

If you do not have a **Sustainability Policy** or **Action Plan** Green Key Global offers **downloadable templates**

Green Key Global Documentation Checklist

This simple checklist is designed to shorten your assessment preparation process, ensuring that all necessary documentation is readily available to submit during your self-assessment.

Baseline Requirements

The Baseline Requirements section contains the 8 essential document uploads needed to meet Green Key Global's Key level 1.

Sustainability Policy

Your property's sustainability policy (Corporate, question 1)

Action Plan

Your property's action plan (Corporate, question 2)

Green Team Mandate

Your property's written Green Team mandate (Corporate, question 9b)

Use and Costs of Electricity

Your property's annual use and costs of electricity (Engineering, question 4)

Use and Costs of Natural Gas

Your property's annual use and costs of natural gas (Engineering, question 5)

Use and Cost of Water

Your property's annual use and costs of water (Engineering, question 11)

Disposal and Cost of Waste

Your property's annual waste disposal quantities and costs (Engineering, question 12)

Waste Diversion Tracking

Your property's waste diversion rates (Engineering, question 51)



Use & Cost can be demonstrated in **service providers invoices**

Corporate Environmental Management

The Corporate section refers to front-of-house processes and policies. Here commitment to sustainability becomes visible to your guests. This section of the checklist is dedicated to ensuring that the public spaces of your property not only meet Green Key Global's standards but also reflect your environmental initiatives.

Publicly Available Policies

The information the property makes publicly available and transparent (Corporate, question 1g)

Responsible Purchasing Policy

Your property's written purchasing policy (Corporate, question 3)

IT Policy

Your property's written IT policy (Corporate, question 4)

Communications Strategy

Your property's written environmental communications strategy (Corporate, question 12)

Guest-facing document on Local Culture and Cultural Heritage

Your property's guest-facing document on local culture and cultural heritage (Corporate, question 17)

Hazardous Waste Policy

Your property's written hazardous waste policy (Corporate, question 5)

CFC Equipment Recovery

Your property's CFC equipment recovery policy (Corporate, question 6)

Volatile Organic Compounds Plan

Your property's volatile organic compounds plan (Corporate, question 7)

Environmental Complaint Policy

An overview of your property's environmental complaint policy (Corporate, question 8)

Guest Satisfaction

An overview of your property's guest satisfaction policy (Corporate, question 26)

Sustainability Report/Annual Report

Your property's sustainability report/annual report (Corporate, question 27)

Human Trafficking Response Plan

An overview of your property's human trafficking response plan (Corporate, question 38)



Housekeeping

Housekeeping is at the core of your property's operational sustainability. This section of the checklist ensures that your behind-the-scenes practices align with Green Key Global's standards, showcasing your commitment to environmental responsibility.

Housekeeping Opt-Out

An overview of your property's program for guests to opt-out of housekeeping (Housekeeping, question 1)

Cleaning and Medical Waste Disposal Policy

An overview of your property's cleaning and medical waste disposal policy (Housekeeping, question 19)

Housekeeping Procedures

An overview of your property's housekeeping procedures (Housekeeping, question 23)

Low Occupancy Policy

An overview of your property's low occupancy policy (Housekeeping, question 27)

Conference

Our Conference section is dedicated to ensuring that your meeting spaces not only comply with Green Key Global's standards but also embody your pledge to sustainable practices. This section of the checklist will guide you in preparing the necessary documentation to showcase your property's innovative approach to eco-friendly conferences. **This section can be opted out of if your property does not have conference or meeting spaces.*

Internal Environmental Policies

Your property's internal environmental policies (Conference, question 6)

Environmental Reduction Plan

Your property's environmental reduction plan (Conference, question 7)

Event Marketing Materials Policy

Your property's event marketing materials policy (Conference, question 10)

Conference and Meeting Education Policy

Your property's conference and meeting education policy (Conference, question 17)

Food & Beverage Services (F&B)

The Food and Beverage section is a key component of Green Key Global's assessment, reflecting your property's dedication to sustainable dining experiences. This checklist will guide you in gathering the necessary documentation to illustrate your commitment to eco-friendly practices within your food and beverage services. **This section can be opted out of if your property does not have full-service food & beverage operations.*

Freezer and Refrigeration Check

Your property's monitoring of freezers and refrigeration (F&B, question 7)

Thawing Policies

Your property's thawing policies (F&B, question 9)

Register Tape and Receipts

An overview of your property's register tapes and receipts composition (recycled materials) (F&B, question 11a)

Non-Paper Products with Recycled Content

Proof of recycled content in all selected items (F&B, question 12)

CFC and HCFC reduction

A written plan to phase out CFCs and HCFCs (F&B, question 28)

Innovative F&B Practices

An overview of your property's innovative F&B practices to reduce waste and impact (F&B, question 33)

Engineering & Maintenance

The Engineering section is critical to Green Key Global's assessment, underscoring your property's commitment to sustainable infrastructure and operations. This checklist will assist you in compiling the necessary documentation that demonstrates your engineering solutions and practices.

Performance Audits

An overview of your property's performance audit(s) for selected items (Engineering, question 1)

GHG Monitoring

Your property's greenhouse gas (GHG) emissions monitoring and management (Engineering, question 3)

Use and Costs of Propane

Your property's annual use and costs of propane (Engineering, question 6)

Use and Cost of Wood

Your property's annual use and costs of wood (Engineering, question 10)

Use and Cost of Gasoline

Your property's annual use and costs of gasoline (Engineering, question 7)

Use and Cost of Diesel Fuel

Your property's annual use and costs of diesel fuel (Engineering, question 8)

Use and Cost of Steam

Your property's annual use and costs of steam (Engineering, question 9)

Energy Consumption Sub-Metered *Your property's sub-metered energy consumption tracking (Engineering, question 13)*

Water Consumption Sub-Metered

Your property's sub-metered water consumption tracking (Engineering, question 14)

Preventative Maintenance Program

An overview of your property's preventative maintenance program (Engineering, question 15)

Indoor Air Quality Monitoring

An overview of your property's monitoring of indoor air quality (Engineering, question 16)

Renewable Energy Sources

An overview of your property's renewable energy sources (Engineering, question 20)

Use and Cost of Renewables

Your property's annual costs of renewable sources of energy (Engineering, question 20a)

Renewable Energy Certificates

Your property's RECs (renewable energy certificates) (Engineering, question 21)

Vehicle Maintenance Program

An overview of your property's vehicle maintenance program (Engineering, question 25)

Integrated Pest Management Program

An overview of your property's integrated pest management program (Engineering, question 30)

Dishwasher Maintenance Program

An overview of your property's dishwasher maintenance program (Engineering, question 49)

Energy, Water, Waste Reduction

Your property's measurements for energy, water, and waste reduction (Engineering, question 64)

Third-party Environmental Certification

Your property's third-party environmental certification (i.e. LEED or BOMA) (Engineering, question 65)

Purchase Policy for Sustainable Materials

An overview of your property's purchase policy for sustainable materials (Engineering, question 66)

Accessibility Certification

A copy of your property's accessibility certification (Engineering, question 67)

Innovative Engineering and Maintenance practices or technologies

An overview of innovative practices/technologies/tactics in the area of Engineering & Maintenance (Engineering, question 68)

Need Assistance? We're Here to Help!

If you have any questions or require additional assistance while preparing your documentation, please don't hesitate to reach out to info@greenkeyglobal.com. Our dedicated team is committed to supporting you through every step of the assessment process.

