

Rhode Island DEM “Green Hospitality” Program



Green Hotel & Lodging Business Self- Certification Workbook

April 2020

Program Partners

Rhode Island Hospitality Association
Providence Warwick Convention & Visitors Bureau
Johnson & Wales University
Newport Convention & Visitors Bureau
Rhode Island Tourism Division

Rhode Island DEM Green Hospitality Program



Office of Customer and Technical Assistance

<http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-hospitality.php>

Instructions and Program Details

The following self-assessment checklist is a comprehensive evaluation tool that details the Rhode Island Department of Environmental Management (RIDEM) requirements for a “Green Hotel and Lodging Business” designation through the RIDEM Green Hospitality Program. The following checklist provides a menu of best management practices to assist in achieving your “Green Hotel and Lodging Business” designation.

The RIDEM Green Hospitality Program has several project partners in the state that are committed to promoting sustainability across the hotel and lodging industry. Project partners include the Rhode Island Hospitality Association (<https://www.rihospitality.org/riha>), Providence and Warwick Convention & Visitors Bureau (<https://www.goprovidence.com/>), Johnson and Wales, (<https://www.jwu.edu/>), Newport Convention & Visitors Bureau (<https://www.discovernewport.org/>) and the Rhode Island Tourism Division (<https://www.visitrhodeisland.com/>).

By becoming a Green Certified Hotel or Lodging Business you will receive the following benefits:

- A framed “Green Hotel and Lodging Business” Certification Award
- Rhode Island DEM Green Hospitality Certification Program logo and decal to use for your marketing and advertising
- A listing on both the RIDEM Green Hospitality website and the Rhode Island Hospitality Association website as a designated “Green Hotel and Lodging Business”.
- Free on -going technical assistance from RIDEM on how to continue to reduce your environmental impact

The certification process involves completion of the following steps:

- 1) All of the following sections must be completed in the checklist. It consists of the following nine sections:
 - Hotel and Property Information
 - Baseline Environmental Performance
 - Communication, Education (Guests & Employees)
 - Chemical Usage and Housekeeping
 - Waste Reduction, Reuse, and Recycling
 - Water Conservation
 - Landscaping & Maintenance
 - Indoor Air Quality
 - Energy Efficiency
- 2) If you are implementing a BMP at your facility that is not listed within the following checklist, you may include the details of the specific BMP in a spaces labeled “Innovative Best Practices”. For all practices listed in the checklist, in order to qualify for points it must be implemented in at least 50% of the facility 50% of the time. For example, high efficiency lighting (i.e. LEDs) must be used in at least 50% of light fixtures 50% of the time. Additionally, if green cleaners are used they must be used in at least 50% of the facility 50% of the time. Documentation will be required to verify certain practices. **To receive credit for an environmental practice you have implemented, please check the box at the end of each line. You will see corresponding points next to each check box.** The first two sections of this checklist do not generate points, they are required information from the facility. You must add up your points and enter the total at the end of each section.

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In order to check off a best management practice in the checklist it must be implemented prior to submitting the application.

- 3) Add your total points up at the end of every section. Completed checklists can be **saved and electronically submitted at the end of this form to Ann Battersby at ann.battersby@dem.ri.gov** or can be mailed to:

Ann Battersby
Office of Customer & Technical Assistance
Rhode Island Departmental of Environmental Management
235 Promenade Street
Providence, RI 02908-5767
401-222-4700 ext. 7284

- 4) You are encouraged to save a copy of the completed checklist for your own records. Your workbook will be reviewed and will receive a final score by DEM's Office of Technical & Customer Assistance once it is received. A total of **900 total points** are required for automatic certification. If the requisite number of points is reached, your business is eligible for a **two- year certification**. If you need assistance filling out the checklist, please call DEM's Office of Customer & Technical Assistance at the contact information listed above. Also, please visit the RIDEM Green Hospitality Certification Program webpage at <http://www.dem.ri.gov/programs/benviron/assist/grncert/index.htm> for more information and resources. Two years after initial certification, you must be re-certified. For **recertification**, you must complete the workbook again by adding new Best management practices to your original checklist and increase your point total by at least **50 points**.

