

Green Lodging Program

Designation Application



Audubon International Green Lodging Program DESIGNATION APPLICATION

Audubon International (AI) applauds your decision to participate in the Green Lodging Program and your commitment to protecting and conserving the environment. For assistance completing this application, contact: fred@auduboninternational.org.

Hotel Profile

Name of Property: _____

Physical Address: _____

City: _____ Zip: _____

Main Phone Number: _____

Web Address: _____

General Manager: _____

Phone Number: _____

E-mail Address: _____

Primary Contact Responsible for Green Lodging Designation Effort

Name: _____

Title: _____

Phone Number: _____

E-mail Address: _____

Property Information

Type of lodging facility: (check one)

Hotel/Motel

Cabin

Bed & Breakfast/Inn

Condo-hotel/Timeshare

Total Building Square Feet: _____

Number of Guest Rooms/Units: _____ Total Guest Room Square Feet: _____

Number of Meeting/Conference Facilities: _____

Total Conference Square Feet: _____

Number of Restaurants: _____

Ownership: (check one)

Corporate Franchise Management Company Individual/Partnership

Baseline Environmental Performance Data

To improve environmental performance, a facility must first measure its current impact. This information helps the facility set goals and measure improvements that can be shared with guests and employees. Additionally, it helps the Green Lodging Program promote designated facilities.

Please report solid waste, water and energy-use information from invoices for the previous 12 months. Enter reporting period from: _____ to: _____
mm/yyyy mm/yyyy

If an item is not applicable, select N/A.

SOLID WASTE			
If solid waste information is not available, provide an estimate. An estimate can be calculated by weighing or measuring consumption/materials for one week. Average the weekly figure, making sure to correct for seasonal variations in your business. Multiply the weekly average by 52 to get an estimated total for the year.			
Measurements must be the ANNUAL totals in cubic feet.			
Volume to Landfill		<input type="checkbox"/> Estimate	<input type="checkbox"/> N/A
Volume Being Reused, Recycled or Composted		<input type="checkbox"/> Estimate	<input type="checkbox"/> N/A
Total Cost ALL Waste Disposal			
WATER			
Measurement must be the ANNUAL total in gallons.			
Consumption			
Volume used (for all operations, including irrigation and pool)			
Total Cost ALL Water			
ENERGY			
Measurements must be the ANNUAL totals.			
	Consumption	Cost	N/A
Electricity Use (kWh)			<input type="checkbox"/>
Natural Gas (cubic ft)			<input type="checkbox"/>
Oil (gal)			<input type="checkbox"/>
LPG (gal)			<input type="checkbox"/>
Renewable Energy (type & unit)			<input type="checkbox"/>
Other Energy (type and unit)			<input type="checkbox"/>
Total Cost ALL Energy			

Instructions

This application is a comprehensive evaluation tool that details the program's requirements and provides Best Management Practices and Technical Assistance to help you achieve Green Lodging designation.

To complete the Designation Application, conduct a thorough environmental assessment of your property and implement the required practices, plus a number of additional practices of your choosing in each area of sustainable operations:

- I. Communication and Education (Customers, Employees, Public)
- II. Waste Reduction, Reuse, and Recycling
- III. Water Conservation
- IV. Energy Efficiency
- V. Indoor Air Quality

You may include environmental practices your facility has already implemented. To count a practice, it must be implemented in at least 50 percent of the facility, or at least 50 percent of the time. For example, high efficiency light, i.e. CFLs, must be used in at least 50 percent of the light fixtures at your facility or green cleaners must be used at least 50 percent of the time. Documentation will be required to verify certain practices.

If you use an environmental practice that is not listed, it can be entered as an "Innovative Best Practice" in the space provided at the end of each category.

All requirements must be met and environmental practices implemented prior to submitting the application.

Complete and submit the application, along with the required documentation. The Audubon International Green Lodging Program will evaluate your application and documentation and notify you of your designation status.

ENVIRONMENTAL REQUIREMENTS

Communication and Education

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*. For assistance, see [Best Management Practices](#) and [Technical Assistance](#).

