such as brick or stone, this will require review the with IHG Interior Design Department

for approval, walls may be clad with appropriate materials and finishes to give spirit and character.

WALL COVERING

- 1. Vinyl wall covering can be used in different areas or as a decorative mural. A minimum Type (I) 350 g/² quality is required.
- 2. Width: Guestroom - 130 cm; Guest Bath: 65 cm.
- 3. Backing: Woven scrim/Fabric scrim is required. Paper back is not acceptable.
- 4. Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.
- Wall covering installation:
- 5. Adhesives are to be of commercial grade, mould and mildew resistant, and follow manufacturer’s recommendations.
- 6. Wall coverings are to be strippable.
- 7. Primers are to be used when necessary.
- 8. No non-decorative mounting hardware is to be visible.

PAINT

- 1. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C.
- 2. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 3 deg C above the dew point; or to damp or wet surfaces.
- 3. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints etc.
- 4. Paint or another alternate paint effect surface finish is

acceptable per market requirements, submit sample to IHG interior design department for approval.

5. In wet areas semi glossy paint finish is required to the ceiling surface.

6. Concerning Wood Substrates:

- Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.
- Scrape and clean knots, and apply coat of knot sealer before applying primer.
- Sand surfaces that will be exposed to view, and dust off.
- Prime edges, ends, faces, undersides, and backsides of wood.
- After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler.
- Sand smooth when dried.

7. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.

8. Application: Paint surfaces behind movable equipment furniture same as similar exposed Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.

A. Existing authentic materials

1. When retaining existing materials, ensure adequate renovation, including cleaning repairing and polishing as necessary.

Guest room

WINDOW TREATMENTS

GENERAL CRITERIA

FABRICS

Window treatment fabrics are to be pre-shrunk before fabrication if the fibre being used has not been treated for shrinkage.

Window treatment fabrics are to be treated with water and soil resistant treatment.

Colour-fastness: BS EN ISO 105-A01:2010 UK - BS5867 Curtain AATCC 16 Option 1 or 3-2003: 60 Hours, Grade 4, ASTM D3691, 1974 or 16E.

Wet and Dry Crocking: 4.0 dry, 3.5 wet or better.

Pil: Brush Pill ASTM D3511, Class 4.5.

Seam Slippage: 24.3 kg/m².

Tensile Strength: ASTM D5034-95 (2001) (Grab Test) 17.4 kg/m², warp and fill for fabrics over 6 ounces per square yard, and 24.3 kg/m² for fabrics less than 6 ounces.

Flammability: must comply with European requirements EN 13773 or BS5867, NF P 92 – 504 M1, DIN 4102- B1 or EN 13773.

All draperies, linings and sheers must be flame-retardant to pass this flammability requirement and any regional and local governing codes. This treatment must be inherent, not topical.

Primary window treatment fabrics are to include blackout lining when a blackout is not installed on a separate traverse track.

100% blackout opacity is required for all guestrooms and suites.

Ensure that face panels conceal the hem of the secondary panels.

HARDWARE

1. Window treatments are to be installed on traverse tracks with baton pulls mounted in front of the curtain fabric.

2. Commercial quality extruded aluminium tracks are required.

3. Ceiling-mounted tracks are preferred over wall-mounted tracks.

4. All hardware (including staples) is to be galvanized or anti-rust.

5. Ball-bearing carriers are preferred over nylon carriers. Draperies must move easily when opened and closed.

6. Overlapping master carriers are required on all centre-draw drapery treatments. Light must be blocked 100% from the centre & edges.

7. All hardware is to be warranted for commercial use.

8. All hardware is to be concealed in a recessed architectural pocket or behind a wood or upholstered valance.

DECORATIVE/BLACKOUT PANELS

1. Window treatments are to be installed on traverse tracks with baton pulls mounted in front of the curtain fabric.

2. Minimum 150% fullness is required. Increased fullness is to be determined by specific window and accompanying window treatment fabrics.

3. Hems to be doubled 8-10 cm deep sewn with blind hemstitch.

4. Blackout lined over drape to use 2-pass blackout.

Three-pass blackout to be used when blackout is used as a separate track.

5. Blackout lined over drape to use 2-pass blackout.

6. Three-pass blackout to be used when blackout is used as a separate track.

7. All corners and hems are to be weighted.

8. Centre-draw draperies are to overlap by 150 mm. at centre using master carrier to prevent light leakage.

9. Finished length of draperies to be 5mm above the finished floor.

SHEERS

1. Minimum 200% fullness required.

2. Hems to be doubled 8-10 cm deep sewn with blind hemstitch or serge over a chain weight.

3. All corners and hems are to be weighted.

4. Finished length of sheers to be 10mm above the finished floor.

FLOORING

ANTI-SLIP RATINGS

The following anti-slip ratings are the requirements for each project regardless of flooring type and are to be to be confirmed by project interior designer:

Bathroom floors - R10B

Shower rooms - B

Internal ramps/slopes- dry - R10

Areas not covered in these ratings:

- Exterior areas: Exteriors, pool areas, exterior stairways, pool showers etc...

- Areas where, in addition to water, other agents which can increase slipperiness may occur:

AREA RUG

1. Area rugs must be laid in guestrooms over tile, stone, or wood flooring.

2. Rugs should include a combination of hand-tufted, cut pile, loop and tip shear construction.

3. HT-450 WEAVING CONSTRUCTION : 100% HAND-TUFTED

4. PILE MATERIAL: 100% WOOL

5. YARN COUNT : 60S, 4 PLY

6. PILE HEIGHT: 9-10 MM minimum

7. PILE WEIGHT: 3000 g/m²

8. PRIMARY BACKING: COTTON BLENDED WITH POLYESTER

9. SECONDARY BACKING: COTTON CANVAS CLOTH, WITH THICK BORDER

10. The edge of hand tufted area rugs must be bevelled with a slope no greater than 1:2.

11. All Axminster and natural fibre area rug edges are to be finished to provide a sealed edge.

12. Use manufacturer’s recommendation for non-slip padding.

Y13. arn Content: 100% semi-worsted wool in suites.

100% semi-worsted wool or woven Axminster in typical guestrooms.

14. Flammability: Area rugs must be certified to be inherently or durably flame retardant.

Exceptions are to be approved by IHG Interior Design Department.

Guest room

CARPET

- 1. Tufted/printed carpet options would be acceptable sample to be approved by IHG Interior design department.
- 2. Weave Type: Woven Axminster, 32 oz.
- 3. Tufted/printed carpet options would be acceptable.
- 4. Pile Yarn: 80% Wool 20% Nylon
- 5. Yarn Count: R674/2, 2/46's
- 6. Backing Material: Polyester, Polypropylene, Conductive Latex with superior film-strength properties or a suitable material.
- 7. 7 rows X 7 pitches = 27,60/dm X 27,60 = ± 76.176 tufts/ m²
- 8. Pile Height Above Back: Cut-Pile 6.1mm
- 9. Total Carpet Thickness: 8.8mm
- 10. Pile Weight Above Back: 632 g per m²
- 11. Total Pile Weight: 972 g per m²
- 12. Total Carpet Weight: 1728 g per m²
- 13. Flammability for carpets and underlay: must be in accordance with the procedures given in the EN 13501-1 standard and must pass EN14041 European

All metal hardware or decorative details to be finished with corrosion protective coating. CE mark for textile and resilient floor covering , and ISO 9239 radiant panel test, and/or all applicable local codes which may exceed these requirements.

14. Soil Inhibitors: Must be applied during fibre production NOT topically applied after manufacture of carpet.

15. Skirting: Carpet skirting are not acceptable.

16. Underlay: Synthetic rubber or rubber compound. 1709 g/m² minimum weight required. Bonded is not acceptable.

CARPET INSTALLATION

- 1. Guestroom carpet must be installed over padding.
- 2. Maximum one seam per room. No seams in rooms with hard surface at the entry.
- 3. Seam must not be visible at entry and must be located to the demising wall on the bath side of the room.
- 4. Stretch in installation method is required for guestrooms.
- 5. Carpet edges should be appropriately sealed off wherever carpet meets other floor materials.

STONE

- 1. Non-porous, natural stone is required, except where approved by IHG Interior Design Department.
- 2. Slip resistance: refer to general flooring criteria.

TILE

- 1. Tile should be full body porcelain; ceramic tile is not acceptable.
- 2. Slip resistance: refer to general flooring criteria.

WOOD

- 1. Engineered wood flooring is acceptable to 100% of the room (excluding lobby) if the bed is centred on a rug. Room acoustics to meet Brand Standards.
- 2. Solid wood flooring is acceptable to 100% of the room (excluding lobby) if the bed is centred on a rug. Room acoustics to meet Brand Standards.
- 3. Wood should be commercial grade with stain inherent throughout.
- 4. Engineered wood flooring is acceptable if hardwood wear layer is minimum 6mm thick, the inner cores layers to be built up with either a hardwood and/or soft

plywood type of material, which incorporates the tongue and groove system.

UPHOLSTERED FURNITURE

GENERAL CRITERIA

All furniture must be constructed for commercial hospitality use.

