

AN ORDINANCE PRESCRIBING RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF DORMITORIES AND BOARDING HOUSES IN THE CITY OF MANILA, PROVIDING PENALTIES FOR VIOLATION THEREOF; AND FOR OTHER PURPOSES.

Be it ordained by the Municipal Board of the City of Manila, that:

SECTION 1. Dormitory and boarding house defined.- Any dormitory or boarding house within the meaning of this Ordinance shall be held to include any house or building or portion thereof in which six or more persons may be regularly accepted as boarders for compensation by the day, week or month.

SEC. 2. Permits, licenses.- It shall be unlawful for any person, entity or corporation to own, keep, maintain or conduct any boarding house or dormitory without first obtaining a permit from the Mayor and a license therefor duly approved by the proper city authorities. The permit and license abovementioned shall specify the number of persons permitted to dwell or board in every boarding house or dormitory and shall always be displayed in a conspicuous place therein and no person shall maintain or conduct any dormitory or boarding house except in accordance with the terms and conditions of the license issued therefor.

SEC. 3. Classes of dormitories and boarding houses.- For the purpose of this Ordinance, dormitories and boarding houses shall be classified as follows:

- CLASS A: - Dormitories and boarding houses having accommodations for 50 boarders or more;
- CLASS B: - Dormitories and boarding houses having accommodations for 30 boarders or more but less than 50;
- CLASS C: - Dormitories and boarding houses having accommodations for 20 boarders or more but less than 30;
- CLASS D: - Dormitories and boarding houses having accommodations for more than five (5) but less than 20 boarders.

SEC. 4. License fees for dormitories and boarding houses.- There shall be paid for every license granted for dormitory and boarding house an annual license fee as follows:

Class A	P 120.00
Class B	60.00
Class C	30.00
Class D	10.00

SEC. 5. Contents of Application.- Every person desiring to secure permit and license to own, keep, conduct or maintain any dormitory or boarding house shall, in his application, make a detailed statement of the following:

- a. The kind of construction of the building;
- b. The size of each room for guests or boarders;
- c. Sanitary facilities;
- d. The condition of light and ventilation;
- e. The greatest number of persons that can be accommodated at any one time;
- f. Size of dining room;

- g. Size of kitchen; and
- h. Number of employees.

SEC. 6. Dormitory and boarding house registers, premises and facilities open to inspection.-- No owner, manager, keeper or duly authorized representative of a dormitory or boarding house shall entertain or accept any guest, customer, or boarder therein, or let any room or other quarter to any person or persons before such person or persons have accomplished and signed the following form in the presence of and certified by such owner, manager, keeper or duly authorized representative.

REGISTRATION FORM
(Required by Ordinance No.)
City of Manila

Registration No. _____

M _____
Surname, Given Name, Middle Name Date of Birth

_____ Provincial Address City Address

_____ Occupation Civil Status Sex

_____ Name and Address of Parent, Guardian or Nearest Relative in Manila

_____ Purpose of Stay in Manila

_____ If a Student, School Where Enrolled

_____ If Working, Name and Address of Employer

Res. Cert. No. A- _____ issued at _____ on _____
(If 18 years of age or over)

I hereby certify that the foregoing statements are true and correct.

Signature

(Do Not Write Below)

(To be accomplished by the owner, manager, keeper or duly authorized representative)

I hereby certify that the person whose signature appears above has personally filled up and signed this Registration Form in my presence.

Date Registered: _____ Time: _____
Date Discharged: _____ Time: _____
Amount Paid: _____ O.R. No. _____

Remarks: _____

(Owner/Manager/Keeper/Duly Authorized Representative)

All guests, boarders or customers in such dormitory or boarding house shall be required to fill out and sign the foregoing form. Information stated in the said forms as required by this Ordinance should be true and correct. Such registration forms or records shall be kept and bound together by such owner, manager, keeper, or duly authorized representative. Such registration forms or records, and the premises and facilities of dormitories and boarding houses shall be open for inspection by the Mayor and/or the Chief of Police, or their duly authorized representatives.

SEC. 7. Type of buildings.- a. Any 3-story building erected for dormitory or boarding house for the accommodation of over 100 persons or any building or section of building exceeding 3-story to be used for said purposes, shall be of reinforced concrete structural framing or of steel structural framing covered with concrete. **PROVIDED, HOWEVER,** That existing 3-story buildings presently being utilized as boarding houses or dormitories shall be exempted from the requirements under this Section: **PROVIDED, FURTHER,** That if more than 50% of such buildings are altered the requirements herein provided shall be complied with.

b. Building accommodating less than 100 persons shall not exceed 3-story in height or 12 meters if of non-fireproof structures but in no case lower in quality than that of a frame structure.

SEC. 8. Exit requirements.- a. Passageways shall be properly lighted at each flight of stairs, at the intersection of corridors, and at the point of egress to fire escapes. A red light shall be kept during the night.

b. Every boarding house or dormitory shall, whenever practicable, be provided with fire escapes. Fire escapes should be placed preferably at street front of the building, far from the stairs and accessible from any point in any floor by means of a clear, unobstructed passageway of at least 1.00 m. wide. This width shall be maintained also on the passageway from the bottom of the fire escape to the street.

SEC. 9. Alarm System.- The premises of class A, B, and C boarding houses shall be provided with proper emergency alarm bell, sounding stations or gongs which shall be conveniently located for easy access.

SEC. 10. First Aid Fire Protection.- The premises shall be provided with proper fire fighting facilities such as hose cabinets and fire extinguishers.