Thank you for your interest in the RIDEM Green Hospitality Program. We look forward to working with you to protect Rhode Island's environment and conserve our natural resources for generations to come!

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SECTION 1: HOTEL PROFILE & PROPERTY INFORMATION

Name of Property and or Business Name:

Address:

Phone number:

Email:

Hotel website:

Primary Contact for Green Hotel and Lodging Certification

Name:

Title:

Phone:

Email:

PROPERTY INFORMATION:

Type of lodging facility: (check one) -

Hotel/Motel

Cabin

Bed & Breakfast/Inn

Condo-hotel/Timeshare

Total building square feet

Number of rooms

Number of Employees

Total Guest room square Feet

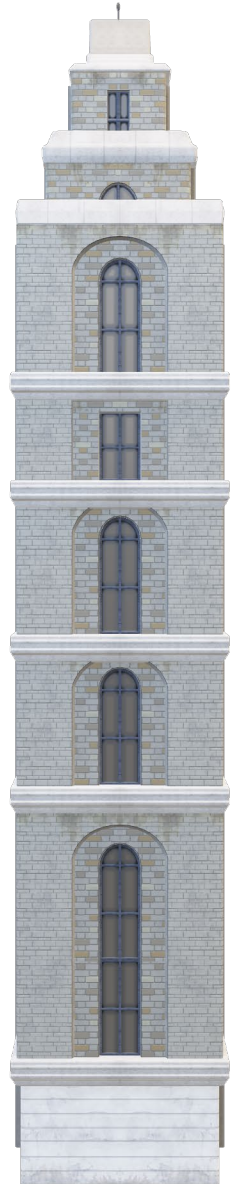
Number of Meeting / Conference Facilities

Total Conference Square Feet

Member of Audubon's Green Lodging Program

Number of Restaurants

**** Restaurants are encouraged to fill out "RIDEM's Green Hospitality Program for "Green Restaurants" (<http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-restaurant.php>).**



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SECTION 2: BASELINE ENVIRONMENTAL PERFORMANCE DATA

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

Please report solid waste, water consumption, and energy use in the following section for the past 12 months.

Reporting time period (month/year) is from: _____ **to:** _____

If an item is not applicable select **N/A**. If solid waste information is not available, then provide an estimate. An estimate can be calculated by: 1) weighing or measuring consumption/materials for one week, 2) averaging the weekly figure, 3) making sure to correct for seasonal variations in your business and 4) multiply the weekly average by 52 to get an estimated total for the year.

Measurement must be the annual amount in tons.

SOILD WASTE

Volume to landfill	Estimate	N/A
Volume being reused/recycled/composted	Estimate	N/A

WATER

Total volume of water used (for all operations, including irrigation and pool). The measurement must be in total annual use in gallons. Annual use in gallons:

ENERGY

Electricity usage (kWh)	Cost	N/A
Natural Gas (cubic ft)	Cost	N/A
Oil (gallons)	Cost	N/A
LPG (gallons)	Cost	N/A
Renewable Energy (type and unit)	Cost	N/A
Other energy (type and unit)	Cost	N/A
Total cost all energy		



SECTION 3: COMMUNICATION, EDUCATION, (GUESTS and EMPLOYEES) and ADMINISTRATIVE.

Create, adopt, and display an environmental policy. The policy should be communicated to all guests and staff. Please attach a copy of the written environmental policy. This can be a corporate environmental policy. This policy must be signed by all employees. **(10 points)**.

Create an environmental task force or “green team” made up of employees. This can be in the form of a corporate wide task force. Attach meeting dates and attendees for past 3 meetings. **(10 points)**.



Use of environmentally specific in-room collateral. **(5 points)**.

Use of facilities in house channel to communicate your environmental efforts. **(5 points)**.

Use of in-room directory to communicate the facilities’ environmental efforts. **(5 points)**.

Encourage and solicit the local community in your environmental efforts. **(10 points)**.

Share your environmental success with the community . **(5 points)**.

Encourage and solicit guest cooperation and participation in environmental efforts and initiatives. **(10 points)**.

