

HOTELS ACT, 1970

(No. 18 of 1970)

Application for Licence to Operate An Hotel

(TO BE SUBMITTED IN DUPLICATE)

I, (a)of (b)

.....hereby make application for a licence to operate an hotel
to be known as the

with effect from the day of 20 , or the

earliest date thereafter (c), and certify that the following information is true and correct –

(1) Location of hotel premises

(2) Mailing address of hotel

(3) Telephone number of hotel

(4) Name of proprietor

(5) If proprietor is a company, address of registered office.....

(6) If proprietor is a company, name, title and address of managing director or chief executive
officer of company.....

.....
(7) Maximum number of sleeping rooms to be operated during licence period (d)

(8) Maximum number of guests who can be accommodated overnight

.....
(9) The annual licence fee of B\$ (e) is enclosed herewith

(10) I certify that I am in possession of a copy of and have read The Hotels Act, 1970, and the
Regulations made under section 27 thereof, and that the hotel will be operated and
maintained according to the requirements of the said Act and Regulations.

.....
(Operator)

.....
(date)

NOTES

- (a) Application is to be made by the operator of the hotel.
- (b) Give residential address of operator.
- (c) All licences for hotels on New Providence, Paradise Island or Grand Bahama expire each year on 31st December, irrespective of the date of issue. Licences for hotels elsewhere in the Bahama Islands expire each year on 31st March, irrespective of the date of issue.
- (d) The maximum number of bedrooms contained in the hotel should be given, whether or not they are used during the whole of the year for the accommodation of guests. For example, if an hotel containing 500 bedrooms normally has 25 rooms closed for renovations at any one time, 500 rooms is the correct figure for licensing purposes, not 475. Bedrooms forming part of permanent staff quarters or management quarters do not count as bedrooms for licensing purposes.
- (e) The number of sleeping rooms specified in (7) multiplied by B\$3.00. Note that hotels on New Providence or Paradise Island with fewer than 10 bedrooms for the use of guests or equipped with fewer than 20 beds for such use and hotels in any Out Island with fewer than 25 bedrooms or equipped with fewer than 50 beds are exempt from the payment of this fee.

HOTEL LICENSING

FORM 1B

1) Name of Hotel _____ Nat'l Ins. # _____ No. of Employees _____

Date originally opened _____

a) Street Name and Location _____

b) Mailing Address _____

c) Telephone Number _____ d) Toll-free Reservations Number _____

e) Fax Number _____ f) E-Mail Address _____

g) Website Address _____

h) Number of Bedrooms _____ (where there are units, include total bedroom, not unit, count).

2) Name of Owner _____

(If Company, provide name of Company; otherwise, provide name of Individual(s))

3) Nationality of Owner: If Bahamian, state whether by:-

a) Birth _____

b) Naturalization _____

c) Registration _____

If Non-Bahamian, state country of Citizenship _____

4) Mailing Address of Owner: _____

Telephone Number: _____

5) Name of Holding Company: _____

6) Registered Office of Holding Company: _____

7) Name of Manager: _____

Telephone Number: _____

8) Nationality of Manager: If Bahamian, state whether by:-

a) Birth _____

b) Naturalization _____

c) Registration _____

If Non-Bahamian, state country of citizenship _____

9) Management Company: _____

Registered Office: _____

Telephone Number: _____

10) Name and Mailing Address of Chief Executive of Company:

Telephone Number _____

11) Operator/Licensee: _____

(Name in which licence is to be issued)