SEC. 11. Storage of flammable liquids and combustible materials.- No storage of flammable liquids or combustible materials shall be placed on the passageways, fire escapes, stairs, and exits, or any part of the premises without permit from the Fire Department.

SEC. 12. Lighting and electrical facilities. a. All rooms, passageways, stairways and other parts of the premises shall be properly and adequately lighted by natural or artificial means or by both in consonance with standards of illumination practices.

b. Good lighting shall be provided in all rooms and premises and shall include illumination adequate in amount for such premises and rooms used for reading and study purposes shall have at least an illumination level of 50-foot candles.

c. For Class A dormitories and boarding houses, the electrical lighting facilities for passageways, stairways, and fire exits shall be connected on the supply side of the main service equipment of the building.

d. All lighting equipments, devices and fixtures shall be regularly maintained and kept clean and in good working condition.

e. The electrical installation and equipment shall be subject to the provision of the National Electrical Code and subject to inspection.

SEC. 13. Study Room. A study room shall be provided every dormitory or boarding house with adequate lighting and ventilation.

SEC. 14. Ventilation, size of rooms, bed spacing.- a. All buildings erected or altered for use as dormitory or boarding house shall have their rooms of such size that adequate air space shall be provided for each occupant. The minimum height of bedrooms shall be three meters, unless air-conditioned where it shall not be less than two-and-a-half meters, the minimum width, two meters, and the minimum length, three meters.

b. All bedrooms shall have a window area of at least ten percent of the floor area unless air-conditioned.

c. Beds shall be so spaced so that the distance between two beds shall be at least sixty centimeters.

SEC. 15. Evidence of overcrowding.- Any dormitory or boarding house which does not follow the spacing for beds as herein prescribed shall be deemed overcrowded.

SEC. 16. Sanitary facilities; plumbing fixtures.- Every dormitory or boarding house shall have at least one shower-head, one floor drain, one water closet and one lavatory for every ten boarders.

SEC. 17. Mixed (male and female) boarders in dormitories and boarding houses prohibited.- It shall be unlawful for any person, entity or corporation to own, keep, maintain or conduct any dormitory or boarding house for mixed (male and female) boarders in the same building.

SEC. 18. Kitchen and Dining room requirements.- a. Every dormitory or boarding house shall have a kitchen, with adequate natural or artificial lighting system or both which furnishes at least ten-foot candles on all working surfaces measured by a suitable light meter or photometer.

b. The walls of the kitchen shall be cemented up to the height of 1.25 meters from the floor.

c. Kitchen shall be well ventilated by natural or artificial means or both. Stove hoods, chimney and exhaust ventilation system or adequate fans shall be provided when necessary.

d. Kitchen and dining rooms shall be effectively screened against flies (6 to 12 mesh per linear inch) and provided with self-closing doors.

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e. The minimum floor area of a kitchen shall be six square meters with minimum width of two meters for dormitories or boarding houses with less than 20 boarders; while those of more than 20 boarders shall have a kitchen with a minimum floor area of 12 square meters with a minimum width of three meters.

f. Every boarding house or dormitory shall have a separate dining room with adequate ventilation and lighting system which furnishes at least ten-foot candles.

SEC. 19. Premises to be kept clean and sanitary.- The floors, walls, ceilings, windows, tables, chairs, beds, plumbing fixtures, kitchen, stairways, passageways, yard, driveways and alleys contiguous with the premises shall be kept clean, sanitary and free from rubbish, refuse, dust, dirt, useless or offensive materials, flies, rodents and other vermins.

SEC. 20. Garbage receptacles.- Suitable fly-proof and water-tight garbage receptacles made of metal with metal tight fitting covers shall be provided. Every garbage and other waste materials shall be removed from the premises daily and shall not be allowed to become a nuisance. Immediately upon emptying such receptacles, same shall be properly cleaned.

SEC. 21. Duty of owner, manager or keeper or duly authorized representatives of dormitories and boarding houses.- It shall be the duty of the owner, manager or keeper or duly authorized representatives of dormitories, boarding houses, and the like, to see that the provisions of this Ordinance are properly observed and that proper cleanliness is maintained at all times in the premises.

SEC. 22. Health certificates required.- Cooks, foodhandlers, and helpers who handle food for the boarders and other persons in dormitories and boarding houses are hereby required to secure health certificates before being allowed to work and must possess up-to-date health certificates at all times.

SEC. 23. Penalty.- In case of violation of any of the provisions of this Ordinance, the license and permit to operate the dormitory or boarding house shall, after due hearing, be revoked by the Mayor, forfeiting to the City all sums paid therefor, and any person responsible for any such violation shall upon conviction thereof, be punished by a fine of not less than fifty pesos nor more than two hundred pesos or imprisonment for not more than six months or by such fine and imprisonment at the discretion of the Court.

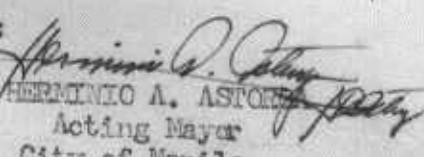
SEC. 24. Repealing clause.- All ordinances or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed.


SEC. 25. Effectivity.- This Ordinance shall take effect upon its approval.

Enacted by the Municipal Board of Manila at its regular session today, June 13, 1963.

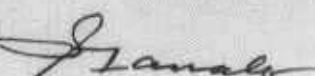
Approved by His Honor, the ^{Acting} Mayor on June 14, 1963.

APPROVED:


HERMINIO A. ASTOR
Acting Mayor
City of Manila


FRANCIS P. YUSECO
Acting Presiding Officer
Municipal Board

ATTESTED:


SERAFIN P. MANALO