Provide tours of your facility to guests and the public that highlight environmental improvement projects. **(10 points)**.

Provide a survey or online evaluation tool for guest feedback on environmental performance. **(2 points)**.

Property uses paper for all printing needs that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content. **(5 points)**.

Machine default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. (This often cuts down amount of paper used by 20%) . **(2 points)**.

Night audit report electronic submission (not printed). **(2 points)**.

Host a community event highlighting your facilities green practices. Please submit documentation and describe the event. **(5 points)**.

Provide staff with bi-lingual and tri- lingual training on green education and materials. **(15 points)**.

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Conduct Regular Training for the following:



Handling of hazardous material. **(5 points)**.

Best environmental management practices. **(10 points)**.

Proper disposal and handling procedures in chemical storage areas. **(5 points)**.

Importance and rationale for environmental practices implementation including economic, environmental and social considerations. **(10 points)**.

Include environmental policies in advertising materials and or on website. **(5 points)**.

Encourage employee best environmental practices outside of work: recycling, carpooling, ect. **(10 points)**.

Subscribe to environmental information resources. **(5 points)**.

Enroll in voluntary environmental programs . **(10 points)**.

Establish at least one individual for wildlife inventorying purpose at the hotel property. **(10 points)**.

Creation of a list of specific environmentally preferred products (EPP) to use at your property. RIDEM has a list of EPP products listed on the RIDEM Green Hospitality website. **(10 points)**.

Innovative Best Practice

Please use the space below to list any innovative practices you are implementing at your facility that were not listed in the section above. We will award points to your BMP upon review.

SECTION 3: Communication, Education, and Administrative Point Total



SECTION 4: HOUSEKEEPING & CHEMICAL SAFETY

Use cleaners and detergents that are readily biodegradable and do not contain certain chemicals. Chemical formulation information is found on the individual safety data sheets for products. Safety Data Sheets (SDS) should be kept in an employee area where they are accessible by staff. Check the box if **YOU DO NOT USE PRODUCTS THAT CONTAIN THE FOLLOWING CHEMICAL COMPONENTS. (15 points).**

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotetraacetic acid (EDTA)
- nitrilotriacetic acid (NTA)
- monoethanolamine (MEA)
- 2-butoxyethanol or ethylene glycol monobutyl ether (EGBE) or butyl cellulose
- 2-Methoxyethoxy ethanol or diethylene glycol monomethyl ether (DEGME)
- Alkylphenol ethoxylates (APE)
- Dibutyl phthalate (DBP)
- Nonylphenol ethoxylates (NPEs)



Disinfectants are not considered environmentally preferable but are required by law to be used in some areas. The RIDEM encourages businesses to use disinfectants only where absolutely necessary and to ensure disinfectants are used minimally. Staff should be trained on how to use them and there should be a written procedure or policy for what gets disinfected and how to do it. Disinfectants should always be used with goggles and gloves. **(5 points).**

Your facility has a documented Standard Operating procedure for what gets disinfected and how it gets disinfected. Check the box if you have a SOP for disinfection. Please provide a copy of your written disinfection policy. **(10 points).**

Green Cleaning Products

Please check the following boxes if you use cleaning products that are third party certified by the following organizations.

- 1) Green Seal Cleaners **(5 points)**
<https://www.greenseal.org/products-services/>
- 2) Eco Logo **(5 points)**
<http://www.ecolabelindex.com/ecolabel/ecologo>
- 3) Design for the Environment (DfE) and Safer Choice <https://www.epa.gov/saferchoice>. **(5 points).**



If you checked the box above, please list the following GREEN cleaners used for additional points. Green cleaners will be certified by the above organizations. Green cleaners can also be identified by **EPA Safer Choice** logo. For every cleaner you list, you will obtain **8 points**.
glass cleaner:

floor cleaner:

metal polish:

bathroom cleaner:

floor wax:

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List of green cleaners continued...

All purpose/ counter top cleaner:

Your facility uses laundry detergents that are biodegradable and do not contain Phosphates, Nonylphenol ethoxylate (NPE), or nonionic surfactants. This information may be found on the SDS sheets for the detergent. **(10 points)**.