12) Please attach the following copies:-

- a) Investments Board Approval – Applicable to Non-Bahamian entities
- b) Bahamas Exchange Control Certificate/Central Bank Approval – Applicable to Non-Bahamian entities
- c) In case of Manager(s), Work Permit or Certificate of Permanent Residence if Non-Bahamian; Proof of Citizenship if Bahamian.
In case of Owner(s), Proof of Nationality; If Owner(s) is Company, Proof of Nationality of Beneficial Owner(s)/Key Principal(s) only
- d) Proof of Ownership of Premises i.e. Deed of Conveyance or Lease Agreement (if not previously submitted or if change of ownership (wholly or in part) transpired and new document was not submitted). In addition, if hotel is company-owned, Memorandum and Articles of Association, Certificate of Incorporation, Certificate of Incumbency and Proof of Good Standing of company. Where a Management Company exists, provide Management Agreement.
- e) Certificate of Registration (new applicant)
- f) Completed Form XI – (Parts I and II), Hotel Winter/Summer Rates return
- g) Current Business Licence or, in the case of first applicant, receipt of payment of Current Business Licence (Please apply to the Business Licence Unit, Ministry of Finance, P.O. Box N-13, Frederick House, Frederick Street in Nassau or to the Administrator's Office on the Family Islands)
- h) Copy of Contract/agreement for the servicing of fire equipment by a company approved by the Ministry of Works
- i) Building Permit (if new property)

Signature _____ Position _____

Print Name _____ Date _____

HOTELS ACT, 1970

(No. 18 of 1970)

PART I

Hotel Winter Rates Return

To The Chief Licensing Inspector,
The Hotels Licensing Board.

As operator of the (name of hotel)

Licence No. I hereby state that the rates per room listed below will be in

effect for the Winter season from December, 20, to, 20.

Table with 6 columns: SINGLE, DOUBLE, TRIPLE, SUITE, COTTAGE and 4 rows: E.P., C.P., M.A.P., A.P.

Charges for children will be as follows -

Three horizontal dotted lines for child charges.

(Date) (Operator)

NOTE: This Form duly completed, must be returned to the Chief Licensing Inspector not later than the day of, 20.

HOTELS ACT, 1970

(No. 18 of 1970)

PART II

Hotel Summer Rates Return

To The Chief Licensing Inspector,
The Hotels Licensing Board.

As operator of the (name of hotel)

Licence No. I hereby state that the rates per room listed below will be in

effect for the Summer season from December, 20, to, 20

Table with 6 columns: SINGLE, DOUBLE, TRIPLE, SUITE, COTTAGE and 4 rows: E.P., C.P., M.A.P., A.P.

Charges for children will be as follows -

Three horizontal dotted lines for child charges.

(Date)

(Operator)

NOTE: This Form duly completed, must be returned to the Chief Licensing Inspector not later than the day of, 20

FOR THE INFORMATION OF GUESTS

This Hotel is operated subject to the provisions of The Hotels Act, 1970, of the Bahama Islands. The maximum rates that may be charged per day for this room are as follows-

Winter Season

	SINGLE	DOUBLE	TRIPLE	SUITE	COTTAGE
E.P.					
C.P.					
M. A. P.					
A.P.					

CHILDREN'S RATES

.....

Summer Season

	SINGLE	DOUBLE	TRIPLE	SUITE	COTTAGE
E.P.					
C.P.					
M.A.P.					
A.P.					

CHILDREN'S RATES

.....

(Date)

(Operator)

Made at Nassau this day of 20.....

Minister of Tourism

LEGEND: HOTEL RATE/MEAL PLAN

E. P. (European Plan) – Room only (no meals)

C. P. (Continental Plan) – Includes Continental Breakfast

M. A. P. (Modified American Plan) – Includes 2 meals

A. P. (American Plan) – Includes 3 meals

B & B (Bed & Breakfast) – Includes Continental or Full Breakfast

All-Inclusive – Includes unlimited food & Beverage, tax, gratuities, entertainment, non-motorized water sports and & ground transfers

**FIRMS APPROVED BY THE MINISTRY OF WORKS FOR THE
SERVICING OF FIRE EQUIPMENT AND INSTALLATION OF
AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

- 1 Mr. Frederick Wright
Bahamas Fire and Safety Limited
P. O. Box SS-5609
Nassau, Bahamas
Telephone: 325-2227
Fax: 377-7936

Sells, installs and services fire equipment

- 2 **Bahamas Welding & fire Company Limited**
Adderley Enterprises
Nassau, Bahamas
Telephone: 394-0005
Fax: 394-3152

