

# Eco-Assessment and Planning Checklist

## *Introduction*

The Eco-assessment and planning checklist is designed help you evaluate your facility's high-level environmental performance, identify opportunities for improvements, and enhance (or initiate) your environmental program. The guide includes questions on how your facility manages solid waste, hazardous waste, energy, indoor air quality, and water. This assessment is modeled on the Florida Department of Environmental Protection's *Green Lodging Program* (FGLP). The questions encourage you, and your colleagues, to think about new ways to manage your facility and identify ways to reduce your costs while also reducing environmental impacts.

This site-assessment guide ascertains baseline data including annual solid waste disposal, energy use, and water consumption. Documenting this data will help you prioritize actions. Tracking changes in the data will enable you to document results and report successes. If you have never undergone a facility-wide assessment, the completion of this assessment should be the first thing you do prior to starting any environmental initiative. The data will be crucial for identifying areas for action, as well as for quantifying return on investment and measuring success.

The assessment form is broken into sections that are designed to help you assess the current state of your facility. You will find that different sections require corporation of staff in different departments in your facility; this is a great way to get them involved in the process and achieve buy-in—a critical factor in realizing bottom line improvement!

Finally, this checklist can help you set achievable goals and prioritize key action plans to significantly improve your facility's financial and environmental performance as well as reputation as an “eco-friendly” destination.

The sooner you begin, the sooner you realize economic and ecological benefits.

Donald W. Borden, Jr.  
*President*

## SECTION I: Commitment to Environmental Performance

Current Practices	
<p>What kind of help can you expect? List the potential members of your Green Team:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p><i>A “Green Team” is responsible for ensuring that all the environmental practices, in which the hotel is participating, are being performed timely and correctly. A “Green Team” is usually comprised of individuals from each area of the hotel, namely: Housekeeping, Engineering, Kitchen, Front Office, Maintenance, and Upper Management.</i></p>
<p>Are your environmental efforts visibly communicated to the guests, staff, shareholders, vendors and to the public?</p> <p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If Yes, please specify which communication efforts you are using:</p> <p><input type="checkbox"/> Application/environmental policy must be available to the public</p> <p><input type="checkbox"/> Staff know where policy is located</p> <p><input type="checkbox"/> Convey environmental initiative to guests through newsletters, TV, or placards in guest room</p> <p><input type="checkbox"/> Ability to receive feedback</p> <p><input type="checkbox"/> Staff meetings</p> <p><input type="checkbox"/> Document new employee training</p> <p><input type="checkbox"/> Other _____</p>	<p><i>This is to inform the guests and public, which environmentally conscious programs the property is currently following. It also lets guest know why certain things are being done or not done. This is usually communicated by: signs in the lobby, in-room collateral, direct mail, website, annual reports, and advertising.</i></p>
<p>Is your property currently certified by any of the following programs?</p> <p><input type="checkbox"/> Energy Star      <input type="checkbox"/> Green Seal</p> <p><input type="checkbox"/> Green Globe      <input type="checkbox"/> Waste Wise</p> <p><input type="checkbox"/> Buy Recycled Business Alliance</p> <p><input type="checkbox"/> Water CHAMPS</p> <p>Other _____</p>	
<p>NOTES and other observations:</p>	





## SECTION III: Energy Efficiency

Baseline Data	
Calendar year: _____	Total energy use = _____ kwh Cost \$_____ per_____

Current Practices	
<p>Do you currently use an Energy Management System (EMS)?</p> <p style="text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p><i>An EMS system is a PC based program that helps collect, analyze, and display data collected from the property's major energy consuming appliances. It will help you make choices of when and how long to run certain equipment.</i></p>
<p>Do you currently take advantage of "Time of Day" rates by using appliances during off-peak hours?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No Discounted Cost \$_____per_____</p>	<p><i>Most Utility providers offer lower rates for off-peak hours. It is wise to run major energy consuming electronics during the hours of 8:00 pm and 6:00 am.</i></p>
<p>Do you currently have a Preventative Maintenance Plan in place for all of the property's major appliances?</p> <p style="text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p><i>It is cost effective to set up and follow a preventive maintenance plan (PMP) for all of the property's costly appliances. A PMP should contain things from annual tune-ups to replacing air filters.</i></p>
<p>Are you currently using any of the following Energy Star Rated Appliances or Equipment?</p> <p><input type="checkbox"/> Hot Water Heaters   <input type="checkbox"/> HVAC</p> <p><input type="checkbox"/> Washing Machines   <input type="checkbox"/> Clothes Dryer</p> <p><input type="checkbox"/> Copiers   <input type="checkbox"/> Monitors</p> <p><input type="checkbox"/> Televisions   <input type="checkbox"/> Dishwashers</p> <p><input type="checkbox"/> Refrigerators   <input type="checkbox"/> Freezers</p> <p><input type="checkbox"/> Water Coolers</p> <p><input type="checkbox"/> Other: _____</p>	
<p>Are you currently using a programmable thermostat program?</p> <p style="text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No <input type="checkbox"/> Yes, manually</p>	<p><i>A programmable thermostat program helps ensure that unoccupied rooms revert back to a predetermined temperature. Some include a motion sensor to determine if the room is occupied.</i></p>