Project interior designer is to review shop drawings and finish samples prior to production.

FLAMABILITY: Foam and fabric must meet European requirements EN 1021-1 and N-1021-2, ensuring the fire safety of upholstered furniture for different end use applications, as a minimum requirements (or equivalent) and/or all applicable regional and local codes that exceed these requirements.

FRAMES: All frames are warranted for commercial use, frames carry a five-year warranty.

- 1. All exposed wood or wood trim bases and semi-exposed solid parts to be made from selected hardwoods and to be sound with no splits, checks, knots, tears, open glue lines, wormholes, wind shades or other defects that might affect strength or appearance.
- 2. Frames to be fabricated from solid hardwoods, moisture content 7-9%
- 3. For curved frame parts use, steam bent construction.
- 4. Provide stretchers as necessary for stability.

FRAME FINISH

- 1. Finish with catalysed lacquer or ultraviolet cure to match approved finish samples.
- 2. All finishes must be tested and warranted for commercial use.

JOINTS

- 1. Plywood construction to use a system of “lap joint” to lock components in place.
- 2. Components to be glued and stapled together.
- 3. Solid hardwood components to use double dowel or Mortise + Tenon construction.
- 4. All necessary corners to be reinforced with hardwood corner blocks, which are to be glued and screwed in place.
- 5. Use additional metal fasteners where appropriate to ensure commercial frame strength.

SPRINGS

- 1. 8-gauge sinuous wire springs to be used in all seats. Backs use 10-12-gauge sinuous wire springs. Springs to be attached with metal clips.
- 2. Seat springs to be covered steel wire Flexolator or equal. Springs to be tied together with a 16-gauge tie wire to ensure even weight distribution and lateral stability during use. To be covered with foam, batting and fabric.
- 3. Springs to be of commercial quality to retain 95% memory for a minimum of 5 years.

FOAM SPECIFICATION

- 1. Prior to applying the fabric, it is important that the frame be padded so that at no point will the fabric be touching the wood of the upholstered furniture.
- 2. Seat, back and arm upholstery to be over high density, fire-retardant polyurethane foam. That is then covered with down feather or Dacron.

Guest room

3. Provide Spring-Down cushions consisting of innerspring coils surrounded by foam and wrapped in Dacron. This whole unit is then inserted into a muslin bag of channelled blendown.

4. Chair seat foam to be prefabricated to shape, including all around border, and to be covered with bonded polyester fibre pad on top and bottom. The back of this assembly to be a non-woven fabric laminated to it to prevent springs from working through foam and to add a finished visual surface.

5. Provide 29.2 kg/m³ minimum foam density, ILD (compression) 11.8-13.6 kg to be used for seat cushions, 24.3 kg/m³ minimum foam density, ILD (compression) 6.8 kg to be used for backs. Ensure 85% memory retention for 5 years.

SEAMS:

- 1. All seams to be sewn to be double stitch, 3.2mm depth with 7-10 stitches per inch. Thread to be commercial quality.
- 2. All seams that are required to stretch (seats and backs) are to be sewn with a flexible chain stitch.

UPHOLSTERED ARMS:

- 1. Inside and outside arms to be reinforced and to be covered with cardboard or synthetic woven fabric padded with 2.5 cm of thick foam
- 2. Cover outside arms with synthetic woven fabric covered by fabric.

UPHOLSTERED OUTSIDE BACK

Foam padded and covered with fabric.

GLIDES

Cushioned stainless steel glides are required for furniture on wood floors. Heavy-duty nylon glides are required elsewhere.

DECORATIVE CUSHIONS

(decorative pillows not permitted to beds)

- 1. To be reversible, finished of equal high quality on both sides.
- 2. Fill to be feather / down; fill is blown into an “inner pillow” (all seams sewn) which is stuffed into the pillow cover and closable with a hidden zipper.
- 3. Provide piping at all seams, fabric or cord type piping as specified.
- 4. Pillows are to be overstuffed, bolsters to be firm.
- 5. All stitching to be double / over lock and joined with safety stitching

SOFABED

- 1. Must be fully cushioned and upholstered with 255.15gr of Desotex fiber and 13mm CMHR foam pad.
- 2. Contract quality sleeper mechanism is to be used. Operating instruction label is to be permanently attached to internal structure.
- 3. Sleeper Mattress, beige ticking, 268 kg/m³ density, 13.6 kg compression, Springs: 13 gauge.
- 4. Source 5 upholstery fabrics and heavy duty CMHR 35M foam soft surface fillings.
- 5. The square steel tube frame is of 2mm steel. When mechanism is rolled out sleeping surface to be a minimum of 1.90 meters in length.

- 6. Sleep sets Bed base Sleeper mattress coil count:

90cm. W x 185cm. L x 13cm. H (Coil count: 184)
100cm. W x 185cm. L x 13cm. H (Coil count: 207)
120cm. W x 185cm. L x 13cm. H (Coil count: 253)
130cm. W x 185cm.L x 13cm. H (Coil count: 253)
150cm. W x 185cm. L x 13cm. H (Coil count: 299)

DESK CHAIR

Desk chairs must fit under the desk with adequate legroom and clearance for arms, when applicable. Desk chairs should be task-style with adjustable height and a swivel, 5-prong spider base with dual wheel casters or glides. Chair design must not appear to be an office chair. Fabric: coloured vinyl finishes should be used,

UPHOLSTERY FABRIC

- 1. All fabric patterns are to be evenly spaced on seating cushions, along the width and height of cushion, wall, etc. Large patterns to be centred on seat or chair back.
- 2. Pattern repeat to be noted when calculating amount of fabric required.
- 3. Fabric is to be sewn with special attention to fabric pattern matching at seams;
- 4. If pattern must be piece-cut due to pattern repeat, point of cut to be symmetrical in all directions.
- 5. Abrasion Resistance: Pass minimum test requirement of 30,000 double rubs using Wyzenbeck (back and forth) or Martindale (circular); cotton duck.
- 6. Flammability: must comply with either BS5867, NF P 92 – 504 M1, DIN 4102- B1 or EN 13773 as minimum requirements (or equivalent) and/or all applicable regional and local codes that exceed these requirements.

- 7. Finishes: treated with water and soil treatment. Acrylic or latex backing and lamination are required for stability.
- 8. Colourfastness to Light: Must pass AATCC 16 Option 1 or 3-2003: 40 Hours, Grade 4.
- 9. Crocking: 4.0 dry 3.5 wet or better.
- 10. Pil: Brush Pill ASTM D3511-02, Class 4.5.
- 11. Seam Slippage: ASTM D3597-02-D434-95- Upholstery and Panel Fabrics: 35 pounds per square inch.
- 12. Tensile Strength: Upholstery – 3.5 kg/cm² panel – 2.4 kg/cm².
- 13. Latex or Acrylic Backing: Fabrics used with an exposed seam in a seat cushion must be backed for stability.
- 14. Cleaning of Fabric: Cleanable by water-based cleaning methods.
- 15. Leather: Top quality, aniline dyed leather that is free of blemishes, scratches, and holes is to be used for upholstery. Other leather products may be approved by IHG Interior Design Department per application.

BED SKIRT

Bed skirts are not required, recommend a finished or upholstered platform bed. Box springs are still required with platform beds and require a washable, fitted cover.

Guest room

LIGHTING

GENERAL CRITERIA

Provide Guestroom Entrance lighting, Bedside lights (2), Desk light, Activity light (at lounge/easy chair or sofa), One (1) additional light fitting.

- 1. For fixed fixture requiring installation to wall or ceiling ensure that adequate wall and ceiling metal studs are provided to support weight.
- 2. All lamps, lighting and cabling is to be fabricated and cabled with appropriate electrical fittings and voltage for use in local and regional requirements.
- 3. pecial attention is to be paid that all local codes flammability requirements are met.
- 4. If required for freestanding lamps, ballast to be built into lamp base
- 5. All lamps to be capable of using low energy bulbs, colour warm white (approx. 2700K to 3000K)
- 6. Halogen lamps are forbidden in guestrooms (Excluding ceiling lights).

Recommended:

E27 fittings: LED technology

E14 fittings: LED technology

If using fluorescent, lamps must meet performance of colour quality, instant on, silent, and flicker free operation equivalent to incandescent lamps.

- Table and floor lamps are to have felt or rubber covered underside of base. Lamps that are placed on stone, wood or glass surfaces to have felt underside.
- Wire terminations shall be finger and back of hand safe.
- Fixture switch locations are to be easily identified by and accessible to guests.

LAMP SHADES

- 1. Lamp shades to be sized appropriate for lamp as specified.
- 2. In guest bedrooms and suites lamp shades are to be of washable materials.
- 3. Provide opaque acrylic or glass diffusers for all lamps as specified.

READING LIGHTS

- 1. Provide LED reading lights at headboard, with separate switching at the fixture.
- 2. King beds require one reading light on each side.
- 3. Double/Double or Twin/Twin rooms require one reading light at the outer side of each headboard.