How you communicate your goals, aspirations, and accomplishments to your owners, employees and the public lies at the core of your environmental program. Your role as accommodation professionals allows you a great opportunity to educate. With that opportunity also comes a responsibility. The effective communication of your environmental efforts to your constituents has the potential to affect great environmental benefits, not only at your facility, but also where your constituents live, work and play. The creation of a formal environmental policy is a critical step in communicating your facility's environmental vision. It is the road map of your environmental efforts, communicating where you are and where you hope to be in the future. This document is essential because it is a living document that transcends personnel change, providing a steady compass for your environmental direction.

Guest outreach: Sharing your environmental efforts with your guests		
1. Communicate your facility's environmental initiatives to guests and staff. • <i>Submit samples of communication. Submissions can be pictures or digital files.</i>	5	<input type="checkbox"/>
2. Use of environmentally specific in-room collateral • <i>Submit meeting dates, number of attendees and green topics for meetings</i>	3	<input type="checkbox"/>
3. Use of facility's in-house channel to communicate your environmental messages	4	<input type="checkbox"/>
4. Use of in-room directory to communicate environmental efforts	3	<input type="checkbox"/>
5. Direct communication by facility staff	5	<input type="checkbox"/>
6. Encourage and solicit the local community in your environmental efforts	4	<input type="checkbox"/>
7. Share your environmental successes with the community	3	<input type="checkbox"/>
8. Encourage and solicit guest cooperation and participation in environmental initiatives • Describe environmental initiatives: _____ _____	4	<input type="checkbox"/>
9. Provide tours of your facility to guests and the public that highlight environmental improvement projects.	3	<input type="checkbox"/>
10. Provide a survey, suggestion box or online evaluation for guests to allow feedback on your facility's environmental practices. • <i>Submit a survey sample, picture of suggestion box or link to online evaluation</i> Link: _____	3	<input type="checkbox"/>
11. Host a community or guest event highlighting your facility's green practices. • <i>Submit supporting documentation and describe event:</i> _____	3	<input type="checkbox"/>

Staff outreach: Educate your staff on your environmental efforts		<input type="checkbox"/>
12. Establish an environmental task force or “Green Team” and meet quarterly, at minimum, to evaluate and improve environmental initiatives.	5	<input type="checkbox"/>
13. Provide staff with bi/tri-lingual green education materials and training. • Languages: _____	4	<input type="checkbox"/>
14. Conduct regular staff training for : • Provide a time frame for these trainings: _____		<input type="checkbox"/>
◦ Handling of hazardous sensitive materials	3	<input type="checkbox"/>
◦ Best environmental management practices	4	<input type="checkbox"/>
◦ Proper disposal and handling procedures in chemical storage areas	3	<input type="checkbox"/>
◦ Importance and rationale for environmental practice implementation including: economic, environmental and social considerations	5	<input type="checkbox"/>
15. Spot reminder is regularly conducted during shift stand up meetings • Departments: _____	4	<input type="checkbox"/>
16. Include environmental policies in advertising materials and/or on Web site. • <i>Submit sample of advertising materials or link to Web information.</i> Link: _____	4	<input type="checkbox"/>
17. Have staff and/or management serve as mentors to assist other facilities seeking designation. • List facilities mentored: _____	3	<input type="checkbox"/>
18. Have a formal written comprehensive environmental policy • <i>Submit copy of written policy</i>	5	<input type="checkbox"/>
19. Develop a written strategic environmental action plan • <i>Submit copy of action plan</i>	5	<input type="checkbox"/>
20. Implementation of a strategic environmental action plan • <i>Provide your timeline, schedule, checklist, etc. of plan implementation</i>	4	<input type="checkbox"/>
21. Provide a survey, suggestion box or online evaluation for employees to allow feedback on your facility's environmental practices • <i>Submit a survey sample, picture of suggestion box, or link to online evaluation</i> Link: _____	3	<input type="checkbox"/>
Other outreach and education initiatives		<input type="checkbox"/>
22. Dedicated environmental section in the facility newsletter • <i>Provide copy of the section</i>	3	<input type="checkbox"/>
23. Encourage employee best environmental practices outside of work: recycling, carpooling, etc.	3	<input type="checkbox"/>
24. Subscribe to environmental information resources • List what resources you subscribe: _____	2	<input type="checkbox"/>
25. Enroll in voluntary environmental programs • Describe programs: _____	2	<input type="checkbox"/>

