

Greening Check List
Holiday Inn Select Expo Center, Columbia, Missouri

HOTEL OPERATIONS

Y=Yes, we are doing.
W=Yes, we are willing to do.
N=No, we will not do.

Education/Awareness

1.	Y	Have individuals at your facility with authority and resources to take responsibility for environmental management?
2.	W	Actively participate in an environmental partnership or certification program? i.e. Energy Star (Green Lights), Green Seal, Green Globe, Buy Recycled Business Alliance, Waste Wise, Green Leaf (Canada) If yes, please circle which program you are working with.
3.	Y	Have a management system in place to educate employees on environmental practices and to ensure that these practices are being monitored and evaluated to improve environmental performance?
4.	Y	Communicate environmental efforts to guests, vendors, shareholders and the public?
5.	W	Have recycling receptacles in the guest rooms?
6.	W	Have green amenities and programs that can be displayed on placards in the guest rooms to inform your guests about your "green" efforts? Do you encourage them to participate through the use of the "Green Hotel Initiative Guest Card"?
7.	W	Use the "Green Hotel Initiative Guest Cards"? The cards allow guests to request and rate environmentally responsible hotel practices.

Energy Efficiency

8.	Y	Is energy efficient lighting in place in your property? Circle areas where they are in place: lobby, hallways, exit signs, public restrooms, offices, meeting rooms, outdoor areas, guestrooms.
9.	W	Are occupancy sensors or timers used to control lighting in intermittent-use areas? Circle areas where they are used: meeting rooms, storage areas, public bathrooms, staff bathrooms.
10.	Y	Have meeting rooms that have dimmers on lights?
11.	N	Are programmable thermostats with motion detectors used to control HVAC in guestrooms?
12.	W	Use glazing on windows throughout the hotel to prevent heat from building up, while still allowing light through? Have you considered purchasing energy-efficient windows if you need to upgrade?
13.	Y	Do windows open for fresh air?
14.	Y/30	Use florescent lighting on your property? What is the percentage used?
15.	Y	Have a strict maintenance schedule for heating and cooling appliances throughout your facility?
16.	Y	Have accessible public transit system from the airport and the downtown core?
17.	N	Have meeting rooms that have windows for natural lighting?
18.	Y	Have energy-efficient lighting fixtures in each room? Compact fluorescent fixtures can be screwed into many existing lamps and ceiling fixtures. To prevent theft many hotels are installing new fixtures with the compact fluorescent lamps hard-wired into the fixture.
19.	W	Use programmable thermostats with motion detectors used to control HVAC in guest rooms?
20.	Y	Encourage staff to close drapes and turn off lights and air conditioning when rooms are unoccupied?
21.	W	Have rooms that have Energy Star- labeled TVs and other energy efficient appliances?

Solid Waste Minimization		
22.	W	Have guestroom dispensers for soap and shampoo? If so, is your property willing to remove all small plastic amenity bottles from the guestrooms, occupied by our participants?
23.	Y	Have recycling program? If yes, what materials are included?
24.	Y	Have a contract with recycling hauler/s or businesses?
25.	Y	Provide recycling bins for meetings? Circle which materials we will have recycle bins for: aluminum, glass, newspaper, white paper, plastic, steel cans
26.	Y	Recycle other items such as corrugated boxes, kitchen grease, coat hangers, florescent lamps, organic waste, printer cartridges and sterno?
27.	N	Have a composting system?
28.	Y	Provide the opportunity for guests to register and checkout electronically? (paperless)
29.	Y	Donate used furniture, linens and equipment to local nonprofit or charitable organizations? Use old towel and linens as rags for cleaning?
30.	Y	Have props, decorations, foliage or centerpieces that are reusable?
31.	W	Encourage guests to recycle by providing clearly marked recycling bins for cans, bottles and newspapers?
Environmental Purchasing		
32.	Y	Buy reusable cups, mugs dishes and silverware for employee use? Consider including your company logo and employee names on mugs?
33.	Y	Regularly purchase reusable and durable products?
34.	Y	Regularly purchase products that can be recycled or are biodegradable?
35.	Y	Have restroom supplies, hand towels and toilet paper that are made of recycled products? Do you have air driers?
36.	W	Use paper products bleached without chlorine and made with the following minimum post-consumer recycled content? (office paper 30%, glossy printed material 10%, bath tissue 50%, facial tissue 20%, napkins and paper towels 60%) Circle all that apply
37.	W	Give preference to products that are environmentally responsible, i.e. low toxicity, organic or locally grown/made?
38.	W	Give preference to the selection of environmentally responsible service providers, i.e. renewable energy, integrated pest management, alternative fuel vehicles?
Water Conservation		
39.	Y	Have housekeeping and engineering department maintenance system that monitor, detect and repair leaking toilets, faucets and showerheads?
40.	Y	Does your property use water-conserving fixtures? Circle those that are used: 1.5 gallons per minute faucet aerators, 2.5 gallons per minute showerheads, 1.6 gallons per flush toilets.
41.	W	Use plants that require little water or maintenance when landscaping your property?
42.	W	Provide meeting tables without tablecloths, if the tables are in good condition?
43.	W	Have staff sweep, not spray, parking lots, sidewalks and driveways?
44.	Y	Give guests a choice on having bath linens exchanged?
45.	Y	Offer guests a choice on having bed sheets changed?
46.	W	Have guestrooms that have low-flow showerheads? Low-flow toilets? Low-flow sink aerators?
Air Quality		
47.	Y	Is air filtration in place/available for guestrooms?
48.	Y	Minimize the use of harmful chemicals or use non-toxic products for use in cleaning? (MSDS Health Hazard Rating 1 or 6 SS)
49.	W	Use low VOC (Volatile Organic Compound) materials on the property? (paint, adhesives, carpeting and air fresheners)
50.	Y	Have windows that open?
51.	W	Clean rooms with environmental cleaners to improve indoor air quality and reduce emissions of volatile organic chemicals?
Other		
52.	Y	Try to reduce dry cleaning and laundry packaging, i.e. plastic wrap, boxes, paper bags?
53.	W	Use chips or coins rather than disposable paper tickets for coat checking and auto parking?
54.	W	Distribute meeting materials and sample products left behind to a local charity that can put them to good use?

