

Accommodations Checklist

Good Housekeeping practices

- Are hotel guests given the option to reuse towels?
- Is the housekeeping service coordinated to minimize the use of hot water and cleaners?
- Are refillable units in place for shampoos and soaps?
- Are aerators and water reducing shower heads in use?
- Are staff members expected to monitor energy and materials usage?
- Have you replaced disposable tableware and napkins with reusable ones?
- Do you consider the amount of waste packaging on incoming supplies?
- Do all rooms and offices have clearly marked recycling containers?
- Are dishwashers, washing machines and dryers used only for full loads?
- Are dryer filters cleaned after every load?
- Are light fixtures cleaned frequently?

Waste Control

- Is food preparation regularly monitored to reduce wastage?
- Are foods that are unpopular removed from the menu?
- Is perishable food ordered daily?
- Are staff members rewarded for implementing waste reduction strategies in their area?
- Is unused prepared food donated to charities?
- Is waste food sent to be composted?

Energy Conservation

- Are appliances EnerGuide rated?
- Have all windows and doors been sealed to prevent heat losses?
- Have you reduced the temperature setting on your hot water system?
- Does the business have a purchasing policy that considers the life cycle cost of supplies?
- Is lighting provided by compact fluorescent and other energy efficient lighting fixtures?
- Does the business have a maintenance schedule that ensures all equipment is checked frequently for efficiency of operations?

Paper Reduction Methods

- Is waste paper reused or recycled in the office?
- Is e-mail used instead of interoffice memos?
- Are important messages posted in a central area rather than printed for each person?
- Is two sided copying used? Are margins and line spacings reduced for draft documents?
- Have you tried to mistake proof the printing process?
- Can you fax directly from a computer?

Marketing

- Do you use online marketing?
- Do you target your marketing to previous customers or tie it to special events?
- Do you offer bonuses or coupons to returning customers?
- Have you used current customers to reach new customers through such items as "coupon for a friend" or donations to charities regular customers support?

GREENERfutures

ACTIVITY SHEET
Green Business is Good Business

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