Sells and services fire equipment, including fire alarms

- 3 Mr. Gary Goodman
G & G Fire Protection Enterprises
Adderley Enterprises
P. O. Box SS-6968
Nassau, Bahamas
Telephone: 326-1250

Sells and services portable fire extinguishers; also cleans hoods

- 4 A. L. Williams Dean
ABC Fire Prevention Services
P. O. Box N-10874
Nassau, Bahamas
Telephone: 342-0711

Sells and services portable fire extinguishers and automatic fire systems

- 5 Mr. Philip r. Knowles
General Fire & Protection System Limited
P. O. Box N-3566
Nassau, Bahamas
Telephone: 323-7135
Fax: 323-7135

Sells and services fire equipment, including fire alarms; excluding the installation of hoods

- 6 Mr. Alex Baxter
Nassau Hotel & Restaurant Supplies
Nassau, Bahamas
Telephone: 393-6263
Fax: 393-3718

- 7 Mr. Chris Eldon
Stainton Don (Protections)
P. O. Box SS-5405
Nassau, Bahamas
Telephone: 322-8219
Fax: 322-8160

8 **Private Fire & Protection Limited**

P. O. Box FH-4666

Nassau, Bahamas

Telephone: 393-4089

Sells and services portable fire extinguishers only

9 **Bull's Eye Protectors & Distributors**

Village Estates

Adderley Enterprises

Nassau, Bahamas

Telephone: 394-8734

10 Mr. Warren L. Chandler

International Lifesafety & Security Limited (I.L.S. Limited)

11 Queens Highway

P. O. Box F-4923

Freeport, Grand Bahama

Telephone: (242) 351-1106

Fax: (242) 351-1109

Nassau Office:

Telephone: (242) 323-4311

Fax: (242) 323-4315

October 2006

INVESTMENT INCENTIVES
FOR HOTEL AND RESORT DEVELOPMENT

HOTELS ENCOURAGEMENT ACT

MINISTRY OF FINANCE
CECIL WALLACE-WHITFIELD CENTRE
P.O. BOX N-3017
NASSAU, THE BAHAMAS

Benefits Available to Investors

1. Customs Duty Exemption

- Exemption from payment of customs duties in respect of all materials necessary for the equipping and furnishing of a new hotel in order to allow the facility to open for business.
- These concessions are also offered for the rehabilitating, reequipping and extending of a hotel operation, or one that was not constructed under the Act.

2. Right to Import Construction Plant

The right to import the construction plant, including heavy duty machinery, free of duty on a Customs bond, with the obligation to re-export it by a given date

3. Tax Exemptions

A ten-year exemption from Real Property Tax with a minimum taxation per bedroom of \$20.00 beginning in the eleventh year until a twenty year period occurs from the date that the hotel opened. Exemption of Real Property Tax may be for further periods up to ten years with payment of \$250 per bedroom per annum in New Providence and Paradise Island and \$100 per bedroom per annum in the Family Islands.

4. Other

- The same restrictions, regulations or conditions which are applied to one hotel will be applied similarly to other hotels.
- All other matters regarding type of hotel and location must meet the requirements of the Government.

How To Obtain These Benefits

In order to obtain the benefits under this legislation an individual or company must apply to The Financial Secretary, Ministry of Finance, P.O. Box N-3017, Nassau, The Bahamas.

Each application is considered on its own merit. It is necessary that an investor take the following steps in order to comply with specific requirements of the Act. These need not be done in order; in fact it is recommended that they are done simultaneously.

1. Apply to the Ministry of Finance to enter into an Agreement under the Act.
 - The project proposal should be in the form of a formal letter addressed to the Financial Secretary, Ministry of Finance.
 - This letter will be considered as a proposal to enter into an agreement with the Government. It should be accompanied by the proposal for the new hotel indicating its current status. It should contain the items and costs of the entire project itemizing those which are for the overall project, and those for which the investor expects customs duty exemption. The applications should also be accompanied by proof of ownership of the property where proposed hotel is to be located.
2. Submit plans to the Department of Physical Planning of the Ministry of Works/Local Town Planning Committee to obtain an Approval in Principle.
3. Obtain a Building Permit

This must be obtained from the Ministry of Works/Local Board of Works which will review the plans and provide the permit once the plans meet their specifications. This procedure applies to new hotels as well as rehabilitation or renovation of an operating hotel.