26. Establish at least one individual for wildlife inventorying purposes	3	<input type="checkbox"/>
Purchasing		<input type="checkbox"/>
27. Have a formal written purchasing policy that includes:	5	<input type="checkbox"/>
◦ Encouragement of regular equipment replacement	3	<input type="checkbox"/>
◦ MSDS review provision	2	<input type="checkbox"/>
◦ Regular review of product environmental information from suppliers	3	<input type="checkbox"/>
◦ Creation of a list of specific environmentally preferred products	3	<input type="checkbox"/>
◦ Local purchasing practices implemented wherever possible	3	<input type="checkbox"/>
28. Innovative Best Practice		
• Please describe any additional Communication and Education-related practice implemented. <i>Submit any supporting documentation.</i>		<input type="checkbox"/>

Communication and Education Point Total		

Waste Reduction, Reuse and Recycling

Check ONLY if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*. For assistance, see [Best Management Practices](#) and [Technical Assistance](#).

The tourism industry serves millions of visitors annually. The waste generated by these guests constitutes a large portion of a state's commercial waste stream. If a hotel's waste is not reduced or recycled, it contributes to the state's overall environmental problems. Reducing materials at their source, coupled with recovery, reuse and recycling, prevents pollution and reduces or eliminates treatment and disposal costs. The preferred method for reducing waste is to prevent it in the first place through source reduction, followed by material reuse, and finally recycling.

1. Recycle ALL of the following materials, if generated and if services are available in your area. Indicate materials this facility currently recycles:		<input type="checkbox"/>
◦ Plastic	4	<input type="checkbox"/>
◦ Aluminum cans	4	<input type="checkbox"/>
◦ Steel cans	4	<input type="checkbox"/>
◦ Glass	4	<input type="checkbox"/>
◦ Cardboard	4	<input type="checkbox"/>
◦ Office paper	4	<input type="checkbox"/>
◦ Newspaper	4	<input type="checkbox"/>
◦ Magazines	4	<input type="checkbox"/>
◦ Batteries • Name of Battery Recycler: _____	4	<input type="checkbox"/>
◦ Ink cartridges	3	<input type="checkbox"/>
◦ Waste cooking oil	4	<input type="checkbox"/>
◦ Fluorescent bulbs • Name of Fluorescent Bulb Recycler: _____	3	<input type="checkbox"/>
◦ Electronics • Name of Electronics Recycler: _____	3	<input type="checkbox"/>
2. Provide recycling bins for guests at multiple locations throughout the property. Indicate items guests can recycle: • Location of guest recycle bins: _____		<input type="checkbox"/>
◦ Aluminum cans	5	<input type="checkbox"/>
◦ Plastic bottles	5	<input type="checkbox"/>
◦ Office paper	5	<input type="checkbox"/>

