

## E.2 Accommodation

There can be significant differences in the environmental performance of different accommodation options in a city. The amount of choice in accommodation for participants will clearly depend on the city, but organisers should aim to identify and recommend the most appropriate places to stay.

One way to use the detailed recommendations in the Greening Meetings Checklist is to send them to possible hotels asking them to tick the criteria they fulfil. This information can then be used to make the selection of hotels. Ideally, they should be asked to provide supporting documentation. Then the hotels with the most recommendations ticked (prioritising the core recommendations) should be selected and recommended to participants. Special deals for participants can also be arranged with the selected hotels, which is a good incentive for hotels to comply with environmental requirements.

If resources are available, discuss with hotel operators the possibilities for improving the areas where the criteria cannot be fulfilled at the moment (i.e. not ticked in the checklist) – this would encourage them to improve their operations over time.

### E.2.1 Management

The way in which a hotel is managed, and the commitment of the operators to environmental improvement is critical to reducing environmental impacts.

#### Core recommendations:

Recommendations	Y/N	Notes
Hotels certified with a recognised Ecolabel or another recognised environmental management system should be preferred wherever possible.	<input checked="" type="checkbox"/>	No
The hotel should have an environmental policy and action plan, ideally covering green procurement, energy saving, catering services, transportation waste, and communication to guests.	<input checked="" type="checkbox"/>	
The hotel should have training courses for staff on environmental duties in place.	<input checked="" type="checkbox"/>	
The hotel should provide information in guest rooms about the green aspects of the hotel to inform and encourage guests' participation.	<input checked="" type="checkbox"/>	
Catering facilities should meet the recommendations outlined in the "Catering" section.	<input type="checkbox"/>	

**Going further:**

Recommendations	Y/N	Notes
The hotel should have specific waste reduction, energy management and water conservation programmes in place, either separately or as part of any environmental management programme.	<input checked="" type="checkbox"/>	

**E.2.2 Location**

**Core recommendations:**

Recommendations	Y/N	Notes
The hotel should be located near public transportation and near conference facilities (preferably within walking distance).	<input checked="" type="checkbox"/>	

**Going further:**

Recommendations	Y/N	Notes
The hotel should offer and coordinate group pick-up service for participants, when local transport is not an option.	<input checked="" type="checkbox"/>	No

**E.2.3 Energy efficiency & Water conservation**

The energy and water that hotels use for their operations can be substantially reduced through the implementation of certain straightforward measures.

**Core recommendations:**

Recommendations	Y/N	Notes
Guests should have the option of no second-day sheet and towel change to save laundry energy and water.	<input checked="" type="checkbox"/>	
Guests and staff should be encouraged to reduce water use and turn off lights and other energy consuming devices with well-located signs.	<input checked="" type="checkbox"/>	
Energy efficient light-bulbs and systems should be standard, and lighting levels should be set to provide the minimum necessary for comfort, safety and accessibility. The use of natural light and ventilation when possible should be promoted.	<input checked="" type="checkbox"/>	
Facilities should be equipped with water-saving devices (e.g., tap and shower flow regulators; automatic shut-offs for faucets and showers; low-flush and dual-flush toilets).	<input checked="" type="checkbox"/>	

Hot waters heaters and pipes should be properly insulated and maintained.	<input checked="" type="checkbox"/>	NO
The staircases in the hotel should be visible and have signs inviting guests to walk instead of taking the elevator.	<input type="checkbox"/>	NO
Guests should be able to open windows and not be forced to use a technical air condition system.	<input checked="" type="checkbox"/>	
Heating and air conditioning systems should be easy for guests to operate (and thus turn down).	<input checked="" type="checkbox"/>	
Hotel rooms should not be heated to above 20°C, or cooled to more than 6 degrees below the outside temperature.	<input type="checkbox"/>	NO
Water-using fixtures should have a regular maintenance programme to repair leaks.	<input checked="" type="checkbox"/>	

**Going further:**

Recommendations	Y/N	Notes
Hotels should indicate what further efforts they have taken to conserve water and energy.	<input checked="" type="checkbox"/>	NO
Rain water and grey water use should be maximised in the hotel buildings.	<input checked="" type="checkbox"/>	NO
Key cards in hotels should be linked to energy appliances; as an example lights should switch off when people leave the room.	<input checked="" type="checkbox"/>	NO
Motion-detector-equipped lighting systems should be installed.	<input checked="" type="checkbox"/>	
Water use for grounds maintenance should be reduced through conservation measures such as planting drought-tolerant vegetation and mulching.	<input checked="" type="checkbox"/>	NO
The building should have a good internal insulation so that less energy is wasted through overheated corridors and unoccupied rooms.	<input checked="" type="checkbox"/>	NO 17th monastery = old building
Insulating covers should be installed on all indoor and outdoor swimming pools and hot tubs to reduce both energy and water use (i.e. evaporation).	<input checked="" type="checkbox"/>	NO
Automatic controls should be in place for heating and cooling with levels set to the minimum necessary for comfort.	<input checked="" type="checkbox"/>	NO
Vehicles operated by the hotel should be efficient and low emission.	<input type="checkbox"/>	N/A

**Regional considerations:**

Recommendations	Notes
In tropical climates it may not be enough to cool hotel rooms by only 6°C. Local advice should be found on what is achievable.	N/A

### E.2.4 Waste & procurement

Large amounts of waste are generated in the operation of hotels from packaging and the use of consumables, to the provision of catering services, and many other areas of hotel operation.