These plans will then be discussed by the Ministries of Works and Health. This allows the necessary inspections to take place at the appropriate times. A copy of the approved plans including a site plan must accompany the application. In the case of existing buildings photographs of the interior and exterior should also accompany the application.

Special Considerations

Before submitting a formal application the following additional points should be noted:

- In addition to submitting a written application, the investor may wish to meet with the Financial Secretary of the Ministry of Finance to discuss the project.
- No application is granted automatic approval. This decision is made after joint consultations with other agencies of Government as well as with the Project Coordinating Committee.
- An investor should take steps to plan well ahead of his target date for commencement of construction as the decision making process may be lengthy.
- Any materials imported/purchased prior to the grant of the approval in principle will not be exempted from payment of customs duty. An understanding of this is critical as investors have often proceeded to advance a project without having obtained the necessary approval.

It is recommended that investors engage the services of a local lawyer to assist in the preparation of the legal documents which will be necessary for execution by the Government. A lawyer would also be useful in helping to communicate with the various government agencies on pertinent licenses.

- The final decision on applications for the approval in principle is made by the Minister responsible for Hotels Encouragement. Then a formal legal Agreement is prepared and executed between the Government and the Investor.
- The Hotels Encouragement (Customs Duties Exemption) Regulations, 1999 will be closely followed when applications are made.

SHORT CHECK LIST ON REQUIREMENTS FOR APPLICATION

1. Letter of application addressed to the Financial Secretary, Ministry of Finance.
2. List of items to be imported duty-free including amounts and costs.
3. Proof of ownership of property i.e. copy of conveyance/lease agreement.
4. Copy of approved architectural plans, including site plan, for new projects and additions and/or photographs of interior and exterior for existing buildings.
5. Source of funding must be stated and verified, i.e. mortgage; letter of credit; personal savings or deposit for business purposes.

EXEMPTIONS NOT ALLOWED

BUSINESS LICENCE

The Act does **not** allow exemption from payment of Business Licence fees. All businesses in The Bahamas must obtain a Business Licence to operate.

HOTEL LICENCE

All hotels must apply for a Hotel Licence in order to operate and receive concessions under the provisions of the Act.

STAMP TAX

Stamp Tax exemptions are not normally granted under the Act. Special considerations may apply for hotels developed in the Family Islands.

Items NOT ALLOWED – Duty Free Concessions

Maintenance Equipment

Lawn mowers, Brooms, Mops, Brushes, Floor polishers, Vacuum cleaners, etc.

Vehicles

Cars, Trucks, Boats, Golf carts, Aircraft, etc.

Consumables

Soaps, Detergents, Fuels, Lubricants, Acids, Chemicals, Medicines, Foodstuffs, Toiletries, Fertilizers, Bottled water, Light bulbs, etc.

Live Animals and Plants

No living organisms.

Hand Tools

Drills, Saws, Hammers, Sanders, etc.

Cement Blocks

Mattresses

Box springs

Pillows

Draperies

Bedspreads

Artwork (prints/reproductions)

Mirrors (not decorated)

Uniforms

Pottery

Planters, Vases, Urns, Ashtrays

Wastebaskets, Soap and Tissue holders (non-fixed)

Paint: All types of paint - House, Marine, Industrial Architectural, Primers, Sealers, Texture Coatings, Roof Coatings; Including Elastomeric Wall Coatings, Hydraulic Cement Sealers, Water Proofing Compounds, Joint Compounds, Concrete Bounding Agents, Paint Strippers, Spackling Paste, Glazing Compound, Putties, Heat Resistant Paints, Sand Texture Masonry Sealant, Masonry Patching Compound, Bitumastic water proofing compound, Varnish & Stains; Both Water & Solvent Borne Alkyd Primers/Undercoaters, Road Marking, Patio & Tennis Court Paints, Swimming Pool Paints, Metal Primers, Sanitary Sterile Wall Coating.