◦ Newspaper	5	<input type="checkbox"/>
◦ Magazines	5	<input type="checkbox"/>
3. Purchase 30% or higher post-consumer recycled content for one of the following products: • Supplier and item number: _____		<input type="checkbox"/>
◦ Paper napkins	3	<input type="checkbox"/>
◦ Toilet tissue	3	<input type="checkbox"/>
◦ Paper towels	3	<input type="checkbox"/>
◦ Facial tissue	3	<input type="checkbox"/>
◦ Envelopes	3	<input type="checkbox"/>
◦ Office paper	3	<input type="checkbox"/>
◦ Other: _____	3	<input type="checkbox"/>
4. Institute one of the following source-reduction activities:		<input type="checkbox"/>
◦ Bulk Purchasing • Enter item and describe: _____	4	<input type="checkbox"/>
◦ Reduced packaging	4	<input type="checkbox"/>
◦ Manufacturer take-back	4	<input type="checkbox"/>
5. Track waste usage. • Documentation must be entered in Baseline Performance of Application.	4	<input type="checkbox"/>
6. Compost food waste.	5	<input type="checkbox"/>
7. Use reusable goods in place of disposable goods. Indicate items currently used:		<input type="checkbox"/>
◦ Re-fillable soap dispensers	4	<input type="checkbox"/>
◦ Re-fillable shampoo dispensers	4	<input type="checkbox"/>
◦ Glass drinking glasses	3	<input type="checkbox"/>
◦ Returnable delivery containers	3	<input type="checkbox"/>
◦ Cloth napkins and table cloths	2	<input type="checkbox"/>
◦ Re-usable place service (cutlery, plates, cups)	2	<input type="checkbox"/>
8. Use refillable containers instead of single-use packets/containers.	3	<input type="checkbox"/>
9. Set printers and copiers to duplex (print on two sides) by default.	2	<input type="checkbox"/>
10. Print advertising, educational and promotional pieces on recycled paper. • <i>Submit samples of materials.</i>	2	<input type="checkbox"/>
11. Recycle used office paper for note pads.	2	<input type="checkbox"/>
12. Donate excess food, toiletry items, linens, furniture and/or other items to local charities and shelters, where available.	4	<input type="checkbox"/>

13. Provide newspapers to guests by request only.	3	<input type="checkbox"/>
14. Minimize or eliminate plastic bag use in retail operations.	3	<input type="checkbox"/>
15. Replace polystyrene (Styrofoam) with reusable, biodegradable or sustainable products.	4	<input type="checkbox"/>
<p>16. Innovative Best Practice</p> <ul style="list-style-type: none"> • Please describe any additional Waste Reduction, Reuse and Recycling-related practice implemented. <i>Submit any supporting documentation.</i> <hr/> <hr/> <hr/>		<input type="checkbox"/>
Waste Reduction, Reuse and Recycling Point Total		

Water Conservation

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*. For assistance, see [Best Management Practices](#) and [Technical Assistance](#).

Aside from the depletion of a precious natural resource, excess water use leads to side effects from water treatment chemicals, energy use for pumping and heating, and from the release of wastewater back to the environment. Hotels are large-volume users of water, detergents, cleaners and other chemicals that can be detrimental to our environment. Protecting the environment by lessening the impact a lodging facility has on the environment also assists in protecting the very reason its guests often visit, for the area's beautiful beaches, rivers, springs and lakes. Increasing water efficiency is one of the most significant opportunities for realizing cost savings. Many of the water-saving solutions detailed below are easy and affordable to implement. Aside from the obvious decrease in water bills, savings are also realized through decreases in electricity, sewage and chemical costs.

Management Practices		
1. Use a preventative maintenance schedule to find and repair leaky faucets, toilets, and pipes. • <i>Submit current schedule.</i>	4	<input type="checkbox"/>
2. Track water and wastewater usage. Documentation must be entered in Baseline Performance of Application.	4	<input type="checkbox"/>
3. Have a water assessment conducted by a local utility company, local water management district or other appropriate organization. Assessment date: _____ Conducted by: _____	4	<input type="checkbox"/>
4. Conduct a self-audit using the South Florida Water Management District's Water Efficiency Self-Assessment Guide (Florida Properties only)	5	<input type="checkbox"/>
5. Offer a towel reuse program in guest rooms. • <i>Submit a copy of guest room signage.</i>	3	<input type="checkbox"/>
6. Offer a linen reuse program in guest rooms. • <i>Submit a copy of guest room signage.</i>	3	<input type="checkbox"/>
7. Conduct regular water pressure monitoring	3	<input type="checkbox"/>
8. Sweep sidewalks and other impervious surfaces rather than with use of water	3	<input type="checkbox"/>
9. Participate in the Water Champ program, where available.	4	<input type="checkbox"/>
Public Washrooms		
10. Low-flow faucets, 1.5 gallons or less per minute • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>