ARCHITECTURAL LIGHTING

- 1. Architectural lighting to be LED technology.
- 2. Recessed down-light or decorative lighting is to be located in the entry foyer with switch at the entry door.
- 3. Recessed down lighting can be used as reading lights above the headboard.
- 4. Vanity light is to be decorative and architectural. Appropriate at the vanity to meet 370 to 385 Lux.
- 5. Master switch to be located at the entry and at one bed sides, master switch activates the entry down lights, bedside lamps, desk lamp, floor and bathroom lighting.

DECORATIVE LIGHTING

- 1. Use Energy efficient lamps, with light output equivalent to 100 Watt incandescent lamps
- 2. Metal components are to be clear-sealed with powder coat to withstand 1000-hour salt spray test.
- 3. Electrical cord should be of sufficient cord length to reach electrical outlet, cable to be concealed rolled

when too long.

- 4. Table lamp and floor lamp bases are to be weighted to prevent tipping.

REQUIRED LIGHTING LEVELS IN LUX FOR TYPICAL GUESTROOMS

At desk top: Minimum Lux 400

At headboard: Minimum Lux 300

Activity Area: Minimum Lux 300

TV Area: Minimum Lux 250

Overall lighting: Minimum Lux 150 to 200

At vanity top: Minimum Lux 400

GUEST CORRIDOR

General lighting: Minimum Lux 110

Elevator lobby: Minimum Lux 160

At guestroom entry: Minimum Lux 160

BEDDING

GENERAL CRITERIA

Bed base, mattress and frames: must be “medium hazard” in compliance with EN 5927-1 and 5927-2.

- 1. Must provide support at edge or outer perimeter and centre of box springs.
- 2. Firm construction with reinforcing edge, pocket springs conforming to industry standards; permanently attached
- 3. Approved specification certification label showing spring count, gauges, and flame retardation and manufacturer’s
- 4. Turning instructions label.
- 5. Rollaways: minimum 0.9m x 1.9m with 100mm thick innerspring mattress.

- 6. Platform beds: or beds with slatted base are not permitted.

7. Mattress filling: Minimum 2.5 kg/m2 (synthetic or natural).

- 8. Bed throw to be reversible, finished of equal high quality on both sides.

ARTWORK AND ARTEFACTS

GENERAL CRITERIA

- 1. All framed artwork corners are to be mitre cut, glued, and joined using V-nails.
- 2. All wall-hung artwork must have 3 point security hardware as a method of hanging. Adhesives are not acceptable.
- 3. Custom packages are to be developed according to Brand design strategy and regional context and reviewed by IHG interior design department.
- 4. Artwork guidelines are available from the IHG Team.

Guest room

WALL FINISHES

WALL COVERING

Type (II) 454 g/m²wall covering is required.

Minimum Width: 130 cm.

Backing: Woven scrim/Fabric scrim is required. Paper back is not acceptable.

Flammability: Must meet EN 13501-1 Flammability Rating under class B-s2, d1 (ClassO) and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.

3.8 cm wide corner guards are required from the top of the floor base. Corner guards should match the colour of the wall. Adhere with clear, silicone adhesive. Visible screws are not acceptable.

Decorative millwork, glass, or other specialty finishes are encouraged for use. Products are to be approved by IHG Interior design department.

INSTALLATION

Adhesives are to be of commercial grade, mould and mildew resistant, and follow manufacturer’s recommendations.

Wall coverings are to be strippable.

Primers are to be used when necessary.

No non-decorative mounting hardware is to be visible.

SKIRTING

Carpet skirting is not acceptable.

Base height should be a minimum of 8 cm. Larger scaled bases are appropriate in larger areas.

Installation hardware should not be visible.

PAINT

1. Painted finish to corridor walls is acceptable, this is not recommended and must be a washable matt emulsion, Washable/scrabble, hard wearing, and flat matt paint with stain resistant quality.

2. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C.

3. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 3 deg C above the dew point; or to damp or wet surfaces.

4. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints etc.

5. Paint or another alternate paint effect surface finish is acceptable per market requirements, submit sample to IHG interior design department for approval.

6. In wet areas semi glossy paint finish is required to the ceiling surface.

7. Concerning Wood Substrates:

- Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.

- Scrape and clean knots, and apply coat of knot sealer before applying primer.

- Sand surfaces that will be exposed to view, and dust off.

- Prime edges, ends, faces, undersides, and backsides of wood.

- After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler.

- Sand smooth when dried.

8. Gypsum Board Substrates: Do not begin paint

application until finishing compound is dry and sanded smooth.

9. Application: Paint surfaces behind movable equipment +furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.

10. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.

EXISTING AUTHENTIC MATERIALS

When retaining existing materials, ensure adequate renovation, including cleaning repairing and polishing as necessary.

CEILING FINISHES

GENERAL CRITERIA

Generally, Ceilings will be smooth finished but, where there is an opportunity to retain aesthetically pleasing inherited materials as a decorative feature, this will require review the with IHG Interior Design Department for approval.

GRID CEILINGS – ARE NOT PERMITTED UNLESS SPECIFICALLY APPROVED BY IHG

PAINT

1. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C.

2. Do not apply paints when relative humidity exceeds

85 percent; at temperatures less than 3 deg C above the dew point; or to damp or wet surfaces.

3. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints etc.

4. Paint or another alternate paint effect surface finish is acceptable per market requirements, submit sample to IHG interior design department for approval.

5. In wet areas semi glossy paint finish is required.

6. Concerning Wood Substrates:

- Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.

- Scrape and clean knots, and apply coat of knot sealer before applying primer.

- Sand surfaces that will be exposed to view, and dust off.

- Prime edges, ends, faces, undersides, and backsides of wood.

- After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler.

- Sand smooth when dried.

7. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.

Guest room

8. Application: Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.

EXISTING AUTHENTIC MATERIALS

When retaining existing materials, ensure adequate renovation, including cleaning repairing and polishing as necessary.

ANTI-SLIP RATINGS

The following anti- slip ratings are the requirements for each project regardless of flooring type and are to be to be confirmed by project interior designer:
R10B - BSSGN17

CARPET

Tufted/printed carpet options would be acceptable sample to be approved by IHG Interior Design Department.

- 1. Weave Type: Woven Axminster
- 2. Pile Yarn: 80% Wool 20% Nylon
- 3. Yarn Count: R674/2, 2/46's
- 4. Backing Material: Polyester, Polypropylene, Conductive Latex with superior film-strength properties or a suitable material.
- 5. 9 rows X 7 Pitches = ± 97.704 /m²
- 6. Tuft Density: 995 per dm²
- 7. Pile Height Above Back: Cut-Pile 7.0 mm
- 8. Total Carpet Thickness: 8.8mm
- 9. Pile Weight above Back: 715 g per m²
- 10. Total Pile Weight: 1047 g per m²
- 11. Width: As ordered with + 1.25% tolerance.
- 12. Weave Type: Woven Axminster, 36 oz.

- 13. Pile Yarn: 80% Wool 20% Nylon
- 14. Yarn Count: R674/2, 2/46's
- 15. Backing Material: Polyester, Polypropylene, Conductive Latex with superior film-strength properties or a suitable material.
- 16. Flammability for carpets and underlay: must be in accordance with the procedures given in the NF EN 13501-1 standard and must pass EN14041 European CE mark for textile and resilient floor covering , and ISO 9239 radiant panel test, and/or all applicable local codes which may exceed these requirements.
- 17. Soil Inhibitors: Must be applied during fibre production NOT topically applied after manufacture of carpet.
- 18. Base: Carpet bases are not acceptable.
- 19. Underlay: Synthetic rubber or rubber compound. 1709 g/m² minimum weight required. Bonded is not acceptable.

CARPET INSTALLATION

Carpet must be installed over padding.
Double stick glue down installation method is required for corridor.
Carpet edges should be appropriately sealed off wherever carpet meets other floor materials.

STONE

Stone hard flooring to be used only in the case of exterior corridors dedicated for resorts.
Non-porous, natural stone is required, except where approved on a case-by-case basis per application by IHG.
Slip resistance: Coefficient of friction should be equal to

a minimum of 0.6 wet/dry on flat surfaces and 0.8 wet/dry on ramps.

TILE

Tile hard flooring to be used only in the case of exterior corridors dedicated for resorts.
Tile should be full body porcelain; ceramic tile is not acceptable.
Slip resistance: Coefficient of friction should be equal to a minimum of 0.6 wet/dry on flat surfaces and 0.8 wet/dry on ramps.

OTHER

Specialty flooring may be approved by IHG interior design department.

FURNITURE CONSTRUCTION AND MATERIALS

Refer to public area requirements.

LIGHTING

Corridors lighting must be divided on 2 circuits for day and night lighting.
Lighting sources should be a combination of architectural and decorative lighting.
All lighting must be labelled for local use or equivalent local certification.
All lighting must meet local electrical code requirements.
In order to maintain guest satisfaction, it is critical that fluorescent lamps meet performance of colour quality, instant on, silent, and flicker free operation equivalent to incandescent lamps.
Guestroom doorways must be illuminated well.

Where energy saver feature lights are used, lights must be flicker-free, instant-on, and illuminate within 1-2 steps of guest entry.

