



Delaware Green Lodging Pollution Prevention Practices Checklist

Basic Practices. These are the minimum requirements for all **Delaware Green Lodging** participants. To qualify, you must check all of the Basic Practices. Please feel free to contact the P2 Green Lodging Program with any questions or include an explanation if for some reason you are unable to implement these.

Simply mark (X) on any of the practices that your facility uses:

Optional Linen Service. Sheets and towels are not automatically changed every day during your stay, thus decreasing usage of water, energy and harmful detergents.

Recycling. Recycling is the most visible sign to your guest that you are **green**. You should strive to at least provide the opportunity for guests to recycle cans, bottles, etc.

Water Conservation. The facility must have a plan for conserving water that should consider water-saving faucets, showerheads and toilets, leak detection, and an effective landscape watering plan.

Energy Conservation. The facility must have a plan in place that encourages the replacement of lighting and equipment to energy-efficient alternatives such as compact-fluorescent lighting, LED Exit signs, lighting sensors, efficient heating and cooling, and Energy Star computers and other equipment.

Green Events Package. The facility must offer a **green** or environmentally friendly package for conference, meetings and other events. At a minimum, you must be able to provide recycling at such events and be willing to work with environmentally - aware customers on other practices to reduce wastes.

Lots of Other Great Practices! Please tell us more about those other great practices you're applying. We will include these on the **Delaware Green Lodging** web site. Simply mark (X) to any that apply to your facility.

Linen Service

- Purchase water-efficient washers and dryers. (www.energystar.gov)
- Use non-phosphate, non-toxic and biodegradable laundry detergents.
- Minimize the use of bleach and chlorinated chemicals .
- Use of linen service providers that employ "wet" versus "dry" cleaning.

Recycling

- Glass
- Aluminum & Steel Cans

- Plastic
 - Office Paper
 - Newspapers
 - Cardboard
 - Toner cartridges
 - Kitchen Grease
 - Fluorescent Lamps (required by EPA-RCRA law)
 - Electronics (required by EPA-RCRA law)
 - Batteries (required by EPA-RCRA law for NiCd and Lead-Acid)
 - Other: _____
-

Waste Reduction

- Tracking overall waste bills

Rooms

- Bulk soap dispensers instead of individual soaps
- Fill up shampoo bottles
- Instruct housekeeping to save and reuse unopened items

Food & Conference Facilities

- Eliminate the use of Styrofoam
- Use dishware and glassware & minimize use of disposables
- Disposable containers made from bio-based, recycled content or compostable material.
- Provide condiments and cream and sugar, etc in bulk
- Use of water pitchers that minimize use of single-use bottles
- Donation of excess food from events
- Effective food inventory control to minimize wastes
- Purchase locally grown produce and other foods
- Filtering of grease rather than recycling
- Organic and “sustainably-grown” foods (www.sustainabletable.org/issues)

Office

- Purchase recycled-content paper, paper towels and/or toilet paper
- Encouraging suppliers to minimize packaging and other waste materials
- Purchasing from vendors that have a commitment to the environment
- 2-sided copies/printing
- use electronic correspondence and forms
- Using Green cleaners
- Using bulk green cleaners
- Installation of high-efficiency hand dryers
- Purchase low-VOC carpets and fabrics

Maintenance

- Use of reused building materials or those from sustainable sources
- Use of latex paint
- Reuse paint thinners
- Proper recycling and/or disposal of thinners and solvents (required by EPA-RCRA)
- Last in/first out inventory & effective labeling systems
- Preventative maintenance of all appliances, HVAC systems, and vehicles
- Minimize use of pesticides and herbicides

___ Use integrated pest management (IPM)
www.epa.gov/pesticides/factsheets/ipm.htm

Water

- ___ Tracking overall water usage and wastewater
- ___ Preventative maintenance of drips and leaks
- ___ Water-flow metering to discover leaks and areas of high use
- ___ high-efficiency dishwashers
- ___ Encouraging sweeping first
- ___ Low flow faucets and showerheads
- ___ Low flow toilets and/or waterless urinals
- ___ Drought resistant landscape management plan
- ___ Green roof development (www.greenroofs.com)
- ___ Use of rain barrels
- ___ Effective stormwater management plan
- ___ Minimize impervious areas (paving, concrete, etc)

Energy

- ___ Tracking overall energy bills and set a numeric goal to reduce
- ___ Use of compact fluorescent lightbulbs
- ___ Install LED Exit Signs
- ___ Use of ceiling fans
- ___ Use of high efficiency fluorescent ballasts and lamps (T-5 & T-8)
- ___ High efficiency HVAC
- ___ Individual thermostats for each room
- ___ Use of natural lighting
- ___ Solar panels or other renewable energy source
- ___ Lighting sensors
- ___ Purchase of EnergyStar computers, appliances, etc
- ___ Design and operation of buildings that are LEED certified (www.usgbc.org)

Green Meetings/Conferences

- ___ Inclusion of green meetings/conferences in marketing packages
(See fact sheet on "Green Conferences and Events")

Feel free to list any of these too: _____

Other: Creative/Common Sense Ideas Your Facility Does!

Please provide the following information:

Facility Name: _____

Address: _____

Web site: _____

Contact Name: _____

Email: _____ **Phone:** _____

Complete this checklist and send it to us via mail/fax/email at the addresses below:

Bill Miller
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89 Kings Hwy. Dover, DE 19901
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www.dnrec.delaware.gov/p2/lodging

We will use this information to generate a **Delaware Green Lodging** profile of your facility that will be added to the websites for **Delaware Green Lodging** and the Delaware Hotel and Lodging Association green page. We will soon contact you to confirm your information and will then send you a **Delaware Green Lodging** Welcome Packet that will include a **Delaware Green Lodging** certificate and window decals for display. You are also free to use the **Delaware Green Lodging** logo on your letterhead, marketing and other materials. The **Delaware Green Lodging** program also encourages you to link your web site to your facility information after it has been received and posted on the P2 **Delaware Green Lodging** web site.