ENVIRONMENTAL MANAGEMENT GUIDELINES FOR HOTELIERS

Management of the environment is the key element in sustainable tourism development and hoteliers are now expected to be more environmentally conscious and apply environmentally sound practices and green management in their hotel operations.

"Green Management" can be defined as the implementation of environmentally responsible practices that include the commitment of management, staff and guests to minimize waste production, water pollution and energy use.

Many hotel guests understand and appreciate environmentally sound practices, and most are sensitive to the impact these practices have on resources. In fact, many visitors are seeking out those accommodations that are environmentally friendly and whose operators are proactive participants in the management of the environment.

Hotels environmental programs can be a marketing opportunity. Increasingly, hotels are being advertised as being environmentally friendly and are promoting their environmental assets as part of their package.

All aspects of hotel operations impact upon the environment and these guidelines are intended to assist hotel owners and operators with practical steps towards implementing sound sustainable development and environmental practices in their operations.

More details can be obtained from the book entitled "Environmental Management Tool Kit for Caribbean Hotels" (cost \$25.00) at the following address:

Caribbean Hotel Association
Attention: C A S T (Caribbean Association for Sustainable Tourism) 18 Marseilles St.
Suite 2B
San Juan, Puerto Rico 00907
Telephone: (787) 725-9139
Facsimile: (787) 725-9166

Planning

During the preliminary planning, design and construction stages, operators should work closely with local conservation groups and special interest groups to identify mutual interests.

Staff Training

Ensure that all staff are aware of the values and importance of environmental awareness and green management.

Architecture

Architectural building design must meet the Bahamas Building Code standard.

Site Design

1. Protect all major landscape features and indigenous specimen trees.
2. Locate all buildings to ensure minimal disruption of landscape features.
3. Design paths and walkways in such a way as to minimize landscape disturbance.
4. Locate buildings and recreational facilities in locations that do not disturb wildlife movement.
5. Use signs to identify indigenous vegetation.
6. Install sensitive site lighting that enhance the landscape values.

Construction Activities

7. Organize construction activities to minimize alteration to the landscape.
8. Conserve all top soil and restore native vegetation following project completion.
9. Minimize the use of heavy equipment and use as reasonably possible only non-toxic and recycled material during construction.
10. Erect construction fences to protect all landscape features outside the construction site.

Landscaping

Give priority to using indigenous trees, shrubs and plants.

1. In low rainfall areas choose trees, shrubs and plants which require little care or will thrive on limited water.
2. Plant trees wherever possible; they cool and cleanse the air.
3. Mulch plants with cuttings and use compost or organic manure.
4. Place local and biological names beside plants where possible for guest information.
5. Preserve natural vegetation as much as possible.
6. Plant birdfeeder trees to attract birds.
7. Place bird baths in your gardens.
8. Try and use paths to discourage walking on grass.

Waste Management

1. Avoid all excessive packaging, especially the use of plastics and styrofoam by buying supplies in bulk.
2. Install waste compactors in the hotel/ restaurant.
3. Implement a kitchen-composting program with the resulting material being used for agriculture or landscape
4. Use cloth or material in preference to paper towels.
5. Eliminate the use of plastic bags in favour of canvas or paper.
6. Use paper towels or cloth hand towels instead of hot air hand dryers.
7. Purchase items with a longer life span for greater efficiency and cost saving.
8. Use mugs in preference to paper or Styrofoam cups. Try selling mugs with hotel logo or environmental logo; guests may keep them for use.
9. Reuse computer paper as notepads.
10. Substitute reusable glass bottles for plastics.

Garbage Management

1. Garbage containers must be leak proof, easily cleaned, pest proof and durable. Plastic bags may be used to line these containers.
2. Containers kept outdoors or in food preparation areas must have tight fitting lids.
3. Garbage must not be allowed to accumulate anywhere but in regular garbage containers.
4. Garbage should be removed from food preparation areas as soon as possible and should be disposed of often enough to prevent formation of odour and the attraction of pests.
5. Recycling opportunities should be identified.