ARTWORK AND ARTEFACTS

GENERAL CRITERIA

All framed artwork corners are to be mitre cut, glued, and joined using V-nails.
All wall-hung artwork must have 3 point security hardware as a method of hanging.
Vinyl wall covering artwork is acceptable, subject to approval by IHG Interior Design Department.
Custom packages are to be developed according to Brand design strategy and reviewedby IHG interior design department.

Public areas

PUBLIC AREAS

This section describes the criteria for the FF&E required for the public space for voco Hotels. Any exceptions to the criteria will require the approval of IHG Interior Design Department.

ATTIC STOCK

Attic stock is required for public spaces in the following minimum quantities:

- Carpets: 5% over quantity ordered.
- Wall covering: 5 – 15% depending upon pattern and repeats.
- Fabrics: Evaluate for each location.

FLOORING

ANTI-SLIP RATINGS

The following anti- slip ratings are the requirements for each project regardless of flooring type and are to be to be confirmed by project interior designer:

Restaurant up to 100 meals per day - R11

Restaurant more than 100 meals per day - R12

Dining rooms including serving counters - R9

Entrance areas - R9

Stairs - R9

Toilets and wash rooms - R10

Buffet food service/counter areas - R10

Entrance areas and stairs - R11 or R10

Sloping ramps (e.g. for wheel-chairs) - R12

Bathroom floors - R10B

Shower rooms - B

Pool surrounds - B

Stairs leading into water - B

Ladders and stairs outside pool area - B

Barefoot passage ways - A

Changing rooms - A

Entry foyers - wet - R10

Entry foyers - dry - R9

Internal ramps/slopes- dry - R10

Areas not covered in these ratings:

- Exterior areas: Exteriors, poll areas, exterior stairways, pool showers etc...
- Areas where, in addition to water, other agents which can increase slipperiness may occur:

AREA RUG

1. Area rugs can be inlaid. Area rugs laid over tile, stone, or wood flooring are only acceptable in low traffic lounge areas
 2. Rugs should include a combination of hand-tufted, cut pile, loop and tip shear construction.
 3. HT-450 WEAVING CONSTRUCTION : 100% HAND-TUFTED
 4. PILE MATERIAL: 100% WOOL
 5. YARN COUNT : 60S, 4 PLY
 6. PILE HEIGHT: 9-10 MM minimum
 7. PILE WEIGHT: 3000 g/m²
 8. PRIMARY BACKING: COTTON BLENDED WITH POLYESTER
 9. SECONDARY BACKING: COTTON CANVAS CLOTH, WITH THICK BORDER
- The edge of hand tufted area rugs must be bevelled with a slope no greater than 1:2.
- All Axminster and natural fibre area rug edges are to be finished to provide a sealed edge.

Use manufacturer’s recommendation for non-slip padding.

Yarn Content: 100% semi-worsted wool in suites. 100% semi-worsted wool or woven Axminster in typical guestrooms.

10. Flammability: Area rugs must be treated and certified flame retardant.

Exceptions are to be approved by IHG Interior Design Department.

CARPET

1. Tufted/printed carpet options would be acceptable sample to be approved by IHG Interior design department.
2. Weave Type: Woven Axminster, 36 oz.
3. Pile Yarn: 80% Wool 20% Nylon
4. Yarn Count: R674/2, 2/46’s
5. Backing Material: Polyester, Polypropylene, Conductive Latex with superior film-strength properties or a suitable material.
6. Minimum required is 9 rows X 7 Pitches = ± 97.704 /m² higher traffic areas may require higher density.
7. Tuft Density: 995 per dm²
8. Pile Height Above Back: Cut-Pile 7.1mm
9. Total Carpet Thickness: 9.1 mm
10. Pile Weight Above Back: 786 g per m²
11. Total Pile Weight: 1048 g per m²
12. Flammability for carpets and Underlay : must be in accordance with the procedures given in the NF EN 13501-1 standard and must pass EN14041 European OE mark for textile and resilient floor covering , and ISO 9239 radiant panel test, and/or all applicable local codes which may exceed these requirements. Soil Inhibitors: Must be applied during fiber production NOT topically applied after manufacture of carpet.
13. Base: Carpet bases are not acceptable.
14. Underlay: Synthetic rubber or rubber compound. 1700 g/m² minimum weight required. Bonded is not acceptable.
15. Carpet samples or strike-off and flooded floor plans must be submitted for approval.

CARPET INSTALLATION

Carpet must be installed over padding.

Double stick installation is recommended.

Seams must be installed with commercial hot-melt tape and seams must have seam sealer applied to all edges.

Carpet edges should be appropriately sealed off wherever carpet meets other floor materials.

STONE

Non-porous, natural stone is required, unless otherwise approved by IHG Interior Design Department.

Slip resistance: Coefficient of friction should be equal to a minimum of 0.6 wet/dry on flat surfaces and 0.8 wet/dry on ramps.

Public areas

TILE

Tile should be full body porcelain; ceramic tile is not acceptable.

Slip resistance: Coefficient of friction should be equal to a minimum of 0.6 wet/dry on flat surfaces and 0.8 wet/dry on ramps.

WOOD

Engineered wood flooring is only acceptable in the fitness area.

1. Faux wood or laminate flooring is acceptable sample to be approved by IHG Interior Design Department.

2. Wood should be commercial grade with stain inherent throughout.

3. Engineered wood flooring is acceptable if hardwood wear layer is minimum 6mm thick, the inner cores layers to be built up with either a hardwood and/or soft plywood type of material, which incorporates the tongue and groove system.

4. Installation should be performed following manufacturers recommendations

5. Acrylic impregnated finish is required.

6. Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.

Wood should be commercial grade with stain inherent throughout.

Interior designer should review technical information with owner and IHG Interior Design Department.

OTHER

Rubber flooring is to be used in the fitness centres where applicable.

Concrete flooring is to be have colour impregnated rather than topically stained.

Cork, bamboo, and leather flooring may be approved per application by IHG interior design department.

WINDOW TREATMENTS

DESCRIPTION

Blackout drapery is required in areas using audio-visual presentations such as meeting rooms, boardrooms, and ballrooms.

GENERAL CRITERIA

FABRICS

1. Window treatment fabrics are to be pre-shrunk before fabrication if the fibre being used has not been treated for shrinkage.

2. Window treatment fabrics are to be treated with water and soil resistant treatment.

Colourfastness: BS EN ISO 105-A01:2010 UK - BS5867 Curtain AATCC 16 Option 1 or 3-2003: 60 Hours, Grade 4, ASTM D3691, 1974 or 16E.

3. Wet and Dry Crocking: 4.0 dry, 3.5 wet or better.

4. Pill: Brush Pill ASTM D3511, Class 4.5.

5. Seam Slippage: 24.3 kg/m².

Tensile Strength: ASTM D5034-95 (2001) (Grab Test) 17.4 kg/m², warp and fill for fabrics over 6 ounces per square yard, and 24.3 kg/m² for fabrics less than 6 ounces.

6. Flammability: must comply with either BS5867, NF P 92 – 504 M1, DIN 4102- B1 or EN 13773.

7. All draperies, linings and sheers must be flame-retardant to pass this flammability requirement and any regional and local governing codes. This treatment must be inherent, not topical.

8. Primary window treatment fabrics are to include blackout lining when a blackout is not installed on a separate traverse track.

9. 100% blackout opacity is required for all guestrooms and suites.

10. Ensure that face panels conceal the hem of the secondary panels.

11. 5. Abrasion Resistance: Pass minimum test requirement of 35,000 double rubs using Wyzenbeck (back and forth) or Martindale (circular); cotton duck.

HARDWARE

1. Window treatments are to be installed on traverse tracks with baton pulls mounted in front of the curtain fabric.

2. Commercial quality extruded aluminium tracks are required.

3. Ceiling-mounted tracks are preferred over wall-mounted tracks.

4. All hardware (including staples) is to be galvanized or anti-rust.

5. Ball-bearing carriers are preferred over nylon carriers. Draperies must move easily when opened and closed.

6. Overlap master carriers are required on all centre-draw drapery treatments. Light must be blocked 100% from the centre & edges.

7. Electrically motorized traverse tracks can be an option.

8. All hardware is to be warranted for commercial use.

9. All hardware is to be concealed in a recessed architectural pocket or behind a wood or upholstered valance.

DECORATIVE/BLACKOUT PANELS

1. Window treatments are to be installed on traverse tracks with baton pulls mounted in front of the curtain fabric.

2. Minimum 150% fullness is required. Increased fullness is to be determined by specific window and accompanying window treatment fabrics.

3. Hems to be doubled 8-10 cm deep sewn with blind hemstitch.

4. Blackout lined over drape to use 2-pass blackout.

Three-pass blackout to be used when blackout is used as a separate track.