11. Tap Flow controller or auto shut off • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
12. Taps with photo sensors • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
13. Low flow shower heads (2.0 or less GPM) • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
14. Water-conserving toilets (6-liter / 1.6 gal per flush) • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
15. Dual-flush toilets (.75 /1.6 gal per flush) • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
16. Water-conserving retrofit device in toilet • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
17. Toilets with photo sensors • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
18. Urinals with photo sensors • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
19. Waterless urinals • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
Guest Rooms		
20. Low-flow faucets, 1.5 gallons or less per minute • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
21. Low flow shower heads (2.0 or less GPM) • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
22. Water-conserving toilets (6-liter / 1.6 gal per flush) • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
23. Dual-flush toilets (.75 /1.6 gal per flush) • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>

24. Water-conserving retrofit device in toilet <ul style="list-style-type: none"> • Manufacturer: _____ • Product number: _____ 	3	<input type="checkbox"/>
Kitchen		
25. Low-flow, pre-rinse spray nozzles, 1.25 gallons or less per minute, in kitchens <ul style="list-style-type: none"> • Manufacturer: _____ • Product number: _____ 	3	<input type="checkbox"/>
26. Tap Flow controller or auto shut off <ul style="list-style-type: none"> • Manufacturer: _____ • Product number: _____ 	3	<input type="checkbox"/>
27. Photocells on taps	3	<input type="checkbox"/>
28. Use counter-current rinsing OR High-efficiency, ENERGY STAR®, dishwashers. 1 gal per rack or 4.5 gal per load <ul style="list-style-type: none"> • Manufacturer: _____ • Model number: _____ 	4	<input type="checkbox"/>
Laundry		
29. Use final rinse water as pre-rinse water for subsequent cycles in washing machines.	3	<input type="checkbox"/>
30. Where applicable, guests are encouraged to run full capacity loads for dishwashers and washing machines.	4	<input type="checkbox"/>
31. Use of Ozone washing system	5	<input type="checkbox"/>
32. Use of steam traps	3	<input type="checkbox"/>
Ice Machines		
33. Air cooled <ul style="list-style-type: none"> • Manufacturer: _____ • Model number: _____ 	4	<input type="checkbox"/>
34. Cut off valve <ul style="list-style-type: none"> • Manufacturer: _____ • Model number: _____ 	3	<input type="checkbox"/>
Grounds and Landscaping		
35. Use of soaker hoses and/or drip lines	3	<input type="checkbox"/>
36. Mulching of flower beds	3	<input type="checkbox"/>
37. Routine inspection and repair of delivery hoses, pipes and sprinkler heads	3	<input type="checkbox"/>
38. Implementation of cisterns and rainwater collection <ul style="list-style-type: none"> • Approximate gallons collected: _____ 	4	<input type="checkbox"/>
39. Hot tubs and pools covered when not in use	3	<input type="checkbox"/>
40. Practice Florida-Friendly Landscaping™ (Florida only), including drought-tolerant plants, rain gauges and/or moisture sensors and efficient irrigation.	4	<input type="checkbox"/>

41. Implementation of greywater system for irrigation	4	<input type="checkbox"/>
42. Best management practices for timer settings for optimum water conservation	3	<input type="checkbox"/>
43. Monitoring of sprinkler head system to avoid irrigation of impervious surfaces	3	<input type="checkbox"/>
44. Inspect, clean, and adjust cooling towers, ice machines, boilers/hot water heater, dishwashers and washing machines to maximize efficiency. Current year inspection dates:_____	3	<input type="checkbox"/>
45. Innovative Best Practice <ul style="list-style-type: none"> • Please describe any additional water conservation-related practice implemented. <i>Submit any supporting documentation.</i> <hr/> <hr/> <hr/> <hr/>		<input type="checkbox"/>
Water Conservation Point Total		

Energy Efficiency

Check ONLY if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*. For assistance, see [Best Management Practices](#) and [Technical Assistance](#).