Please provide the name of your laundry detergent used at your facility. **(2 points)**.

Ozone washing machines (which use no hot water) are used at your property. Please indicate the type and model of the machine. **(10 points)**.

Use of Professional Wet Cleaning (as opposed to dry cleaning) for guest garments, uniform and linen cleaning services (either on or off site)
Which service?

Use of PERC-free dry cleaning for guest garments, uniform and linen cleaning services. **(10 points)**.

Properly label and store all chemicals at the facility. Your property should have a designated chemical storage area. **(2 points)**.

Innovative Best Practice: Please list any innovative nest management practice that was not listed in the above section.

SECTION 4: HOUSEKEEPING AND CHEMICAL SAFETY POINTS TOTAL



<http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-hospitality.php>

SECTION 5: WASTE REDUCTION, REUSE, and RECYCLING

Commercial recycling is a law in Rhode Island. A generator of commercial solid waste covered under this law is any person or entity who generates commercial solid waste or accepts responsibility for collecting, storing, or disposing of their tenant's waste. A generator of commercial waste shall segregate their solid waste from their recycling. Subsequent to the point of generation, no person shall combine segregated recyclables with solid waste in a manner that renders the material not marketable. See the following link to the Commercial Recycling Law in Rhode Island. <https://rules.sos.ri.gov/regulations/part/250-140-20-1>.



Please describe the recycling procedures at your facility. **This is mandatory.** There are no points awarded for correctly recycling. You need to contact the RIDEM OCTA if you need assistance determining your compliance with the RI Commercial Recycling Law. We can assist in bringing you into compliance. Describe recycling procedures for the following materials.

Paper (magazines, newspaper, office paper)

Cardboard

Glass

Aluminum cans

Plastic_

Steel cans

Guest Recycling: Distribute recycling bins throughout the facility for use by the employees and guests in order to recycle soda cans, food cans, newspapers, glass, and plastics. Bins should be placed in all common areas and guest rooms.

In-Room Recycling: Distribute recycling bins in all guest rooms in order to collect glass, plastic, paper, and cans.

Please check the corresponding boxes **and generate points** if you perform any of the following BMPs for recycling and waste collection.

Provide newspaper to guests only upon request. **(2 points)**.

Minimize or eliminate plastic bags use in retail operations. **(2 points)**.

Replace polystyrene (styrofoam) with re-useable or biodegradable products . **(10 points)**.

Part of a mattress recycling program **(10 points)**.

Refillable soap dispensers. **(2 points)**.

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Refillable shampoo dispensers. **(5 points)**.

Glass drinking glasses. **(2 points)**.

Returnable delivery containers. **(10 points)**.

Cloth napkins and table cloths. **(5 points)**.

Re-useable place service for in-room service (cutlery, plates, and cups) **(5 points)**.

An additional requirement for commercial businesses in RI is to dispose of Universal Waste properly. The Rhode Island Department of Environmental Management Universal Waste Rule is a regulation that prohibits the disposal of the following wastes. A Universal Waste is waste that is generated by both the commercial and industrial sectors. Universal waste is defined as batteries, pesticides, electronic waste, mercury-containing equipment, and fluorescent lamps. Universal waste must not be accumulated at a facility for more than a year. Send (at a minimum) YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the state of Rhode Island. Points will NOT be awarded for compliance with this rule. If you are not in compliance with the rule, the RIDEM OCTA will work with you to bring you into compliance. You can view the following link for more information the Universal Waste Rule:
<http://www.dem.ri.gov/programs/benviron/assist/pdf/univrule.pdf>

Describe recycling procedures for the following:

Batteries (rechargeable and non-rechargeable)

Electronics (all computers, DVD, VCR, CD, Video game, telephones, copiers, televisions, radios ect)

Pesticides

Mercury containing equipment (thermostats, switches)

Mercury Lamps (fluorescent lamps, neon lamps fluorescent signs, HID lamps).

If you need technical assistance in adhering to these requirements. The RIDEM Office of Customer and Technical Assistance will assist you. See contact information on page 2.

Waste Management BMPs for Outdoor Collection Areas, Please give check off the following BMPs in order to generate points.