### SECTION III: Energy Efficiency *(continued)*

<p>Are you currently using High Efficiency Lighting?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, please specify the percentage of high efficiency lighting in each of the following areas?</p> <p>Guest Rooms                    _____          Outdoor Lighting            _____          24/7 Lighting                   _____          Back of House Lighting      _____          Emergency Exit Signs        _____</p>	<p><i>High efficiency lighting is compact fluorescent bulbs that are 66% - 75% more efficient than its comparable incandescent, lasts 8 times longer, and does not emit lost energy through heat.</i></p>
<p>Are you currently using Sensor Lighting in any of the following areas?</p> <p>Outdoor Lighting (Timers or Photo Sensors)  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="padding-left: 40px;">Percent _____</p> <p>Back of House (Motion Sensors)  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="padding-left: 40px;">Percent _____</p>	
<p>Does the property currently have Tinted or Double Paned Windows?</p> <p>Double Paned:   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="padding-left: 40px;">Percent _____</p> <p>Tinted:            <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="padding-left: 40px;">Percent _____</p>	
<p>NOTES and other observations:</p>    	

## SECTION IV: Waste Reduction

Baseline Data
Calendar year: _____ Solid waste disposed = _____ lbs Cost \$_____per_____ <div style="text-align: center; margin-top: 10px;">             Hazardous waste disposal = _____ lbs (or drums) Cost \$_____per_____  </div>

Current Practices																													
<p>Do you currently have a Recycling Program in place for any of the following materials?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Aluminum</td> <td><input type="checkbox"/> Plastic</td> </tr> <tr> <td><input type="checkbox"/> Steel</td> <td><input type="checkbox"/> Glass</td> </tr> <tr> <td><input type="checkbox"/> Cardboard</td> <td><input type="checkbox"/> Mixed</td> </tr> <tr> <td><input type="checkbox"/> Paper</td> <td><input type="checkbox"/> Office Paper</td> </tr> <tr> <td><input type="checkbox"/> Newspaper</td> <td><input type="checkbox"/> Toner Cartridges</td> </tr> <tr> <td><input type="checkbox"/> Carpet</td> <td><input type="checkbox"/> Electronics</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Fluorescent Lamps</td> </tr> </table> <p>If yes, where are your collection bins currently located?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Lobby</td> <td><input type="checkbox"/> Guest Rooms</td> </tr> <tr> <td><input type="checkbox"/> Elevator</td> <td><input type="checkbox"/> Landings</td> </tr> <tr> <td><input type="checkbox"/> Pool</td> <td><input type="checkbox"/> Kitchen/Bar</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Near Vending Machines</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Front Office</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Staff Facilities</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Conference Room</td> </tr> </table>	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Plastic	<input type="checkbox"/> Steel	<input type="checkbox"/> Glass	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Mixed	<input type="checkbox"/> Paper	<input type="checkbox"/> Office Paper	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Toner Cartridges	<input type="checkbox"/> Carpet	<input type="checkbox"/> Electronics	<input type="checkbox"/> Fluorescent Lamps		<input type="checkbox"/> Lobby	<input type="checkbox"/> Guest Rooms	<input type="checkbox"/> Elevator	<input type="checkbox"/> Landings	<input type="checkbox"/> Pool	<input type="checkbox"/> Kitchen/Bar	<input type="checkbox"/> Near Vending Machines		<input type="checkbox"/> Front Office		<input type="checkbox"/> Staff Facilities		<input type="checkbox"/> Conference Room		
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<p>Do you currently use a Trash Compactor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p><i>Garbage Compactors will reduce the overall volume of waste, therefore decreasing the amount of pick-ups per month; thus decreasing the cost for service</i></p>																												
<p>Do you currently Compost any of the following materials on site?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Yard Trash</td> <td><input type="checkbox"/> Food Waste</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Yard Trash	<input type="checkbox"/> Food Waste	<input type="checkbox"/> Other: _____																										
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## SECTION IV: Waste Reduction *(continued)*

