CERES' GREEN HOTEL INITIATIVE:

BEST PRACTICE SURVEY

As an environmentally aware organization, we look for environmental commitment from our vendors. Accordingly, when making hotel selections for our employees and/or meetings, we apply environmental criteria to our decision making.

The following survey is intended to provide a thumbnail sketch of your property's environmental management practices to help us in our procurement process.

This survey was designed by a team of leading professionals from the private and public sector, and coordinated by the Coalition for Environmentally Responsible Economies (CERES).

Please complete the attached Best Practice Survey and transfer all scores to the Summary Score Sheet at end of document. Return completed survey and the Summary Score sheet to:

Name: _____ Organization: _____

Fax: (____) _____

***PLEASE ALSO FAX COMPLETED SURVEY AND SCORE SHEET TO CERES: 617-267-5400**
ATTN: SARAH RAPOSA

Please answer all questions, providing comments when necessary. Record the score for each question in the box to it's right. Upon completion of the survey, transfer all scores to the Summary Score Sheet at end of the document. We encourage you to consult with all relevant departments to verify current practices and equipment in use at your property.

SCORING: For each question, select from the following scale:

5 = Well-established practice/equipment installed throughout property

3 = Some practice/equipment in place, but not in all areas

1 = Budgeted initiative, planned for implementation within one year of submission date

0 = No activity in this area

Please elaborate with comments wherever possible.

Commitment and Awareness

SCORE

1a) Are there individuals with authority and resources taking responsibility for environmental management? **Circle all that apply**: active Green Team; regular eco-meetings with reporting; eco-initiatives budget; employee eco-suggestion opportunities.
Comments:

1b) Does the hotel have a management system in place ensuring that employees are properly trained, and processes monitored, and evaluated to improve environmental performance? **Circle all that apply**: orientation; briefings; memos; incentive programs; targets; performance reviews.
Comments:

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1c) Are your property's environmental efforts visibly communicated to guests, shareholders, vendors and the public? **Circle all that apply**: lobby signage; in-room material; direct mail; web site; vendor letters; annual report; advertising.
Comments:

1d) Is your property an active participant in an environmental partnership or certification program? **Circle all that apply:** ENERGY STAR (Green Lights); Green Seal; Green Globe; Buy Recycled Business Alliance; Waste Wise; GreenLeaf (Canada).
Comments:

Energy Efficiency

2a) Is energy efficient lighting in place in your property? **Circle areas where they are in place**: lobby; hallways; exit signs; public restrooms; offices; meeting rooms; outdoor areas; guestrooms.
Comments:

2b) Are occupancy sensors or timers used to control lighting in intermittent-use areas? **Circle areas where they are used**: meeting rooms; storage areas; public bathrooms; staff bathrooms.
Comments:

2c) Are programmable, thermostats with motion detectors used to control HVAC in guestrooms?
Comments:

Solid Waste Minimization

3a) Are refillable amenity dispensers used rather than individual bottles for bathroom amenities?
Comments:

3b) Has an active recycling program been established for front and back of house areas? **Circle areas where it is in place:** lobby; near vending machines; elevator landings; conference rooms; kitchen; front desk; front office; staff facilities; guestrooms. **Circle all materials included in program:** aluminum; plastic; steel; glass; cardboard; mixed paper; hangers; toner cartridges; food waste; batteries.
Comments:

3c) Has packaging been reduced by the following? **Circle all that apply:** utilizing reusable versus disposable goods; purchasing food, beverages, and supplies in bulk where possible; requiring vendors to take back pallets and crates.
Comments:

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Air and Water Quality

4a) Is your hotel utilizing environmentally responsible cleaners (MSDS Health Hazard Rating 1 or less) throughout the property?
Comments:

4b) Is air filtration in place /available for guestrooms?
Comments:

4c) Have low VOC (Volatile Organic Compound) materials been used on property? **Circle low VOC products used**: paint; adhesives; carpeting; air freshener.
Comments:

Water Conservation

5a) Does your property offer a linen reuse option to multiple night guests? **Circle**: towels; sheets.
Comments:

5b) Does your property use water conserving fixtures? **Circle those that are used**: 1.5 gallons per minute (gpm) faucet aerators; 2.5 gpm showerheads; 1.6 gallons per flush toilets.
Comments:

5c) Does the housekeeping and engineering department have an active system to detect and repair leaking toilets, faucets and showerheads?
Comments:

Environmental Purchasing

6a) Does your property use paper products bleached without chlorine and made with the following minimum post-consumer recycled content? **Circle all that apply:** office paper 30%; glossy printed material 10%; bath tissue 50%; facial tissue 20%; napkins and paper towels 60%.
Comments:

6b) Does your property give preference to products which are environmentally responsible? **Circle all that apply:** low toxicity; organic or locally grown/made?
Comments:

6c) Does your property give preference to the selection of environmentally responsible service providers? **Circle those in use**: renewable energy; integrated pest management; alternative fuel vehicles.
Comments:

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SUMMARY SCORE SHEET

Hotel: _____ City: _____ Contact Name: _____

Tel : _____ Fax: _____ Email: _____ Date Submitted: _____

	Score	Subtotal
Commitment and Awareness		
1a) Commitment and awareness - leadership	[ ]	
1b) Commitment and awareness- systems and evaluation	[ ]	
1c) Commitment and awareness - communication	[ ]	
1d) Commitment and awareness - external partnerships	[ ]	
Energy Efficiency		
2a) Energy efficiency - lighting	[ ]	
2b) Energy efficiency - sensors	[ ]	
2c) Energy efficiency - HVAC	[ ]	
Solid Waste Minimization		
3a) Solid waste - amenity dispensers	[ ]	
3b) Solid waste - recycling	[ ]	
3c) Solid waste -packaging	[ ]	
Air and Water Quality		
4a) Air and water quality - cleaners	[ ]	
4b) Air and water quality - air filtration	[ ]	
4c) Air and water quality - low VOC materials	[ ]	
Water Conservation		
5a) Water conservation - linen reuse	[ ]	
5b) Water conservation - fixtures	[ ]	
5c) Water conservation - leak detection system	[ ]	
Environmental Purchasing		
6a) Environmental purchasing - post-consumer paper	[ ]	
6b) Environmental purchasing - products	[ ]	
6c) Environmental purchasing - services	[ ]	
(TOTAL POSSIBLE SCORE 95) **TOTAL SCORE**		

This survey has been developed as part of the national Green Hotel Initiative - a multi-stakeholder program, committed to increase green lodging and meeting options by catalyzing market demand. Convened by CERES, an environmental coalition dedicated to advancing corporate responsibility, the project has involved collaboration among business, the hotel industry, non-governmental organizations, labor, academia, government and environmental advocates.

GREEN HOTEL INITIATIVE – PARTIAL LIST OF PARTICIPATING ORGANIZATIONS:

Barry H. Dimson, Inc. | Bass Hotels | *CERES | Co-op America | Conference Board's | Business Enterprises for Sustainable Travel | Conservation International | Cornell University | *EcoLogical Solutions | Energy Star, EPA | Fairmont Hotels | Ford Motor Co. | General Motors | *Green Seal, Inc. | Jacksonville & The Beaches, FL CVB | L.C. Clark Publishing | *Nike, Inc. | Oceans Blue Foundation | Pollution Prevention Assistance Division, GA DNR | *PA Consulting Group | *Project Planet | *Saunders Hotel Group | Starwood Hotels and Resorts | Swissôtel | *US EPA

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*Indicates organizations that took a leadership role in the development of the Best Practice Survey.

To download a copy of this survey, or for more information on the Green Hotel Initiative, please refer to the CERES website— www.ceres.org. Supporting resources also will be available at this site.

To advance continuous improvement of this project, please send comments or suggestions to raposa@ceres.org.

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