Pest Control

1. Leave no containers lying around to collect water.
2. Clean drains regularly.

Water Conservation

1. Use low flow toilets including double flush units for either liquid or fecal waste.
2. Install limit flow shower fixtures and low-flow aerators on all faucets throughout the property. This may also include the installation of timers or spring loaded showers
3. Install water conservation measures in kitchen and laundry areas.
4. Inform visitors and encourage them to participate in your water conservation initiatives.
5. Check toilets for leaks regularly.
6. Install water tanks with catchments to trap rainfall.
7. Water lawn in the morning to reduce evaporation

Administration

1. Use scrap paper for notes.
2. Use refillable pens and toner cartridges.
3. Separate and store reusable materials.
4. Buy recyclable and recycled goods where possible.
5. Use recycled paper for stationary and re-inkable ribbons.

Energy Conservation

1. Use natural light, except when it interferes with temperature. Switch off all lights and other equipment when not in use.
2. Use watt-saver or watt miser fluorescent lighting instead of incandescent bulbs.
3. Use rechargeable batteries where possible.
4. Use natural light and ventilation where possible.
5. Buy energy efficient equipment sensors.
6. Install timer switches for low-use areas such as maids' closets; and for bathroom exhaust fans and heat lamps.
7. Provide options to guests and invite them to participate in the conservation program by suggesting that towels could be laundered daily or every third day.
8. Place tent cards, leaflets, and transparent stickers in rooms encouraging guests to conserve and advising them of hotel's environmental protection measures.
9. Reduce domestic water temperature to 120 degrees at water heater.
10. Establish and police a regular schedule for cleaning lighting fixtures. Fewer and/or smaller lamps will often do just as good a job if they're kept clean.
11. Check electrical sockets and appliances regularly.
12. Ensure that rugs, draperies or furniture do not obstruct cooling vents. The motor will use more energy.
13. Paint with light colours which reflect light; this reduces wattage needed to provide adequate working light.
14. Feel the outside of refrigerators and freezers for cold spots; they indicate insulation failure where they occur.
15. Turn off ice machine from late evenings until early mornings. If the insulation and gasketing are efficient, temperature change will be minimal.
16. Eliminate unnecessary opening of freezers and refrigeration units.
17. Fully load dishwashers before turning on.
18. Install solar heating units wherever possible.
19. Use stickers on light switches to remind staff and guests to 'switch-off' when not in use.

Chemicals

1. Use non-aerosol products and replace with pump sprays as far as possible.
2. Use non-phosphate detergents and cleaners. Help protect your sewerage system and your groundwater supplies.

Housekeeping

1. Check room waste baskets for recyclable materials; put bottles, tins and newspaper in recycling bins.
2. Use sliver of soap. Mix warm water to make soapy insect spray for indoor and outdoor plants
3. Check all plumbing fixtures and report leaks and dripping faucets, also sink and bathroom stoppers which do not fit properly.
4. If room is being cooled close all open doors or windows unless special ventilation is required.
5. Draw draperies and blinds when the room is empty but open them when the daylight is adequate to light the room for cleaning. Turn up thermostats when rooms are empty.
6. After making up guest rooms, close draperies and shades to prevent loss of cooled air.
7. Turn off all lights when leaving maid's closets, linen rooms and storage rooms.
8. Set refrigerators in vacant rooms on low if a new guest is expected; otherwise, disconnect and leave door ajar.
9. Turn off television sets and radios when rooms are being made up and when guests are not in the rooms.

Air Conditioning

1. Ensure that all vents are functioning efficiently.
2. Do not place furniture or any other obstruction in front of cooling vents.
3. Keep all windows and outside doors closed when air condition equipment is on.
4. Keep outdoor portions of cooling systems clear of plants, vines and other obstructions to air flow. Eliminate any condition that would cause warm air to circulate back into the air conditioner.
5. Clean all air condition equipment and filters regularly.