Reducing energy use provides your accommodation facility with significant cost savings. It also decreases your contribution to climate change and a variety of harmful air emissions such as smog, greenhouse gases, sulfur dioxide, hydrocarbons and particulate matter. Accommodation facilities have extensive opportunities to reduce energy use and the associated costs through choosing efficient equipment, limiting the amount of energy used at any one time, making routine energy saving choices, and keeping equipment in optimum condition.

The Energy Efficiency section assesses the energy impact of equipment and practices at your facility. Key elements include:

- energy efficient choices for lighting, appliances, office equipment, and heating and cooling;
- energy efficiency efforts such as controlling periodic and sporadic energy needs and optimizing;
- thermostat settings;
- preventative equipment maintenance such as planned repairs and equipment overhauls; and
- building upkeep incorporating routine energy saving activities.

1. Have your local utility or other provider conduct an energy assessment. • Date Completed: _____ Conducted by: _____	4	<input type="checkbox"/>
2. Have a preventative maintenance schedule to clean and maximize efficiency in appliances. • <i>Submit current schedule.</i>	4	<input type="checkbox"/>
Check these items on a routine schedule:		
3. HVAC equipment	4	<input type="checkbox"/>
4. Ventilation systems	3	<input type="checkbox"/>
5. Lighting timers and sensors	3	<input type="checkbox"/>
6. Refrigerators	3	<input type="checkbox"/>
7. Stoves, fryers	3	<input type="checkbox"/>
8. Pool equipment	3	<input type="checkbox"/>
9. Laundry exhaust vents	3	<input type="checkbox"/>
10. Grounds equipment	3	<input type="checkbox"/>
11. Vehicles	3	<input type="checkbox"/>

12. Track energy usage. • Documentation must be entered in Baseline Performance of Application.	4	<input type="checkbox"/>
Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent tubes) in these areas:		
13. Lobby and reception area	4	<input type="checkbox"/>
14. Hallways	4	<input type="checkbox"/>
15. Public restrooms	4	<input type="checkbox"/>
16. Offices	3	<input type="checkbox"/>
17. Restaurants /Bar	3	<input type="checkbox"/>
18. Kitchen	2	<input type="checkbox"/>
19. Conference areas	3	<input type="checkbox"/>
20. Guestrooms	3	<input type="checkbox"/>
21. Exterior lighting including parking	4	<input type="checkbox"/>
22. Exit lighting	4	<input type="checkbox"/>
23. Use programmable thermostats for HVAC. • Manufacturer: _____ • Product number: _____	5	<input type="checkbox"/>
24. Use sensors or timers on outdoor lighting. • Manufacturer: _____ Product number: _____	4	<input type="checkbox"/>
25. Install Low E, Thermal-rated or tinted windows. • Percentage of property with energy efficient windows: _____	5	<input type="checkbox"/>
26. Use on-site renewable energy power source (solar panels, solar hot water heater, other). • Enter items used: _____	5	<input type="checkbox"/>
27. Purchase at least 5% green power or renewable energy certificates from a green power generation source in Florida. • Green Power Source: _____ Date: _____	5	<input type="checkbox"/>
28. Implement key card technology to control guest room energy use, i.e. when card is not in the slot, lights and other power sources automatically turn off. • Key card supplier: _____	5	<input type="checkbox"/>
Use ENERGY STAR® products from each category:		
• Front of House Equipment		
29. Printers • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>

30. Televisions • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
31. Copiers • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>
32. Monitors • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>
33. Refrigerators • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
34. Computers • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>
35. DVD Players • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>
• Heating/Cooling Equipment		
36. Ceiling Fans • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>
37. Boilers/Water Heaters • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
38. Dehumidifiers • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
39. Ventilation • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
40. Programmable Thermostats • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
41. Central AC Units • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
• Laundry and Kitchen Equipment		
42. Washing Machines • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>

