



- Hotel-wide policy must incorporate commitment to the following: *environmental issues, social and cultural issues, economic and quality issues, health and safety issues, human rights, risk and crisis management, greenhouse gas reduction, water conservation and efficient use measurement, waste management and resource use reduction, reuse and recycling, reduction in and proper use and handling of hazardous and toxic substances, procurement of local goods and services, employee education and management, community involvement and support for initiatives fostering social and economic development, accommodating persons with special needs and providing relevant information, guest education and awareness.*
- In addition to the above commitments, the hotel-wide policy must also incorporate a comprehensive, periodic training program for all employees on knowing their respective roles and responsibilities in management of these issues: *environmental awareness and behaviour, social and cultural practices, human rights, risk and crisis management, economic and quality issues, management of health and safety practices.*
- The policy or set of policies cover a long-term approach and is suitable to the hotel's size and scope of services.
- **A written management action plan exist that addresses policy commitments. (Corporate Environmental Management Section, Question 2)**
  - The hotel's written management action plan includes ongoing measurement and monitoring of policy implementation.
- **A Green Team is assigned responsibility for directing and coordinating environmental initiatives. (Corporate Environmental Management Section, Question 9)**
  - The hotel's Green Team have a written mandate with support from senior management.
  - The hotel's Green Team meet at least quarterly.



*Questions in the Food and Beverage Services section pertain to food management, waste management, and sourcing policies. Limited-service properties without food and beverage services can opt out without any penalty.*

- **Organic wastes are separated from the regular waste stream and composted either internally or externally. (Food & Beverage Services Section, Question 19)**



## Engineering and Maintenance

Questions in the Engineering and Maintenance section evaluate your maintenance procedures and how you keep track of your emissions, power, water, and waste utilization and disposal. Be ready to indicate how you track these areas and provide supporting documentation.

- **Annual use and costs of electricity are being measured and tracked.** *(Engineering and Maintenance Section, Question 4)*
- **Annual use and costs of natural gas are being measured and tracked.** *(Engineering and Maintenance Section, Question 5)*
- **Annual use and costs of water are being measured and tracked.** *(Engineering and Maintenance Section, Question 11)*
- **Annual waste disposal quantities and costs are being measured and tracked.** *(Engineering and Maintenance Section, Question 12)*
- **Annual waste diversion rates are measured and tracked.** *(Engineering and Maintenance Section, Question 51)*

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