Waste and recycling bins are kept sheltered from, rain or snow. **(2 points)**.

Keep recycling items loose in bins, **DO NOT** keep in paper or plastic bags. Plastic bags can only be recycled in specific designated locations. Paper bags can be recycled in the regular single stream recycling. **(2 points)**.

Flatten boxes and cut down pieces to 3 X 5X 1 in pieces. **(2 points)**.

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Keep paper flat (2 points).

Keep paper sheets intact (2 points).

Rinse containers. (2 points).

Keep plastic caps and tops on containers when putting in recycling bins. (2 points).

Do not put broken glass in recycling. (2 points).

Proper trash receptacles with lids are placed outside business entrance. (2 points).

Keep areas outside your business free of trash and debris. (10 points).

Recycling containers outside the entrance. (10 points).

Green Purchasing Best Management Practices - please check the boxes to generate points.

Please check the box and give yourself points if you purchase products any of the following packaging products that contain a high recycled content. After you check the box, indicate in the space provided the name of the product you use.

BPI certified or 100 % Bio-based (plastics) (15 points).

Contains 10-49% pre-consumer recycled content for plastic (10 points).

Contains 50-100% pre-consumer recycled content for plastic. (15 points).

Contains 10-49% post-consumer plastic. (10 points)

Contains 50-100% post- consumer plastic. (15 points).

Contains 10-39% post-consumer waste (PCW). (10 points).

Contains 40-69% post-consumer waste (PCW) (15 points).

Contains 70-89% post-consumer waste (PCW) (20 points).

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Food Waste

Food waste recycling is an important BMP that hotel and lodging businesses can take part in. We understand that some facilities have limited food services areas, while others multiple restaurants. To cover the wide range of food services facilities' implement, we ask that for facilities that have a restaurant that they fill out the RIDEM Green Hospitality "Green Restaurant Checklist" found at the following link:

<http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-restaurant.php>

For hotel and lodging businesses that have limited food service WITHOUT a separate restaurant, we ask that check off the following BMPS that you implement to obtain points.

Recycle grease. Grease can be recycled into biodiesel. A specific vendor would need to be retained to collect grease and oil. Please check the box if you recycle grease and name the grease recycling vendor. **(15 points)**.

Compost food waste generated at facility by collecting food waste in separate bins. Bins should be appropriately labeled and removed via a food waste hauler. **(20 points)**.

Name your food waste hauler

Track how much food waste is collected to calculate metrics. **(20 points)**.

Events

When your facility hosts an event, wedding, or corporate function, we ask that you make every effort to make it a green event. Please utilize the RIDEM Green Event Checklist found at the following link:

<http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-events.php>. Please check the box of you have completed this checklist and submit the "green event" checklist with your submittal package. **(20 points)**.

Innovative Best Practice

Please use the space below and check the box for any innovative practices you are implementing at your facility.

SECTION 5 WASTE REDUCTION, REUSE, and RECYCLING POINTS TOTAL:

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SECTION 6: LANDSCAPING & MAINTENANCE

Please check the boxes to generate points on any of the following BMPs.

Pesticide spraying notification (indoors and out). **(2 points)**.

Notification to employees if pesticide spraying has occurred . **(2 points)**.

Practice integrated pest management (IPM) techniques to treat pest problems. If you don't know what IPM is please see the following link. If you checked box for IMP please describe IPM tools used below. **(10 points)**.

inside facility

outside facility

Describe techniques used

Use environmentally preferable or non-toxic chemicals for landscaping, turf management purposes or site maintenance. **(10 points)**.

Use vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc) from parking lots and driveways etc. Please describe your buffer and how its maintained. **(20 points)**.

Plant native species on grounds (need less water to maintain). **(20 points)**.

Mulch grass clippings and rather than bagging them return to ground. Grass clippings contain 4% nitrogen and act like a time release fertilizer when they are returned regularly to the soil. **(10 points)**.

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Use automatic sprinkler systems with moisture sensors preventing sprinklers from coming on when it is raining or just after it has already rained. Should apply 1 inch of water per week in one or two watering's. **(10 points)**.