#### E.2.4.A Procurement and packaging for hotel consumables

##### Core recommendations:

Recommendations	Y/N	Notes
Try to avoid the need for paper, and if used ensure that it is printed double sided. Paper products used by the hotel (including fine paper, computer paper, tissues, toilet paper, paper towels and paper for guests) should have a high recycled content (ideally 100%) and be totally or elementary chlorine free (TCF or ECF).	<input checked="" type="checkbox"/>	
Reusable items should be used to the extent possible. If disposable items are essential, try to ensure they are recyclable and appropriate recycling systems are in place.	<input type="checkbox"/>	No
Products such as shampoo and soap should be purchased in bulk and provided in refillable dispensers. If not possible, the hotel should instruct housekeeping staff to not replace consumable amenities daily unless they are empty.	<input type="checkbox"/>	No
Provided appropriate recycling systems are in place, single-use products for guests (such as those available in mini-bars or complimentary items) should be supplied in recyclable packaging.	<input type="checkbox"/>	No
Newspapers should be delivered to rooms only if requested and should not be wrapped in a plastic bag.	<input checked="" type="checkbox"/>	

##### Going further:

Recommendations	Y/N	Notes
Measures should be taken to reduce paper use (e.g., short forms or computerised systems at check-in).	<input type="checkbox"/>	partially
Hotels should indicate what further efforts they have taken to minimise packaging.	<input type="checkbox"/>	No
All products purchased by the hotel should be supplied in packaging containing a high percentage of recycled content.	<input type="checkbox"/>	No
Packaging should not contain PVC.	<input type="checkbox"/>	No
Guests laundry containers should be reusable (e.g. baskets).	<input checked="" type="checkbox"/>	

**Regional considerations:**

Recommendations	Notes
If 100% recycled products are not available, try to use paper with as high a proportion of recycled content as possible, or paper derived from legally (and ideally sustainably) harvested forests.	No
Where recycling systems for packaging are not in place, efforts should be concentrated on ensuring packaging is minimised to the extent possible, and, where possible, that biodegradable packaging is used.	No

**E.2.4.B Waste collection and disposal****Core recommendations:**

Recommendations	Y/N	Notes
Where separated waste collection/disposal systems are in place locally, all waste produced by the hotel should be collected separately according to the appropriate fractions (e.g. paper, plastic, metal, organic), and sufficient, well-marked bins should be provided in both guest and staff areas.	<input type="checkbox"/>	No

**Going further:**

Recommendations	Y/N	Notes
The hotel should reuse materials or donate it to charities (e.g. used linens and usable food).	<input type="checkbox"/>	No
Where no organic waste collection system is in place, hotels should separately collect organic waste for composting and/or supplying to farmers for livestock feed.	<input type="checkbox"/>	No

**Regional considerations:**

Recommendations	Notes
Where separated collection and recycling/reuse systems are not in place, efforts should be concentrated on waste minimisation (see sections above).	yes
If waste cannot be centrally collected from the hotel, hotel staff should be encouraged to themselves deliver the waste separately to collection depots.	yes

**E.2.5. Cleaning services (also applicable for venue and catering)**

The chemicals used in cleaning may have negative effects on both human health and the environment. Significant improvements can be made through selecting appropriate cleaning products and reducing the use of chemicals.

**Core recommendations:**

Recommendations	Y/N	Notes
The hotel should practice environmentally cleaning. This should include ensuring that:		
• The hotel cleaning staff or private cleaning contractors are trained in environmentally friendly cleaning practices. This training should cover cleaning agents, methods and dosage, equipment and machines used; waste management; and aspects of health, safety and the environment. A record of these training measures should be provided.	<input checked="" type="checkbox"/>	
• The use of disinfectant should be minimised and automated dosage used.	<input checked="" type="checkbox"/>	
• To the extent possible, ecolabelled cleaning products should be used. Where ecolabelled products are unavailable, they should at least:	<input type="checkbox"/>	NO
• Not be classified as potentially harmful to human health or the environment according to national/ regional classification systems.	<input checked="" type="checkbox"/>	
• Be readily biodegradable.	<input type="checkbox"/>	Not All products
• Not contain EDTA, NTA or APEOs.	<input checked="" type="checkbox"/>	
• Not contain more than 25% by weight of volatile organic compounds (VOCs).	<input type="checkbox"/>	
• Not contain more than 0.5% by weight of phosphorus.	<input type="checkbox"/>	