<p>Are you currently practicing any of the following Waste Reduction techniques?</p> <p><input type="checkbox"/> Exercising any Lease vs. Buy options on Computers and Other Electronics * If yes, on which products:</p> <p><input type="checkbox"/> Using any refillable containers rather than single use applications * If yes, on which products:</p> <p><input type="checkbox"/> Practicing “Just in Time Buying”  <input type="checkbox"/> Utilizing reusable versus disposable goods  <input type="checkbox"/> Purchasing products in reusable/returnable containers  <input type="checkbox"/> Purchasing products in Bulk/Concentrate  <input type="checkbox"/> Requiring Vendors to take back pallets, non recyclable boxes and crates  <input type="checkbox"/> Formally request suppliers to reduce packaging  <input type="checkbox"/> Stopping unwanted Free Newspapers  <input type="checkbox"/> Duplexing (2 sided copies)</p>	<p><i>“Just in Time Buying”</i>: This is the practice of buying products just before you run out. The theory is that employees use more of a product just because there is plenty more on the shelf.</p> <p><i>To stop delivery of unwanted free newspapers, we encourage the practice of asking at check in or using a door hanger to refuse.</i></p>
<p>Hazardous Waste Generator status?</p> <p><input type="checkbox"/> Large Quantity (LQG)  <input type="checkbox"/> Small Quantity (SQG)  <input type="checkbox"/> Conditionally-Exempt (CESQG)</p>	
<p>NOTES and other observations:</p>          	

## SECTION V: Clean Air Practices

Current Practices	
<p>Does your property currently test for the following gases?</p> <p style="margin-left: 40px;">Carbon Monoxide: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">Radon: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Has your property been tested for the following materials?</p> <p style="margin-left: 40px;">Lead Paint: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 80px;">If so, when _____</p> <p style="margin-left: 40px;">Asbestos: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 80px;">If so, when _____</p>	
<p>Do you currently maintain a relative humidity between 35 and 55%?</p> <p style="margin-left: 40px;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p>	<p><i>Maintaining a relative humidity between 35 and 55% helps prevent the growth of mold.</i></p>
<p>How do you currently ensure that your property is sealed from the environment?</p> <p><input type="checkbox"/> Properly installed weather stripping</p> <p><input type="checkbox"/> Use of pressure stabilization</p>	<p><i>By maintaining positive pressure inside the building, water and moisture can be kept out.</i></p>
<p>Have you recently checked your HVAC system for the following?</p> <p>Mold and Bacteria: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when _____</p> <p>Obstructions to air flow: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when _____</p> <p>Clean drip pans: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when _____</p> <p><input type="checkbox"/> Other: _____</p>	

**SECTION V: Clean Air Practices** *(continued)*

<p>Are you currently using any of the following to help increase the quality of your indoor air?</p> <p><input type="checkbox"/> Exhaust Fans vented to outside not attic</p> <p><input type="checkbox"/> Dehumidifiers</p> <p><input type="checkbox"/> High Efficiency filters other than HVAC filters</p> <p><input type="checkbox"/> High Efficiency Air Filters for HVAC</p> <p><input type="checkbox"/> Smoking Rooms are well ventilated or properly filtered</p> <p><input type="checkbox"/> Ensuring high moisture areas such as Kitchen &amp; Laundry are well ventilated</p>	<p><i>Filters: Minimum Efficiency Rating Value (MERV) of 8 or better.</i></p> <p><i>Refer to BMPs for further information.</i></p>
<p>Do you use environmentally preferable cleaners?</p> <p align="right"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If so, which:</p>	<p><i>Preferable cleaners are cleaners that are not toxic to humans, degradable, non-corrosive, and low in VOC's. Refer to BMP's for list of preferable cleaners.</i></p>
<p>Is a preventive maintenance plan documented with logs for air handling unit cleaning and filter exchange?</p> <p align="right"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	

## SECTION VI: Environmental Improvement Projects

The following are recommendations based on the preliminary data provided in sections I-V. The next step is to develop a schedule of implementation that will deliver the greatest financial benefit the fastest while minimizing disruption of your operation and inconvenience to guests and staff.

<b>Water Conservation</b>
<b>Energy Efficiency</b>
<b>Waste Reduction</b>
<b>Clean Air Practices</b>

## Section VII: Green Team Recognition

The Green Team has worked hard to identify economic and ecological opportunities for this site and is ready to move toward implementation:

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Green Team Leader

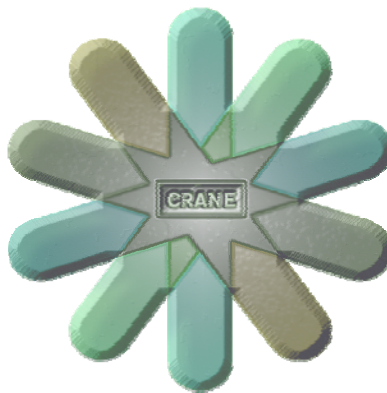
\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Green Team Member

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Green Team Member

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Green Team Member

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Green Team Member

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Green Team Member



**CRANE** ENVIRONMENTAL