Implementation of graywater recycling system for irrigation. **(20 points)**.

Implementation of cisterns and rainwater collection for irrigation. **(20 points)**.

No sprinkler system, hand watered only when needed. **(10 points)**.

Purchase paint products with “low” VOC or “no” VOC content:

Interior Flat paint: less than 50 g/l VOC content. **(5 points)**.

Exterior Flat paint: less than 100 g/l VOC content. **(5 points)**.

Recycle paint through Paint Care RI (<https://www.paintcare.org/paintcare-states/rhode-island/#/everyone>). **(10 points)**.

Reducing impact from carpeting:

Dry carpet cleaning system. **(10 points)**

Non carpeted flooring for rooms. **(10 points)**.

Non carpeted flooring for common areas. **(10 points)**.

Innovative Best Practice:

Please use the space below to list any innovative practices you are implementing at your facility that was not listed in the section above. We will award points to your BMP upon review.

SECTION 6 LANDSCAPING AND MAINTENANCE POINTS TOTAL:



SECTION 7 : WATER QUALITY AND CONSERVATION

Pool and Spa

Use non-stabilized chlorine (no cyanuric acid) or bromine for indoor pool or spa. **(5 points)**.

Automatic chlorine or bromine feeder (alternative to inputting manually) **(5 points)**.

Phosphate free shock or stain control chemicals. **(5 points)**.

Salt chlorine generator. **(10 points)**.

Phosphate control chemicals to reduce use of chlorine to improve air and water. **(5 points)**.

No pool **(5 points)**.

Insulated pool covering (thermal blanket) to keep heat in when not in use. **(10 points)**.

LED lighting inside pool **(10 points)**.

Solar heating system for pool **(20 points)**.

Hot tub and Pool covered when not in use. **(20 points)**.

Stormwater management

Written policy prohibiting discharges to storm drains and removing accumulated fluids from the parking lot. **(20 points)**.

Storm drains stenciled identifying their drainage to water bodies. **(10 points)**.

Facility has an outside trash receptacles. **(10 points)**.

Facility has cigarette butt disposal receptacle . **(10 points)**.

Storm drain catch basins in parking lot are cleaned out entirely on an annual basis. **(10 points)**.

Date of last cleaning:

Next scheduled cleaning:

Facility uses only dry-cleaning methods (e.g. sweeping with a vacuum sweeper) to clean up or prevent the discharge of pollutants in parking lots. **(10 points)**.

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Stormwater/polluted runoff management and/or structural treatment systems in place. **(10 points)**.

Catch basin insert in storm drains. This would entail using a sponge in the catch basin to trap oils and grease. **(10 points)**.

Absorbents in the storm drains such as drop inlet pillows. **(10 points)**.

Tree boxes in landscaping, **(20 points)**.

Porous Pavement **(50 points)**.

Rooftop Greening **(50 points)**.

Bio-retention (rain garden) areas. **(30 points)**.

Wet Ponds **(30 points)**.

Installed infiltrators **(30 points)**.

Water Conservation Management Practices

Use a preventative maintenance schedule to find and repair leaky faucets, toilets, and pipes. **(5 points)**.

Have a water assessment conducted by local utility company, local water management district or other appropriate organization. **(20 points)**.

Assessment date

Conducted by

Conduct a self-audit using a facility specific worksheet. **(10 points)**.

Submit the completed worksheet with checklist.

Offer a towel reuse program in guest rooms. **(5 points)**.

Submit a copy of guest room signage with the checklist.

Conduct regular water pressure monitoring. **(10 points)**.

Water Conservation in Public Bathrooms/Washrooms

Low flow toilets, 1.5 gallons or less per minute. Aerators are included. **(10 points)**.

Manufacturer

Product Number

Faucets flow controller or auto shut off. **(10 points)**.

Manufacturer & Product Number

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Low Flow Showerheads, 2.0 gallons or less per minute. **(10 points)**.

Manufacturer
Product Number

Water conserving toilets, 6 – liter / 1.6 gallons or less per flush. **(10 points)**.

Manufacturer Product number

Dual Flush toilets, .75 / 1.6 gallons per flush. **(10 points)**.