5. All corners and hems are to be weighted.

6. Centre-draw draperies are to overlap at centre using master carrier to prevent light leakage.

7. Finished length of draperies to be 10mm above the finished floor.

SHEERS

1. Minimum 200% fullness required, 300% if sheer is used as the over drapery material.

2. Hems to be doubled 8-10 cm deep sewn with blind hemstitch or serge over a chain weight.

3. All corners and hems are to be weighted.

4. Centre-draw hems are to overlap at centre using master carrier.

5. Finished length of sheers to be 10mm above the finished floor.

Public areas

WALL FINISHES

Generally, walls will be smooth finished but, where there is an opportunity to retain aesthetically pleasing inherited materials, such as brick or stone, then it should be taken. Walls maybe clad with appropriate materials and finishes to give spirit and character.

WALL COVERING

1. Vinyl wall covering can be used in different areas or as a decorative mural. A minimum Type (I) 350 g/² quality is required.
2. Width: Guestroom - 130 cm; Guest Bath: 65 cm.
3. Backing: Woven scrim/Fabric scrim is required. Paper back is not acceptable.
4. Flammability: Must meet EN 13501-1 Flammability Rating under class B-s2, d1 and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.
Wall covering installation:
5. Adhesives are to be of commercial grade, mould and mildew resistant, and follow manufacturer's recommendations.
6. Wall coverings are to be strippable.
7. Primers are to be used when necessary.
8. No non-decorative mounting hardware is to be visible.

PAINT

1. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C.
2. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 3 deg C above the dew point; or to damp or wet surfaces.

3. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints etc.
4. Paint or another alternate paint effect surface finish is acceptable per market requirements, submit sample to IHG interior design department for approval.
5. In wet areas semi glossy paint finish is required to the ceiling surface.
6. Concerning Wood Substrates:
 - Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.
 - Scrape and clean knots, and apply coat of knot sealer before applying primer.
 - Sand surfaces that will be exposed to view, and dust off.
 - Prime edges, ends, faces, undersides, and backsides of wood.
 - After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler.
 - Sand smooth when dried.
7. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.
8. Application: Paint surfaces behind movable equipment furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
9. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.

EXISTING AUTHENTIC MATERIALS

When retaining existing materials, ensure adequate renovation, including cleaning repairing and polishing as necessary.

BASE

1. Carpet base is not acceptable.
2. Base height should be a minimum of 10 cm. larger scaled bases can be appropriate if complementing the design concept.
3. Installation hardware should not be visible.

CEILING FINISHES

GENERAL CRITERIA

Generally, Ceilings will be smooth finished but, where there is an opportunity to retain aesthetically pleasing inherited materials as a decorative feature, this will require review the with IHG Interior Design Department for approval.

GRID CEILINGS – ARE NOT PERMITTED UNLESS SPECIFICALLY APPROVED BY IHG

PAINT

1. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C.
2. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 3 deg C above the dew point; or to damp or wet surfaces.
3. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints etc.

4. Paint or another alternate paint effect surface finish is acceptable per market requirements, submit sample to IHG interior design department for approval.
5. In wet areas semi glossy paint finish is required.
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 - Flammability: Must meet EN 13501-1 under class B-s2, d1 Flammability Rating and/or equivalent regional and local codes for flammability and toxicity that may exceed these requirements.
 - Scrape and clean knots, and apply coat of knot sealer before applying primer.
 - Sand surfaces that will be exposed to view, and dust off.
 - Prime edges, ends, faces, undersides, and backsides of wood.
 - After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler.
 - Sand smooth when dried.
7. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.
8. Application: Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.

EXISTING AUTHENTIC MATERIALS

When retaining existing materials, ensure adequate renovation, including cleaning repairing and polishing as necessary.

Public areas

FURNITURE/ CONSTRUCTION AND MATERIALS
GENERAL CRITERIA

All materials to have finished edges without chips, splinters or sharp edges.

1. Include all necessary hardware and fittings to insure complete product installation.

2. Any treatments made to a finished surface in order to meet building code requirements are not to in any way change or affect the colour, pattern or finish of the specified item.

3. All glass shelving, doors, glass panels and tops etc. are to be of safety glass.

4. All wood countertops to have additional 6 mm. safety glass top with bevelled edges; transparent rubber pads to be provided in all corners or as required.

Provide heavy-duty, contract- quality, non- rusting glides acceptable for specified floor material. Glides to be fitted onto furniture in factory and affixed to furniture piece with nails.

5. All wood edges to be solid wood, min. 5mm thick

6. Special attention is to be paid that all local flammability requirements are met.

7. Any materials that are used in, or affected, by outdoor weather conditions must be appropriate for, or protected against, high humidity and intense sun exposure.

8. Ventilation slots to be backed with black gauze fabric unless otherwise

9. Countertops: stone or wood pores to be filled + sealed and to be waterproof as required

10. All furniture must be constructed for commercial hospitality use.

11. Supplier is responsible for the structural integrity and

durability of finish and construction of any casegoods produced.

12. Project interior designer is to review shop drawings and finish samples prior to production.

CASEGOODS

1. Mortise and Tenon and/or double wood dowel joints are to be used.

2. All panels are to be corner blocked, glued, & cross-screwed.

3. All furniture quality screws will have sufficient screw type bit. Clamp nails are to be used on mitred bases and aprons.

4. All glues shall be a commercial furniture grade for superior strength. Excess glue is to be removed from visible areas before finishing.

5. All exposed work shall be carefully matched to produce continuity of veneer line and design.

6. Joinery is to be strengthened with screw cleats.

7. Glued and screwed corner blocks in both directions.

8. Full size back panels are to be secured at all four corners for additional stability.

9. All casegoods are to be warranted for commercial use.

10. All wood materials to be kiln-dried to 7-9% moisture content.

11. Core – Top and Side Panel

a. Industrial grade fibreboard or flake board, with balancing backer to face material and 730 kg/m³ density.

b. Medium Density Fibreboard (MDF) is acceptable when fully-sealed with veneer. Any exposed edges must be sealed with polyurethane to prevent moisture.

TOP MATERIAL

1. Acceptable tops include: wood veneer with protective finish, stone, glass, granite, special tiles, and engineered stone. If glass is used over wood, use 6mm non-tempered glass on silicon pads.

2. Wood veneer tops should have balancing backer sheet with solid hardwood.

3. Plastic laminate tops are acceptable only high grade commercial feature material could be accepted after submittal to IHG Interior Design Department.

4. Specialty materials may be reviewed and approved by IHG Interior Design Department.

BASE/ LEGS

1. Cushioned stainless steel glides are required for furniture on wood floors. Heavy-duty nylon glides are required elsewhere.

2. Ensure bottom edges are finished to prevent moisture damage.

FINISH

Casegoods are to have a durable, commercial hospitality quality finish.

HARDWARE

All metal hardware or decorative details to be finished with corrosion protective coating.

UPHOLSTERED FURNITURE

GENERAL CRITERIA

All furniture must be constructed for commercial hospitality use.

Project interior designer is to review shop drawings and

finish samples prior to production.

FLAMABILITY: Foam and fabric must meet European requirements EN 1021-1, EN-1021-2, ensuring the fire safety of upholstered furniture for different end use applications, as a minimum requirements (or equivalent) and/or all applicable regional and local codes that exceed these requirements.

FRAMES: All frames are warranted for commercial use, frames carry a five-year warranty.

1. All exposed wood or wood trim bases and semi-exposed solid parts to be made from selected hardwoods and to be sound with no splits, checks, knots, tears, open glue lines, wormholes, wind shades or other defects that might affect strength or appearance.

2. Frames to be fabricated from solid hardwoods, moisture content 7-9%

3. For curved frame parts use, steam bent construction.

4. Provide stretchers as necessary for stability.

FRAME FINISH

1. Finish with catalysed lacquer or ultraviolet cured to match approved finish samples.

2. All finishes must be tested and warranted for commercial use.

Public areas

JOINTS

1. Plywood construction to use a system of “lap joint” to lock components in place.
2. Components to be glued and stapled together.
3. Solid hardwood components to use double dowel or mortise + tenon construction.
4. All necessary corners to be reinforced with hardwood corner blocks, which are to be glued and screwed in place.
5. Use additional metal fasteners where appropriate to ensure commercial frame strength.

SPRINGS

1. 8-gauge sinuous wire springs to be used in all seats. Backs use 10-12-gauge sinuous wire springs. Springs to be attached with metal clips.
2. Seat springs to be covered steel wire flexolator or equal. Springs to be tied together with a 16-gauge tie wire to ensure even weight distribution ad lateral stability during use. To be covered with foam, batting and fabric.
3. Springs to be of commercial quality to retain 95% memory for a minimum of 5 years.

FOAM SPECIFICATION

1. Prior to applying the fabric, it is important that the frame be padded so that at no point will the fabric be touching the wood of the upholstered furniture.
2. Seat, back and arm upholstery to be over high density, fire-retardant polyurethane foam. That is then covered with down feather or Dacron.
3. Provide Spring-Down cushions consisting of innerspring coils surrounded by foam and wrapped in Dacron. This whole unit is then inserted into a muslin bag of channelled blendown.
4. Chair seat foam to be prefabricated to shape, including all around border, and to be covered with bonded polyester fiber pad on top and bottom. The back of this assembly to be a non-woven fabric laminated to it to prevent springs from working through foam and to add a finished visual surface.