43. Refrigerator • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
44. Freezers • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
45. Ice machine • Manufacturer: _____ • Product number: _____	4	<input type="checkbox"/>
46. Dishwashers • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
47. Steam cookers • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
48. Hot food holders • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
49. Fryers • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
• Other appliances		
50. Vending machines • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
51. In room coffee makers • Manufacturer: _____ • Product number: _____	2	<input type="checkbox"/>
52. Public restrooms hand dryers • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
53. Pool hot tub sauna on timers • Manufacturer: _____ • Product number: _____	3	<input type="checkbox"/>
54. Energy Management System • Manufacturer: _____	4	<input type="checkbox"/>
55. Use A/C units with a SEER Rating of 12 or higher	4	<input type="checkbox"/>
Energy saving practices		
56. Weather stripping and caulking on doors and windows replaced	3	<input type="checkbox"/>
57. Air conditioning air inlet and vents kept unobstructed	3	<input type="checkbox"/>

58. Controlled HVAC demand usage in the hallways and common areas	3	<input type="checkbox"/>
59. Windows closed when HVAC system operating	3	<input type="checkbox"/>
60. Effective use of shade to reduced cooling costs	3	<input type="checkbox"/>
61. Ducts and registers kept clear	3	<input type="checkbox"/>
62. Lighting and appliances off in guestrooms	3	<input type="checkbox"/>
63. Drapes opened to clean with natural light	3	<input type="checkbox"/>
64. Refrigerator coils kept clean	3	<input type="checkbox"/>
65. Kitchen equipment turned down during non-peak hours	2	<input type="checkbox"/>
66. Oven preheated times minimized	2	<input type="checkbox"/>
67. Cold water wash when possible and appropriate	3	<input type="checkbox"/>
68. Lint filters regularly emptied	2	<input type="checkbox"/>
69. Pool cover or chemical thermal cover used	4	<input type="checkbox"/>
70. Hot tub covered when not in use	4	<input type="checkbox"/>
71. Vinyl curtains on loading docks	3	<input type="checkbox"/>
72. Use of natural ambient light cover when possible	3	<input type="checkbox"/>
73. Installation of green roofs and walls	5	<input type="checkbox"/>
74. Real time energy monitoring	5	<input type="checkbox"/>
75. Periodic thermal imaging	5	<input type="checkbox"/>
76. Onsite electrical generation	5	<input type="checkbox"/>
Transportation		
77. Encourage guests and staff to walk, use public transport, bicycle to and from the facility, providing maps, schedules and/or reduced rate transit passes	3	<input type="checkbox"/>
78. Provide bicycles for guest rental or use	3	<input type="checkbox"/>
79. Provide preferred parking locations for guests and staff driving fuel efficient vehicles	3	<input type="checkbox"/>
80. Encourage and reward staff for carpooling or using public transportation	3	<input type="checkbox"/>
81. Use of hybrid -electric , biodiesel , ethanol, electric or other non-petroleum based vehicles	4	<input type="checkbox"/>

82. Innovative Best Practice

- Please describe any additional energy efficiency-related practice implemented.
Submit any supporting documentation.



Energy Efficiency Point Total

Indoor Air Quality

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*. For assistance, see [Best Management Practices](#) and [Technical Assistance](#).

Over the past few decades, clean air practices have become increasingly important in progressive hotel management. These changes have not only led to an increase in energy efficiency and reduced exposure to health-related liabilities but have also created positive impacts on the "bottom line" and higher employee and guest satisfaction. Indoor pollution sources that release gases or particles into the air are the primary causes of indoor air quality problems. According to the U.S. Environmental Protection Agency (EPA), indoor air quality can be up to 10 times worse than the quality of outside air. There are many sources of indoor air pollution. These include the combustion of fuels such as oil, gas, kerosene, coal and wood; building materials and furnishings as diverse as deteriorating insulation, wet or damp carpets, and furnishings made of certain pressed wood products; products for cleaning and maintenance; central heating and cooling systems and humidification devices.