Manufacturer
Product Number

Water conserving retrofit device in toilet. **(10 points)**.

Manufacturer
Product Number

Toilets with photo sensors **(10 points)**.

Manufacturer
Product Number

Urinals with photo sensors **(10 points)**.

Manufacturer
Product Number

Waterless urinals **(10 points)**.

Manufacturer
Product Number

Water Conservation in Guest Rooms

Low flow toilets, 1.5 gallons or less per minute. Aerators are included. **(10 points)**

Manufacturer
Product Number

Low -Flow shower heads. 2.0 gallons or less per minute. **(10 points)**.

Manufacturer
Product Number

Water conserving toilets, 6- liter/1.6 gallon or less per flush. **(10 points)**.

Manufacturer
Product Number

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Dual Flush toilets, .75 / 1.6 gallons per flush. **(10 points)**.

Manufacturer

Product Number

Water conserving retrofit device in toilet . **(10 points)**.

Manufacturer

Product Number

If you have a restaurant at your facility – please fill out RIDEM’s Green Restaurant Checklist to document BMPs for water savings in kitchen. <http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-restaurant.php>

Water Use for Laundry

Use final rinse water as pre-rinse water for subsequent cycles in washing machines. **(5 points)**.

Where applicable, guests are encouraged to run full capacity loads for dishwashers and washing machines. This is encouraged by signage in guest rooms. **(5 points)**.

Ice Machines are air cooled **(10 points)**.

Manufacturer

Product Number

Ice Machines have a cut off valve **(5 points)**.

Manufacturer

Product Number

Innovative Best Practice:

Please use the space below to list any innovative practices you are implementing at your facility that was not listed in the section above. We will award points to your BMP upon review.

SECTION 7: WATER QUALITY AND CONSERVATION POINTS TOTAL



SECTION 8: INDOOR AIR QUALITY

Clean all air handler units and coils, at minimum, annually. Keep and follow a preventative maintenance schedule and record of activities. **(10 points)**.

Submit a current schedule with checklist

Routine maintenance performed on air handlers and coils. Filters changed regularly. **(10 points)**.

Dates of last 3 filter changes.

Use of pleated MERV 8 rated filters. No metal mesh filters. **(15 points)**.

Manufacturer

Economizers are ensured to be working properly. **(5 points)**.

Number of economizers and dates of last time each was checked

Fans with humidity sensors in bathrooms. **(5 points)**.

Individual PTAC units (package terminal air conditioner) cleaned yearly. **(10 points)**.

If chemicals are used to clean HVAC and or PTAC ensure that chemicals and waste water from cleaning is collected in waste water system and not into a storm drain. **(10 points)**.

No chemicals used to clean HVAC and or PTAC units . **(5 points)**.

Waterlogged carpets are immediately lifted and dried. **(5 points)**.

Ceiling tiles, wallpaper, shower curtain, or other absorbent surfaces are routinely inspected for mold and mildew. **(5 points)**.

Maintain a relative humidity between 35% and 55% throughout the whole facility. **(5 points)**.

Maintain HVAC inspection records for the following: Mold and Bacteria, Obstructions to Air flow, Clean Drip Pans. **(5 points)**.

Facility is 100% smoke free including all guest rooms. **(5 points)**.

Use dehumidifiers. **(5 points)**.

Vent all exhaust to fans outside. **(5 points)**.

Properly ventilate and filter all smoking guest rooms. Minimize or eliminate using deodorizers to mask smells. **(5 points)**.

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Regularly conducts test for gases such as carbon monoxide and radon and materials such as lead paint and asbestos. **(15 points)**.

Eliminate the use or minimize the use of ozone depleting chlorofluorocarbons (CFCs) such as refrigerants and aerosols. Existing CFC products are received and recycled or disposed of. **(15 points)**.

Innovative Best Practice:

Please use the space below to list any innovative practices you are implementing at your facility that was not listed in the section above. We will award points to your BMP upon

SECTION 8: INDOOR AIR QUALITY CATEGORY POINT TOTAL



SECTION 9: ENERGY EFFICIENCY

Have your local utility company or other provider conduct an energy audit of your facility. **(20 points)**. Date completed and by whom

Have a preventative maintenance schedule to clean and maximize efficiency in appliances. **(10 points)**. Submit current schedule with checklist.