Fans

Ceiling fans pull warm air down from the ceiling to provide constant air circulation in a room. Relatively inexpensive to buy and operate, they can enhance the decor and improve cooling efficiency of air conditioning units

Laundry

1. Sort dirty clothes according to type of fabrics and level of dirt. Wash with minimum cycle necessary.
2. Wash only full loads.
3. Add vinegar to rinse water as softener. Avoid chemical commercial products where possible.
4. Clean lint traps at least twice a day.
5. Run irons as little as possible and heat to minimum temperature needed.

Food and Beverage

1. Buy in bulk and eliminate wasteful packaging for dining rooms, restaurant, bars and kitchen.
Buy fresh food and use as much local food as possible.
2. Use refillable containers e.g. sugar, creamer, etc.
3. Replace plastic or paper cup serving with bottle or can where possible.
4. Use washable flatware.
5. Establish a schedule for cleaning and sanitizing equipment, utensils and food preparation areas.
6. Prevent toxic substances such as pesticide and cleaning agents from coming into contact with food.

Beach Management

1. Keep beach clean and free of garbage and debris.
2. Monitor the beach to prevent removal of sand
3. Retain trees, shrubs and grass as far as possible so as to hold sand dunes.
4. Do not use heavy equipment on beach unless absolutely necessary.
5. Protect off-shore coral reefs, sea grasses and marine life.
6. Provide garbage containers at strategic points along the beach
7. Jet skis and motor boats should not be allowed within swimming areas.

Protect your investment.

Enhance your image

Protect your resources

Save Planet Earth

Stay in Business!

Source: Caribbean Hotel Association

Environmental Management Tool Kit

CHA ENVIRONMENTAL CHECKLISTS

"without a checklist you notice only the large items.

You miss the small items that add up to significant savings."

Peter H. Grell

Caribbean Hotel Association

THE CARIBBEAN CARES

CHA ENVIRONMENTAL CHECKLISTS
SOLID WASTE - MANAGE SOLID WASTE

YES

NO

Do you know what happens to the waste from your hotel?

Are the types and amount of waste generated by the hotel monitored?

Are opportunities to reduce wastage identified and acted upon?

Do systems exist to minimize waste, reduce and recycle where possible?

Do you recycle or reuse most:

bottles?

waste paper?

cans?

Is organic waste composted?

Does the hotel use disposable toiletries and toiletry containers?

Is solid waste safely disposed of to an official site?

Is a register kept of hazardous wastes?

CHA ENVIRONMENTAL CHECKLISTS
CONSERVE WATER.

YES NO

Do you have an adequate supply of water in your area?

Have there been any specific actions to save water in the last 12 months?

Is water use monitored?

Is the water system regularly checked for leaks, surges in consumption?

Are staff encouraged to save water?

Are towels and bed linen in guest rooms changed only on request?

Have spray taps been fitted in the guest bathrooms?

Have flow restrictors been fitted to water pipes?

CHA ENVIRONMENTAL CHECKLISTS - MANAGE POLLUTANTS

YES

NO

Do you know how your sewage and waste effluents are treated?

Are you aware of all legislation pertaining to hotel emissions and effluents?

Has your hotel been free of complaints about noise, odours and pollution in the last year?

Is the hotel building free of asbestos?

Do all hotel vehicles have catalytic converters?

Are air and water quality in your area considered to be good?

Does a register of hazardous substances, used in the hotel, exist?

CHA ENVIRONMENTAL CHECKLIST CONTRACTORS AND SUPPLIERS

YES

NO

Does the hotel have a policy of purchasing environmentally friendly products where possible?

Do you buy recycled or recyclable products where possible?

Do you avoid (where alternatives exist):

products made with tropical hardwoods?

chlorine bleaches or bleached linen?

heavily packaged products?

leaded petrol?

halon fire extinguishers?

Does the hotel purchase mainly fresh food (as opposed to frozen or heavily packaged food)?

Do you take environmental considerations into account when deciding to employ a contractor?

Have you ever evaluated the performance of eco-friendly products?

**Source: Caribbean Hotel Association
Environmental Management Tool Kit**