



Property Name: \_\_\_\_\_

Yes	Sometimes	Plan to	Not Cost	No
(3)	(2)	Implement	Effective	(-1)
(3)	(2)	(1)	(0)	(-1)

## 1.0 ORGANIZATION

- 1.1 Year of property construction: \_\_\_\_\_
- 1.2 Most recent year property renovated: \_\_\_\_\_  
 Continuous Cycle
- 1.3 Type of renovation:
  - 1.3.1 Building exterior: \_\_\_\_\_
  - 1.3.2 Building interior: \_\_\_\_\_
  - 1.3.3 Grounds/parking: \_\_\_\_\_

## 2.0 WASTE MINIMIZATION, REUSE AND RECYCLING

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2.1 Property has a recycling program in the administrative (back of house) areas for at least the following types of materials: |                          |                          |                          |                          |                          |
| 2.1.1 Aluminum  | <input type="checkbox"/> |
| 2.1.2 Glass   | <input type="checkbox"/> |
| 2.1.3 Plastic   | <input type="checkbox"/> |
| 2.1.4 Mixed Paper   | <input type="checkbox"/> |
| 2.1.5 Newspaper   | <input type="checkbox"/> |
| 2.2 The recycling receptacles are clearly marked for:   |                          |                          |                          |                          |                          |
| 2.2.1 Aluminum  | <input type="checkbox"/> |
| 2.2.2 Glass   | <input type="checkbox"/> |
| 2.2.3 Plastic   | <input type="checkbox"/> |
| 2.2.4 Mixed Paper   | <input type="checkbox"/> |
| 2.2.5 Newspaper   | <input type="checkbox"/> |
| 2.3 Property has a recycling program in the common areas (lobby, registration) for at least the following materials:            |                          |                          |                          |                          |                          |
| 2.3.1 Aluminum  | <input type="checkbox"/> |
| 2.3.2 Glass   | <input type="checkbox"/> |
| 2.3.3 Plastic   | <input type="checkbox"/> |
| 2.3.4 Mixed Paper   | <input type="checkbox"/> |
| 2.3.5 Newspaper   | <input type="checkbox"/> |
| 2.4 The recycling receptacles are clearly marked for:   |                          |                          |                          |                          |                          |
| 2.4.1 Aluminum  | <input type="checkbox"/> |
| 2.4.2 Glass   | <input type="checkbox"/> |
| 2.4.3 Plastic   | <input type="checkbox"/> |
| 2.4.4 Mixed Paper   | <input type="checkbox"/> |
| 2.4.5 Newspaper   | <input type="checkbox"/> |

Property Name: \_\_\_\_\_

	Yes (3)	Sometimes (2)	Plan to Implement (1)	Not Cost Effective (0)	No (-1)
2.5 Property has a recycling program in the guest rooms for at least the following materials:					
2.5.1 Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5.2 Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5.3 Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5.4 Mixed Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5.5 Newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 The recycling receptacles are clearly marked for:					
2.6.1 Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6.2 Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6.3 Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6.4 Mixed Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6.5 Newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Property donates to charitable organizations or composts at least some of its left-over food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Property purchases sustainable food grown from local farms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Property grows a sustainable food or herb garden on-site where the food is provided to the guests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Property recycles kitchen oil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Property recycles or composts landscape waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Property donates or recycles used amenity containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Property uses organic/natural amenities in biodegradable and/or compostable bottles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Property uses refillable amenity dispensers in guest rooms rather than individual containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15 Property purchases amenities in smallest practical size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16 Property donates towels, linens and blankets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17 Property uses sustainable bedding or furniture, i.e. hemp, bamboo, and other natural fibers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18 Property uses e-faxing and scans documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.19 Property has double-sided copying as the default setting on the photocopiers and printers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.20 Property demonstrates recycling of universal waste items such as fluorescent lamps, blubs, batteries, televisions, monitors, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Property Name: \_\_\_\_\_

Yes (3)    Sometimes (2)    Plan to Implement (1)    Not Cost Effective (0)    No (-1)

- 2.21 Property recycles or uses biodegradable key cards.
- 2.22 Property recycles toner cartridges.
- 2.23 Property properly disposes of aerosol spray cans.