Indicate which items are inspected on a routine schedule **(each one is worth 5 points)**.

- HVAC equipment
- Ventilation systems
- Lighting timers and sensors
- Refrigerators
- Stove and fryers
- Pool equipment
- Laundry exhaust vents
- Ground equipment

Use energy efficient lighting (LEDs). Indicate where these are being used **(each is worth 5 points)**:

- Lobby
- Hallways
- Public Restrooms
- Offices
- Restaurants and Bars
- Kitchen
- Conference Areas
- Guestrooms
- Exterior lighting including parking lot
- Exit lighting

Use programmable thermostats for HVAC Manufacturer **(5 points)**.

Product Number

Use sensors or timers on outdoor lights Manufacturer **(5 points)**.

Product Number

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Install Low-E Thermal rated tinted windows **(10 points)**

Manufacturer
Product Number

Use on site renewable energy power such as solar panels, solar water, other. **(50 points)**.
Item used

Purchase at least 5% green power or renewable energy certificates from a green power generation source in Rhode Island. **(30 points)**.
Green power source

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. **(20 points)**.

Energy Star Appliances

Printers in office **(10 points)**

Manufacturer
Product Number

Televisions **(10 points)**.

Manufacturer
Product Number

Copiers in offices and business centers/ common areas **(10 points)**.

Manufacturer
Product Number

Monitors **(10 points)**

Manufacturer
Product Number

Refrigerators**(10points)**

Manufacturer
Product Number

Computers **(10 points)**

Manufacturer
Product Number

CeilingFans**(10points)**

Manufacturer
Product Number

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Boilers/Water Heaters (10 points)

Manufacturer
Product Number

Dehumidifiers (10 points)

Manufacturer
Product Number

Ventilation (10 points)

Manufacturer
Product Number

Central AC units (10 points)

Manufacturer
Product Number

Freezer (10 points)

Manufacturer
Product Number

Ice Machine (10 points)

Manufacturer
Product Number

Dishwashers (10 points)

Manufacturer
Product Number

Hot Food holders (10 points)

Manufacturer
Product Number

Fryers (10 points)

Manufacturer
Product Number

Vending Machines (10 points)

Manufacturer
Product Number

In room coffee makers (10 points)

Manufacturer
Product Number

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Public restroom hand dryers **(10 points)**

Manufacturer

Product Number

Use AC units with a SEER rating of 12 or higher **(10 points)**

Weather stripping and caulking on doors and windows replaced **(10 points)**

Air conditioning air inlet and vents kept un-obstructed **(10 points)**

Controlled HVAC demand usage in the hallways and common areas **(10 points)**

Effective use of shade to reduce cooling costs **(10 points)**

Ducts and registers kept clear **(10 points)**

Lighting and appliances off in guestrooms when not in use **(10 points)**

Drapes opened to clean with natural light **(10 points)**

Refrigerator coils kept clean **(10 points)**

Wash linens in cold water **(10 points)**

Lint filters emptied regular **(10 points)**

Pool cover or chemical thermal cover used **(10 points)**

Pool and hot tub or saunas on a timer **(10 points)**

Vinyl curtains on loading docks **(10 points)**

Installation of green roof and walls **(30 points)**

Real time energy monitoring **(10 points)**

Onsite electrical generation **(10 points)**

Hybrid or electric vehicles used on site **(20 points)**

Innovative Best Practice:

Please use the space below to list any innovative practices you are implementing at your facility that was not listed in the section above. We will award points to your BMP upon review.

SECTION 9 ENERGY EFFICIENCY TOTAL:

Rhode Island DEM Green Hospitality Program



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Verification and Authorization

is in compliance with all applicable federal and state and local environmental rules and regulations and allows its environmental practices to be posted on the Rhode Island Department of Environmental Management Green Hospitality website and makes its practices available to the public upon request. I as authoring agent for this property accept the terms and conditions. There is no false or misleading information is presented in this application My property is ready for designation.

Manager

Date