5. Provide 29.2 kg/m³ minimum foam density, ILD (compression) 11.8-13.6 kg to be used for seat cushions, 24.3 kg/m³ minimum foam density, ILD (compression) 6.8 kg to be used for backs. Ensure 85% memory retention for 5 years.

SEAMS

1. All seams to be sewn to be double stitch, 3.2mm depth with 7-10 stitches every 25 mm. Thread to be commercial quality.
2. All seams that are required to stretch (seats and backs) are to be sewn with a flexible chain stitch.

UPHOLSTERED ARMS:

1. Inside and outside arms to be reinforced and to be covered with cardboard or synthetic woven fabric padded with 2.5 cm of thick foam
2. Cover outside arms with synthetic woven fabric covered by fabric.

UPHOLSTERED OUTSIDE BACK

Foam padded and covered with fabric.

GLIDES

Cushioned stainless steel glides are required for furniture on wood floors. Heavy-duty nylon glides are required elsewhere.

DECORATIVE PILLOWS

1. To be reversible, finished of equal high quality on both sides.
2. Fill to be feather / down; fill is blown into an “inner pillow” (all seams sewn) which is stuffed into the pillow cover and closable with a hidden zipper.
3. Provide piping at all seams, fabric or cord type piping as specified.
4. Pillows are to be overstuffed, bolsters to be firm.
5. All stitching to be double / over lock and joined with safety stitching

BOARDROOMS AND MEETING ROOMS

1. Executive style chairs in leather with a 5-prong spider base and dual-wheel casters are to be used in boardrooms.
2. Provide console, side table, or built-in counter for F&B service.
3. Where TVs are wall mounted, ensure proper installation to prevent sound transmission to outside of the room.
4. Provide connectivity in boardroom table to accommodate TV, AV, data, phone, and computer cables and wires.
5. Provide stacked chairs in meeting rooms. Ensure ganging device is included.
6. All wires should be concealed.
7. Televisions should be mounted on a millwork panel, finished recessed application, or within enclosed cabinetry.
8. Dimming lighting and media audio panels should be located in easily accessible areas to guests per room.

LIGHTING

Lighting consultant is required for the public areas of each project, lighting concept and layout to be reviewed by IHG Interior Design Department.

GENERAL CRITERIA

1. Lighting fixtures should include a combination of ambient, decorative, and task.
2. Lighting must be locally approved and labelled.
3. Lighting must meet regional and local codes.
4. Public space required lighting levels are (in Lux): Main Entrance: Minimum Lux 310. Lobby: Minimum Lux 310. Front Desk: Minimum Lux 310.
5. Lighting should be dimmable in all front of house public areas except restrooms and recreational areas.
6. A programmable dimming panel should be located in a back of house area for all public areas.(Ideally the public are will be visible from switch location) Except for Function areas dimming lighting and media audio panels should be

located in easily accessible areas to guests per room.

ARCHITECTURAL LIGHTING

1. Architectural lighting to be CFL / LED technology.
2. Recessed down lighting can be used as reading lights above \ the headboard.
3. Instant-on, flicker-free light at wardrobe/closet. The switching should be automatic with the closet door swing.
4. In public sanitary Vanity light is to be decorative and architectural. Appropriate at the vanity to meet 370 to 385- lux minimum.

DECORATIVE LIGHTING

1. Use Energy efficient lamps, with light output equivalent to 100 Watt incandescent lamps
- b. Metal components are to be clear-sealed with powder coat to withstand 1000-hour salt spray test.
- c. Electrical cord should be of sufficient cord length to reach electrical outlet, cable to be concealed and rolled when too long.
- d. Table lamp and floor lamp bases are to be weighted to prevent tipping.
- e. Metal components should be clear-sealed with powder coat to withstand 1000-hour salt spray test.
- f. Electrical cord should be of sufficient cord length to reach electrical outlet.
- g. Table lamp and floor lamp bases are to be of sufficient weight to prevent tipping.

ARTWORK AND ARTEFACTS

GENERAL CRITERIA

All public space artwork and artefacts must be installed with the appropriate lighting. Artwork and artefacts specification book and location plan must be submitted to IHG Interior Design Department for review and approval prior to purchase.

Room size requirements

Areas in m² - guidelines only - subject to detailed planning, site constraints, market analysis and operational requirements.

Number of rooms	100	150	200	300
Public / back of house Net (see details opposite) 31% total gross	1519	2100	2690	3960
Guestroom areas 69% total gross	3357	4535	6265	8814
Hotel total gross area	4876	6774	8995	12774

Rule of thumb
For initial rough estimates of the overall gross building area a figure of approximately 44-49m²/room can be used

Guestroom corridors

Primary Corridor
minimum width 1.40m - 1.50m preferred

Secondary Corridor
minimum width 1.20m

Floor / Ceiling Height
minimum 2.30m.

Number of rooms
Public areas m² Lobby / Reception Food & Beverage Toilets Meetings Leisure / Fitness Circulation Total

Back of house areas m² Administration Housekeeping Plant Room Kitchen / Food Storage Employee Facilities Circulation Total

Public & BOH gross area
Overall gross area / room
Public areas only / room

Room size requirements

Room net areas by type and occupancy Room type - Bed configuration Room type - Bed configuration of guests	Max. No	Minimum net area	Recommended net area. new build and conversion	Room dimensions / Spatial requirements Gross area per room
Rooms suitable for 1 or 2 guests				- Minimum 23m² - preferred 28m². - Minimum room width is to be 3.3m - preferred 3.6m. - Guestroom doors minimum 850mm wide.
Double (1 x 1.35m-1.4m bed)	2	12.5m2	14.3m2	Ceiling height Bedroom Min. 2.3m Preferred 2.4m Lobby Min. 2.1m Preferred 2.15m Bathroom Min. 2.2m Preferred 2.3m
Queen (1 x 1.5m-1.7m bed)	2	12.5m2	14.5m2 - 15.5m2	
Euro Twin (2 x 1.0m-1.2m beds)	2	13.5m2	15.5m2 - 16.5m2	
King (1 x 1.8m-2.0m bed)	2	15.5m2	16.5m2 - 18.0m2	
Executive (min. 1 x 1.6m bed)	2	15.5m2	Min. 15.5m2	
Suites (min. 2 separate rooms)	4	25m2 (Combined floor area)	Min. 25m2	
Rooms suitable for multiple occupancy				
Queen sofa (queen bed +1.0m sofabed)	3	14.5m2	15.5m2 - 16.5m2	Room mix Room mix will be subject to a market study and the physical limitations of the building structure and must be approved by IHG.
Queen sofa (queen bed +1.35m sofabed / 2.0m pullout sofabed)	3	15.5m2	16.5m2 - 17.5m2	
Double double (2 x1.35m-1.4m bed)	4	16.5m2	16.5m2 - 18.5m2	- It is recommended that executive room guestrooms are provided in voco hotels. If provided, a minimum of five or 5% of guestroom stock is to be provided. The maximum is 25% of the guestroom stock. It is recommended that executive room guestrooms are grouped together to provide executive room floors or areas.
				- Suites are optional. Where provided, suites may make up to a maximum of 15% of the guestrooms inventory.
				- A minimum of 10% of guestrooms must be interconnecting.

Heart of house

Our brands are a promise brought to life by our people. Our colleagues draw inspiration from their working environment. The back of house is a place where there is so much going on for the teams. It is where they come together to get ready for the day and reconnect in the middle of a busy shift. It is because this is such an important part of the hotel that we are leading the industry with this opportunity to get the very best out of this space. We call it 'Heart of House'.

Administration

Administrative areas accessible to guests must reflect the quality and standards of the hotel's public areas.

- All offices to have ergonomically designed office furniture and equipment to enhance staff safety and comfort.

- Natural daylight to offices strongly recommended for staff health and well-being and also as required by local/national regulations.

- The main fire alarm panel must be fitted near a permanently manned workstation, ideally in the back office near reception. Mimic repeater panels can be located elsewhere such as the Engineering Dept.

- The IT server room should ideally be located nearby the reception back office for easy access. A split A/C system is strongly recommended due to the high level of latent heat loads generated by the equipment here.

Administration offices include:

General Manager / Secretary / Assistant Manager /

Revenue Manager / F&B Manager / Banqueting Manager / Director of Sales / Sales & Reservations / Personnel Office / Hotel Financial Controller / Housekeeper / Maintenance and/or Engineer.

Staff facilities

- Separate male and female staff restroom and locker facilities and employee break dining facilities are required. These facilities must be located away from guest areas.

- Employee facilities must be well maintained, ventilated, clean and adequately lit.

Linen and housekeeping areas

- Staff circulation from the laundry to the guestrooms must be through the back of house walkways.

- Laundry / Housekeepers office to be located near to linen storage.

- Clean linen and dirty laundry store to be provided.

- Linen chutes where provided, must be fire rated have rated closures as well as fire alarms for protection.

- Minimum one service room per guest floor. Service elevators should open to these areas where possible, also linen shafts (if provided) should open to these areas.

Kitchen

- Walls and ceilings to be moisture resistant and washable.

- It is recommended that all kitchen walls are finished with full height ceramic tiling.