1. Use at least two, environmentally preferable cleaners that are biodegradable and do not contain NTA (nitrilotriacetic acid), chlorine bleach or phosphates or two cleaners that have a third party green cleaning designation. • Enter products & brands: _____ _____	5	<input type="checkbox"/>
2. Use air filters with a Minimum Efficiency Reporting Value (MERV) of 8 or better. • Manufacturer: _____ • <i>Submit receipt or proof-of-purchase.</i>	5	<input type="checkbox"/>
3. Clean all air handler units and coils, at minimum, annually. Keep and follow a preventative maintenance schedule and a record of activities. • <i>Submit current schedule.</i>	4	<input type="checkbox"/>
4. Properly label and store all chemicals.	3	<input type="checkbox"/>
5. No visible mold or mildew is present.	4	<input type="checkbox"/>
6. Ceiling tiles, wallpaper, shower curtain or other absorbent surfaces are routinely monitored for signs of mold and replaced as necessary	3	<input type="checkbox"/>
7. Waterlogged carpets are immediately lifted and dried, or immediately replaced.	3	<input type="checkbox"/>
8. Maintain HVAC inspection records for the following: <input type="checkbox"/> Mold and bacteria <input type="checkbox"/> Obstructions to air flow <input type="checkbox"/> Clean drip pans • <i>Submit copy of current records</i>	5	<input type="checkbox"/>
9. Drain condensate or any liquid from HVAC maintenance to sanitary sewer; not to stormwater drain. (Only storm water is permitted to go to the stormwater drain or detention pond.)	4	<input type="checkbox"/>

10. When cleaning HVAC units with chemicals/cleaning solutions, cleaning is performed on a porous surface such as grass	3	<input type="checkbox"/>
11. Maintain a relative humidity between 35% and 55% throughout the facility.	3	<input type="checkbox"/>
12. Use an integrated pest management system to control indoor pests. • Enter vendor: _____	3	<input type="checkbox"/>
13. Vent all exhaust fans to outside.	3	<input type="checkbox"/>
14. Use dehumidifiers.	3	<input type="checkbox"/>
15. Properly ventilate and filter all smoking guest rooms. Minimize or eliminate using deodorizers to mask smells.	3	<input type="checkbox"/>
16. Facility is 100% smoke-free indoors, including all guest rooms.	4	<input type="checkbox"/>
17. Ensure high moisture areas, such as kitchen and laundry are well ventilated.	3	<input type="checkbox"/>
18. Use low or No-VOC paints and finishes. • Enter brand: _____ • VOC content: _____	3	<input type="checkbox"/>
19. Regularly conduct tests for gases such as carbon monoxide and radon, and materials such as lead paint and asbestos. • Enter hazardous materials and gases tested: _____ _____	4	<input type="checkbox"/>
20. Eliminate or minimize use of ozone depleting chlorofluorocarbons (CFCs) such as refrigerants and aerosols. Existing CFC products are recovered, recycled, and properly disposed.	4	<input type="checkbox"/>
21. Innovative Best Practice • Please describe any additional indoor air quality-related practice implemented. <i>Submit any supporting documentation.</i> _____ _____ _____		<input type="checkbox"/>
Indoor Air Quality Point Total		

Verification and Authorization

(Florida Properties Only)

Florida *Green Lodging* Designation requires the lodging facility to verify regulatory compliance with the Florida Department of Environmental Protection (DEP) and to authorize posting its environmental practices on the Florida *Green Lodging* Program Web site. Please indicate agreement by completing the following:

_____ (*Facility Name*) is in compliance with all applicable federal, state and local environmental rules and regulations; allows its environmental practices to be posted on the Florida *Green Lodging* Web site; and makes its practices available to the public, guests, and others upon request.

- As authorizing agent for this property, I accept the Terms and Conditions of designation.
- No false or misleading information is presented in this application.
- My property is ready for designation.

General Manager

Date

Thank you for your commitment to conserve natural resources through your participation in the Audubon International Green Lodging Program. We will review your application and documentation, and will notify you of your preliminary designation status.

**SAVE A COPY OF THIS APPLICATION AND SUBMIT TO
FRED@AUDUBONINTERNATIONAL.ORG**