**3.0 ENERGY EFFICIENCY, CONSERVATION AND MANAGEMENT**

- 3.1 Property has the following energy-efficient equipment:
  - 3.1.1 Fax machines
  - 3.1.2 Copiers
  - 3.1.3 Computers
  - 3.1.4 Printers
  - 3.1.5 Monitors
  - 3.1.6 Televisions
- 3.2 Property has energy-efficient heating/cooling equipment such as:
  - 3.2.1 Chillers
  - 3.2.2 PTAC units
  - 3.2.3 Central air conditioners
  - 3.2.4 Heat pumps
  - 3.2.5 Water heaters
- 3.3 Property has installed sensors on HVAC or PTAC equipment.
- 3.4 Property has a regular preventive maintenance schedule for HVAC or PTAC equipment (filter cleaning/changing, leak checks, clearing vents and intake obstructions.)
- 3.5 Property uses an energy management/building system to manage HVAC and/or lighting controls.
- 3.6 Property purchases Energy Star labeled appliances.
- 3.7 Property has energy-efficient kitchen equipment such as:
  - 3.7.1 Freezers
  - 3.7.2 Refrigerators
  - 3.7.3 Cook-tops
  - 3.7.4 Ovens
  - 3.7.5 Dishwashers
- 3.8 Property has energy-efficient laundry equipment such as:
  - 3.8.1 Boilers
  - 3.8.2 Washers
  - 3.8.3 Dryers
  - 3.8.4 Extractors

Property Name: \_\_\_\_\_

Yes	Sometimes	Plan to	Not Cost	No
(3)	(2)	Implement	Effective	(-1)
		(1)	(0)	

3.9 Property demonstrates use and/or promotion of tax credits, rebates, and other incentive programs that help finance sustainability projects.

3.10 Property demonstrates the use and/or promotion of appropriate solar, wind, and bio-generated sources of renewable energy, i.e. solar panels.

3.11 Property manages the hotel's environmental performance by monitoring the electric, gas, water, and waste usage information on a monthly and annual basis.

3.12 Property purchases carbon off sets (renewable energy credit).

3.13 Property has:  
 3.13.1 Energy-efficient or low-E windows       
 3.13.2 Film-covered windows

**4.0 EFFICIENT LIGHTING**

4.1 Property has energy-efficient lighting in all indoor areas illuminated for more than 8 hours a day.

4.1.1 T-8 lamps       
 4.1.2 CFL (Compact Fluorescent Light)       
 4.1.3 LED (Light Emitting Diode) lighting

4.2 Property uses installed programmable sensors/timers for lighting in low traffic areas.

4.3 Property uses natural light substituting for electrical light.

4.4 Exterior lighting in parking areas and around the property are on photocell timers and only provide lighting when needed.

**5.0 LANDSCAPE/WATER CONSERVATION**

5.1 Property landscapes with trees that tolerate climate, soil, and water availability.

5.2 Landscape watering, where needed, is conducted in early morning or late evening.

5.3 Property uses automatic sprinkler system with moisture sensors.

5.4 Plant beds are mulched to prevent water evaporation.

5.5 Soaker hoses or drip system are used in plant beds.

Property Name: \_\_\_\_\_

	Yes (3)	Sometimes (2)	Plan to Implement (1)	Not Cost Effective (0)	No (-1)
5.6 Lawns are limited to areas where special events are conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Property uses artificial grass or turf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Property specifies that sidewalks, driveways and parking lots are swept rather than power washed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Property offers a towel and linen reuse program for multiple night guests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Property has a policy that clothes washers, dryers and dishwashers are filled to recommend capacity for each cycle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11 Property uses an ozone system in the laundry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.12 Property has active system to detect and repair leaking toilets, faucets, and showerheads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.13 Property uses water conserving fixtures or retrofits:					
5.12.1 Faucets and aerators (2.2 GPM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.12.2 Showerheads (2.5 GPM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.12.3 Toilets (1.6 GPF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.14 Property has automatic faucets or toilets in public restrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6.0 PEST MANAGEMENT**