EXHIBITS

Freight

55.	Y	Use recyclable, biodegradable shipping and packing materials?
56.	Y	Participate in recycling cardboard, freight boxes, and plastic wrappings?
57.	W	Minimize packaging materials?

Energy Efficiency

58.	W	Request the lights, power and HVAC be reduced during move in and move out times in the exhibit hall?
59.	W	Minimize the need for additional electricity within the exhibit booth or use energy efficient processes?
60.	Y	Conserve lighting/energy use in booth display and design?

Waste Minimization

61.	W	Design booths with environmentally responsible materials?
62.	W	Limit the amount of large quantities of collateral? Do you encourage them to be sent upon request?
63.	W	Donate or contribute leftover or reusable items?
64.	W	Require participation in recycling at move out?
65.	W	Collect delegate or booth staff nametags to be reused?
66.	W	Avoid printing dates on materials so they can be reused?
67.	W	Minimize handouts and print double-sided?
68.	W	Reuse packing materials to minimize waste?
69.	Y	Give attendees the option of receiving exhibitor information electronically?
70.	Y	Have recycle bins available on show floor, next to existing trash bins?
71.	W	Use electronic scan cards for attendees' profiles?

Environmental Purchasing

72.	W	Use environmentally friendly carpet options?
73.	Y	Strive to use signage that is reusable, made of recycled materials or donated?
74.	W	Use soy based ink and recycled paper (minimum 30% post-consumer) on exhibitor materials?
75.	W	Use recycled or consumable products as giveaways?
76.	N	Prohibit gift items made from endangered or threatened species?

Education/Awareness

77.	W	Make information available so all participants know what and where recycling materials are collected?
78.	W	Have criteria or contest to recognize "green" exhibitors? Do you send criteria to exhibitors in advance? (Criteria may include: how environmentally responsible is their booth, give-a-ways, collateral materials, etc.) Do they participate in recycling during the move in/out process?

FOOD AND BEVERAGE

Waste Minimization

79.	Y	Provide bulk services for condiments, beverages and other food items instead of individually packaged?
80.	W	Ensure that food and beverage packaging is recyclable and that it will be recycled?
81.	Y	Give attendees reusable coffee mugs at the start of the meeting/conference?
82.	Y	Arrange to have left over food donated to a local food bank or soup kitchen?
83.	W	Ask if unusable left over food portions can be composted, or shipped to a local farm as pig feed?
84.	W	Offer sustainable menus?
85.	N	Avoid the use of boxed lunches to reduce generation of waste materials?
86.	Y	Choose centerpieces and decorations that can be reused or given away as table prizes?
87.	Y	Provide accurate attendance to service providers to reduce waste in conference activities?
88.	Y	Ensure recycling areas are well marked and displayed around the food service areas?
89.	Y	Ensure that reusable serving containers, tablecloths, linen napkins, dishes, and silverware or biodegradable products are provided?
90.	Y	Serve beverages in pitchers?
91.	N	Serve food without garnish or make garnish part of the meal?

Energy Efficiency

92.	Y	Ask supplier to buy local produce that is in season to avoid costly transportation of goods and unnecessary emissions?
93.	Y	Offer vegetarian meal selections?

Water Conservation

94.	Y	Offer water saving strategies for example: not pre-filling water glasses, not providing a saucer under the coffee cup or offering large containers of drinking water rather than individual bottles?
95.	N	Reduce the use of ice in drinking water?

Environmental Purchasing

96.	Y	Offer fair trade, shade grown, organic coffee?
97.	Y	Offer organic produce, and free range chicken/eggs/meats?
98.	W	Know the current list of threatened/endangered species/fish and avoid offering them?

Education/Awareness

99.	W	Teach staff to implement environmental policies?
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