- All kitchen doors are to be solid core, minimum 900mm wide and provided with automatic self closers, kick plates and push plates.

- Floors to be waterproof and have a non-slip surface, minimum R11/R12, poured epoxy flooring strongly recommended.

- Lighting to be recessed in the suspended ceiling with flush mounted, cleanable diffusers.

- An IHG approved automatic fire suppression systems must be fitted in the exhaust hood above all cooking equipment. A manual over-ride switch must also be provided.

- Automatic and manual power/fuel emergency cut-off switches must be installed nearby the cooking equipment.

Back of house corridors

- Minimum corridor width 1.8m on trolley routes, 1.4m on other routes.

- Secondary corridors to be 1.2m wide minimum.

- Floor / ceiling height: minimum 2.2m, preferred 2.4m.

Storage areas

The following minimum requirements must be addressed:

- Laundry and linen storage, housekeeping storage etc. must be provided along with service rooms on each guest floor level.

- Space must be provided for miscellaneous stores, for example cold stores, dry food stores, beverage stores (chilled and ambient), waste stores and maintenance etc.

- Whilst laundry services are generally outsourced, and in the absence of an on-site service, it is recommended that minimum facilities be provided in the event of an emergency, such as a 10kg washer, a 10kg dryer and a light industrial clothes press.

Service lifts

The following minimum requirements must be addressed:

- A minimum of one dedicated service goods lift should be provided to service all floors.

- Depending on the number of guestrooms and floors served within the hotel, additional service

Heart of house

lifts may be required to cater for all housekeeping, kitchen, room service, conference & banqueting, maintenance and back of house service requirements.

General
The following minimum recommended requirements must be addressed:

- Corridor width on trolley routes to be 1.8m and 1.4m elsewhere.
- Wall and corner guards are recommended in all service corridors.
- The hotel must have permanent screening around any service areas potentially visible to hotel guests.
- Space for adequate refuse storage required, including for waste compactor and refrigerated storage.

Accessibility

General
- Barrier-free access to all areas of the hotel must be provided.

- Disability parking spaces equivalent to the hotel wheelchair accessible room provision (two minimum, 3.6m wide) must be provided close to the hotel entrance.

- Barrier-free access to the lobby and front desk, lounge, restaurant / bar, meeting rooms, fitness studio and guest room floors must be provided.

- Separate male, female and accessible restrooms must be provided.

- Floor to be slip resistant natural stone to comply with DIN 51097 'B' or R10.

- Devices for the use of hearing and / or visually impaired guests, for example, fixed or portable induction loop systems or clipboard loop systems, will be available in the hotel.

- Thermostatic control of hot water temperatures to accessible public washroom must be provided.

Wheelchair accessible guestrooms
- In the absence of statutory requirements a minimum of one accessible guestroom must be provided for each 200 rooms (or part thereof) in the hotel.

- Accessible rooms are to be fitted with pull cord alarms

in the bathroom and at the headboard, both wired in parallel and linked directly to the front desk. The pull cord in the bathroom must extend to floor level.

- Pull-cord alarms must be installed adjacent to shower, WC and to the wheelchair accessible side of the bed. They must be linked to the guest service centre or other location that is monitored 24 hours a day.

- Preferably cords will be wall / casegood mounted beside the bed and must reach the floor.

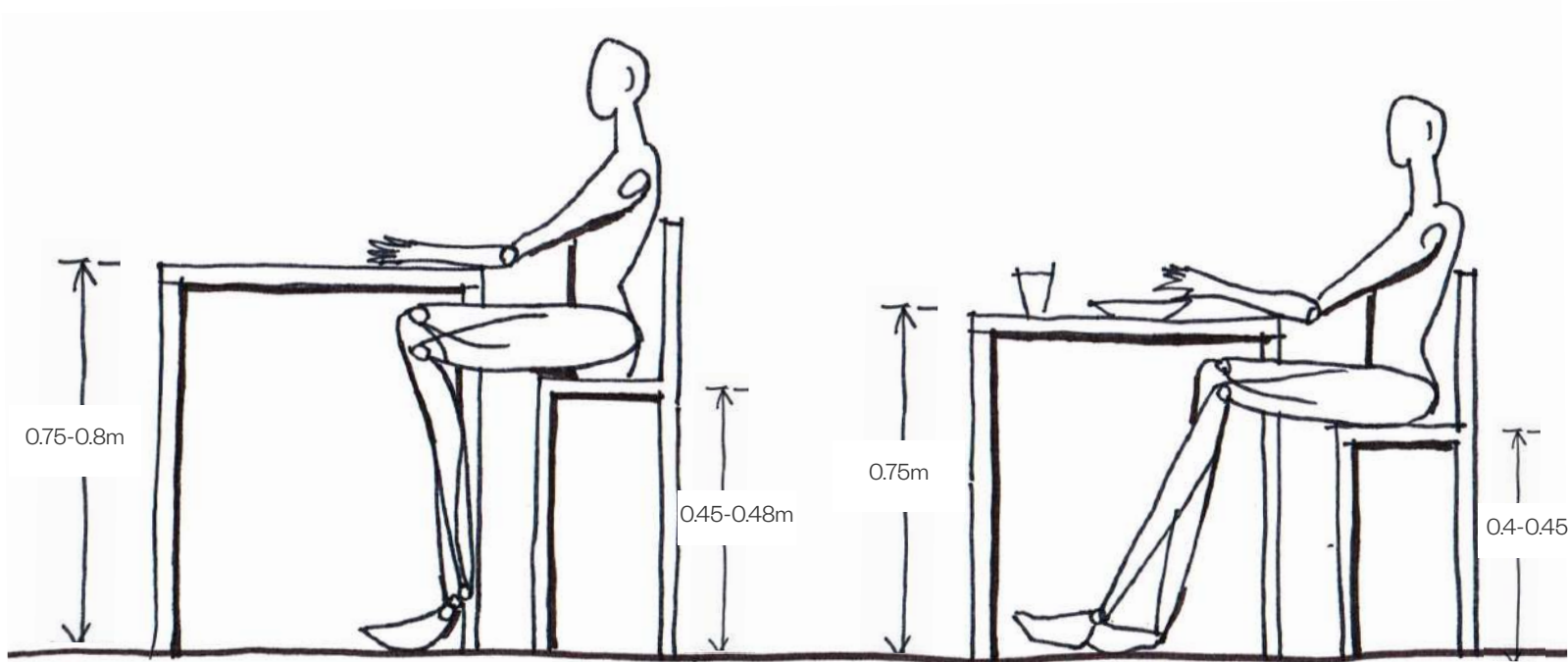
- An emergency light is required in the entry lobby and a flashing warning lamp connected to the fire alarm system is required on the bed-facing wall.

- Accessible guestrooms must be interconnected with a standard guestroom.

- All accessories such as A/C thermostats plus lighting switches must be mounted at a maximum height of 1.2m above floor level.

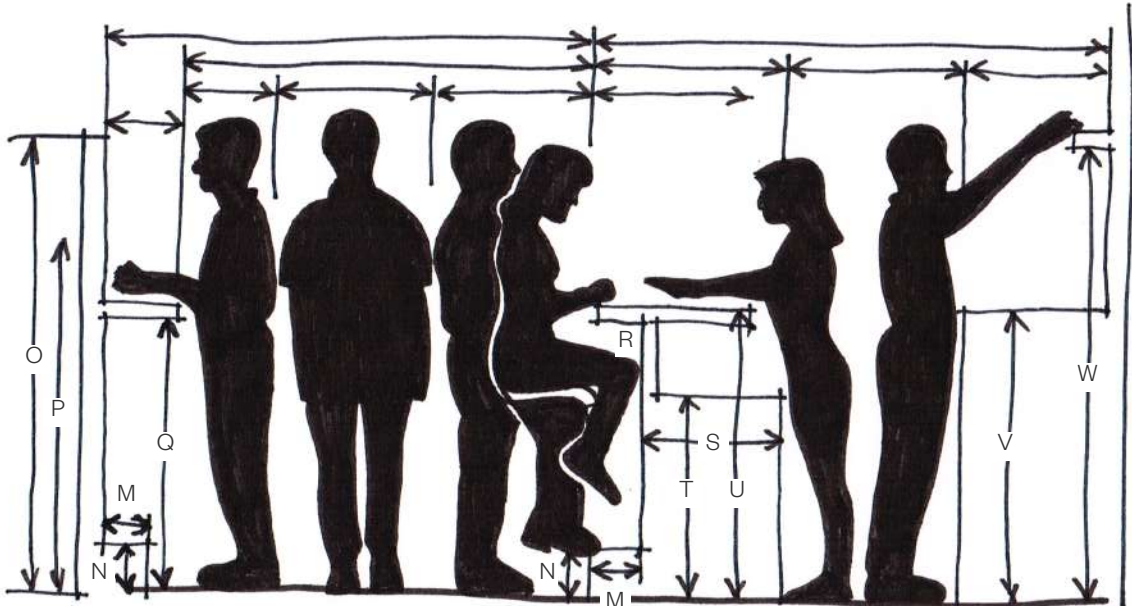
- The wardrobe must have dual height clothes hanging rails.