6.1 Property is aware of the nature of the pest management techniques used for the hotel property.	<input type="checkbox"/>				
6.2 Property uses organic insecticides and biocides or IPM techniques for the interior of the hotel property.	<input type="checkbox"/>				
6.3 Property uses organic insecticides and biocides or IPM techniques for the exterior of the hotel property.	<input type="checkbox"/>				

**7.0 HAZARDOUS AND TOXIC SUBSTANCES**

7.1 Property uses “green” cleaning products that are biodegradable and do not contain hazardous chemicals.	<input type="checkbox"/>				
7.2 Dishwashing detergent is biodegradable and does not contain hazardous chemicals.	<input type="checkbox"/>				
7.3 Laundry detergent is non-phosphate, non-toxic & biodegradable.	<input type="checkbox"/>				
7.4 Purchase of hazardous materials is based on a current inventory to prevent over purchase and unnecessary storage.	<input type="checkbox"/>				

Property Name: \_\_\_\_\_

	Yes (3)	Sometimes (2)	Plan to Implement (1)	Not Cost Effective (0)	No (-1)
7.5 Property has replaced hazardous substances, such as paints and adhesives with non-toxic substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Property uses low or no VOC paint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 All chemical storage and mixing areas shall allow for adequate and secure product storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8 All chemical storage areas shall have water in the space for mixing chemicals and drains for the appropriate disposal of waste products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9 All chemical areas shall be properly ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10 Drums and storage containers for chemicals are properly marked and hazardous materials are stored and locked in a flammable closet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.11 All storage areas use spill containment measures to collect chemical spills and all areas are regularly checks for chemical leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8.0 PURCHASING POLICIES**

8.1 The property has an environmental policy that contains the following elements:					
8.1.1 Commiteee that includes staff responsible for overseeing the environmental program.	<input type="checkbox"/>				
8.1.2 Environmental mission and distinct purchasing targets.	<input type="checkbox"/>				
8.1.3 Environmental preferences are incorporated into purchasing documents and discussions with vendors.	<input type="checkbox"/>				
8.1.4 Consideration of life-cycle costs of buying environmentally responsible products and services.	<input type="checkbox"/>				
8.1.5 Purchase and test potentially environmentally responsible products and services.	<input type="checkbox"/>				
8.1.6 Conduct a regular evaluation and modification of the environmental purchasing policy.	<input type="checkbox"/>				
8.2 Property purchases paper, envelopes and forms with a minimum of 30% post-consumer recycled content.	<input type="checkbox"/>				
8.3 Property purchases toilet tissue with a minimum of 20% post-consumer recycled content.	<input type="checkbox"/>				
8.4 Property purchases facial tissue with a minimum of 10% post-consumer recycled content.	<input type="checkbox"/>				
8.5 Property purchases napkins and paper towels with a minimum of 40% post-consumer recycled content.	<input type="checkbox"/>				

Property Name: \_\_\_\_\_

	Yes (3)	Sometimes (2)	Plan to Implement (1)	Not Cost Effective (0)	No (-1)
8.6 Property purchases biodegradable, compostable or recycled paper products, i.e. cups, plates, utensils, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Property purchases durable goods of sufficient quality to allow reuse, refinishing and/or reupholstering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8 Purchase preferences are given to reusable, minimal, or recyclable packaging and shipping pallets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.9 Property purchases cleaning products, paper products and plastic goods in bulk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.10 Preferences are given to environmentally responsible services and suppliers such as:					
8.10.1 Alternative fuel or hybrid taxis and shuttles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.10.2 Bicycle rentals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.0 EDUCATION AND COMMITMENT</b>					
9.1 Property communicates environmental efforts to guests, Vendors, and the public, i.e. lobby signage, direct mail, in-room material website, advertising, annual report, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Property has a management system in place to ensure employees are properly trained, and processes monitored and evaluated to improve environmental performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Property provides employee incentives for successful environmental implementation and suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Property is an active participant in an environmental partnership or certification program, such as Energy Star, Green Seal, Green Globe, Green Key, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>