Recommended ergonomics



WORKING TABLE KEY DIMENSIONS

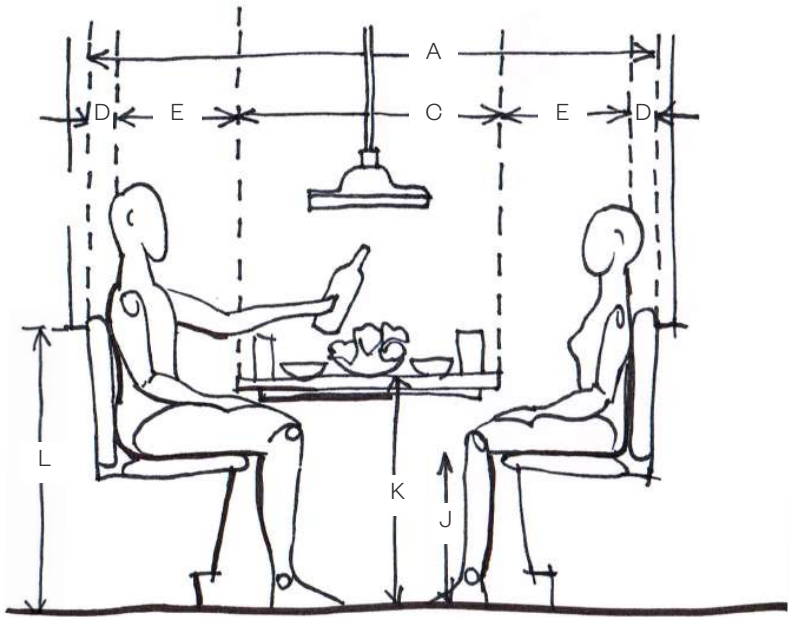
DINING KEY DIMENSIONS



FOOD & DRINK KEY DIMENSIONS

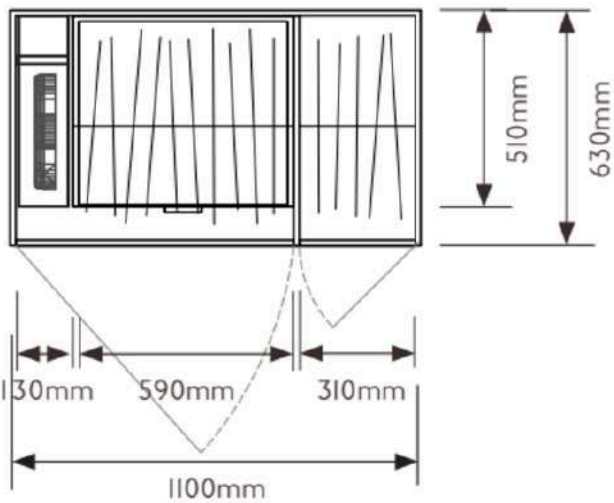
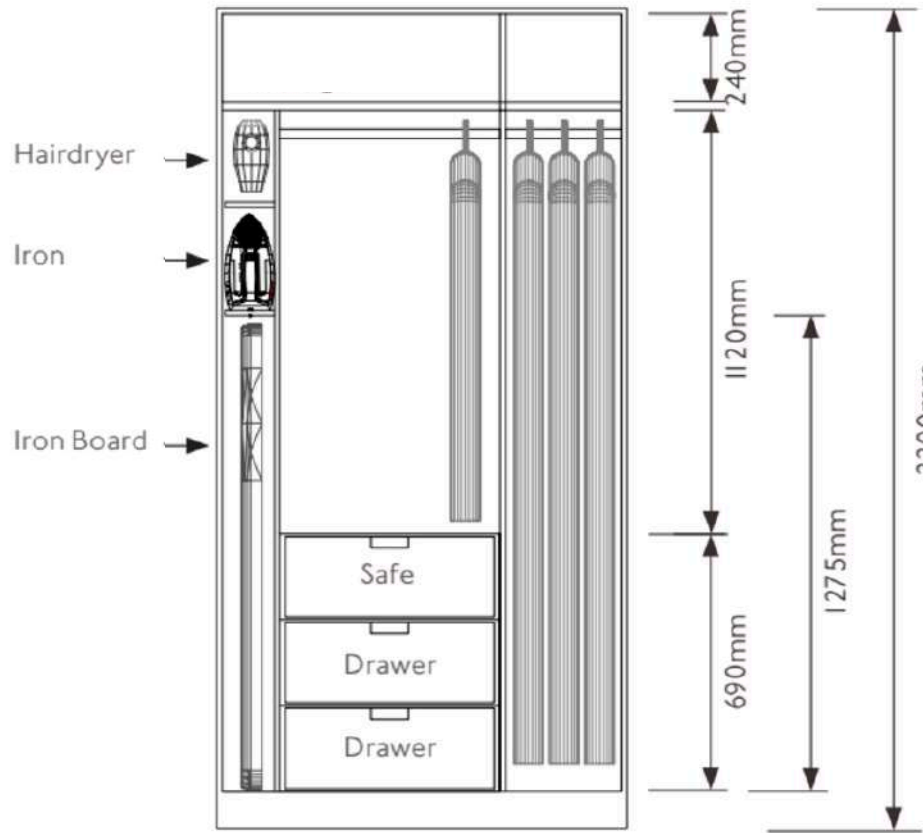
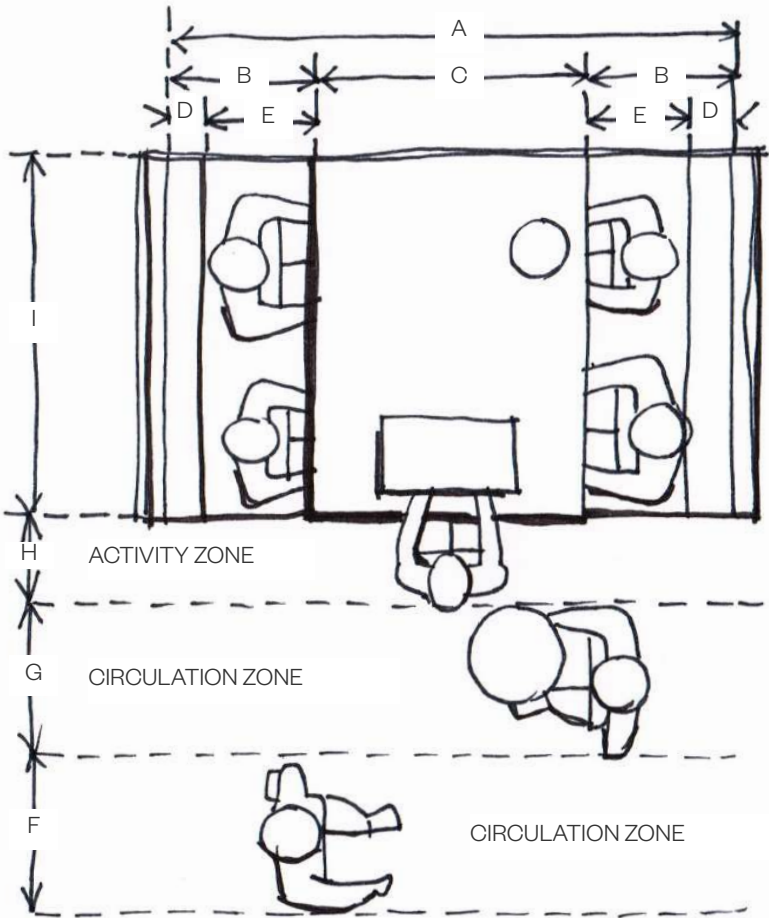
A) Outer bar edge to wall	1930 - 2130
B) Outer bar edge back wall	2080 - 2640
C) Outer bar edge to drinking shelf	1675 - 1830
D) Outer bar edge to equipment edge	585 - 712
E) Behind bar traffic area	762 - 915
F) Back bar depth	610 - 762
G) Drinking shelf depth	254 - 305
H) Drinking shelf customer area	460
J) Customer traffic area	762
K) Bar seating area	458 - 610
L) Bar depth	458 - 610
M) Footstep depth	150 - 230
N) Footstep height	180 - 230
O) Room divider screen (high)	1930
P) Room divider screen (low)	1400
Q) Drinking shelf height	1065 - 1145
R) Top of barstool to bottom of bar	280 - 305
S) Depth of behind bar equipment	560 - 660
T) Behind-bar equipment height	760
U) Bar height	1065 - 1145
V) Back bar height	915 - 1065
W) Back wall shelf height	1525 - 1750

All dimensions in mm



WORKING KEY DIMENSIONS

A) 1650 - 2030mm	G) 915mm
B) 445 - 570mm	H) 460mm
C) 760 - 1015mm	I) 1220 - 1370mm
D) 50 - 150mm	J) 405 - 460mm
E) 420 - 445mm	K) 710 - 760mm
F) 760mm	L) 910 - 1220mm



NOTE WARDROBE DIMENSIONS ARE FOR MINIMUM ACCEPTABLE WARDROBE SIZE

Thank you