



BHA/STEMM GREEN HEALTH & CORPORATE SOCIAL RESPONSIBILITY CHECKLIST
FOR THE BAHAMAS GREEN ENTERPRISE SEAL

SR. MANAGEMENT INVOLVEMENT

	Questions:	Yes	No	N/A
1.	Does the hotel have an environmental mission statement? If yes please attach a copy.			
2.	Has the hotel established written policies for environmental practices? If yes, for which departments?			
3.	Does the hotel have a “Green Team, responsible for overseeing its environmental program? If yes, please attach copies of meeting minutes, a list of members and any other supporting documentation.			
4.	If the hotel has Green Team, does the General Manager actively participate on the team?			
5.	Has the hotel’s environmental program been recognized in any way in the local area? If yes please provide supporting documentation such as newspaper clipping.			
6.	Has the hotel personnel attended any environmental conference or seminar in the past year? If so, please specify.			
7.	Does the hotel have a management program in place to monitor and reduce solid waste generation?			



STEWARDSHIP

	Questions	Yes	No	N/A
1.	Is the local community aware of the hotel's efforts environmental attitude and polices? If yes, how?			
2.	Is the hotel a member/partner or in any way associated with any local or international environmental group (s)? If yes, what group (s)?			
3.	Does Hotel Management actively promote community environmental stewardship? If yes, what group?			
4.	Has the hotel sponsored (i.e. planned and/ or contributed funding) for any environmental events or programs in the local community? If yes, please describe and indicate frequency.			
5.	Has the hotel assisted any local groups in improving or cleaning up the environment? If yes, please descres and indicate frequency.			
6.	Has the hotel participated in Adopt a Park, Adopt a Beach, Adopt a Road program in the past year? If, please describe?			
7.	Does the hotel promote visits to National Parks, Botanical Gardens, or other protected areas? If yes, how?			
8.	Does the hotel have a program in place to educate schoolchildren, local business, or any other entities about environmental issues? If yes, please describe.			



HOUSEKEEPING / GUEST ROOMS

	Questions	Yes	No	N/A
1.	Is the hotel using only biodegradable, phosphate-free detergents/chemicals for cleaning purposes? If yes, please indicate the brand name or type of products used.			
2.	Are the hotel's cleaning products purchased in bulk and how are they dispensed? If yes, name system used?			
3.	Are the lights and air conditioning systems in unoccupied banquet rooms and other areas turned off or set back? If yes, explain procedure.			
4.	Are lights turned off by housekeeping in unoccupied guest rooms? If yes, who checks rooms to ensure compliance?			
5.	Are lights turned off by housekeeping in occupied guest rooms? If yes, who checks rooms to ensure compliance?			
6.	Is there a housekeeping procedure regarding required air conditioning settings in unoccupied guest rooms? If yes, what is the procedure regarding both the fan speed and temperature?			
7.	Is there a housekeeping procedure regarding required air conditioning settings in occupied guest rooms? If yes, what is the procedure regarding both the fan speed and temperature?			
8.	Is minimal lighting used with any turn down service? If yes, please describe procedure.			
9.	Are guests given a choice of how often their sheets are changed, or are the hotel's procedure to change sheet less often than every day? If yes, describe procedure and attach any in-room collateral.			
10.	Has the hotel installed soap and shampoo dispensers in more than 50% of the guest rooms? If yes, what percentages of guest bathrooms have dispensers?			
11.	Have CFC-containing aerosol products and other hazardous chemicals been eliminated from this department?			
12.	Does the hotel have in-room recycling bins? If yes, what materials can be recycled?			
13.	If the hotel does not have in-room recycling bins, do housekeepers recycle any materials from guest rooms? If yes, what materials are recycled?			
14.	Does the hotel have a procedure that requires housekeepers to leave guest room window coverings closed or partially closed to cool the room? If yes, describe procedure.			
15.	If humidity is a problem, has the hotel installed dehumidifiers to save energy versus keeping the air conditioning system on 24 hours a day? If yes, please describe system.			



ADMINISTRATION

	Questions	Yes	No	N/A
1.	Is the hotel's environmental mission statement displayed in employee areas?			
2.	Is the hotel's environmental mission statement displayed in guest areas?			
3.	Does the hotel have a facility-wide Recycling Plan?			
4.	Does the hotel have a suggestion box for "green" ideas? If yes, where is it located?			
5.	Are printer, fax and copier cartridges recycled with the supplier? If yes, please indicate supplier.			
6.	Do administrative offices and the front desk have reuse bins to collect all internal memos and other paper used on one side for use as scrap paper? Is yes, who is responsible for collecting this paper and how it is reused?			
7.	Does the hotel have an employee program to promote environmental consciousness in the working environment (i.e. tree plantings, beach cleanups)? If yes, please describe and indicate frequency.			
8.	Does the hotel have an e-mail system between all departments to reduce the use of paper for internal memos?			
9.	Does the hotel have a written policy to purchase reusable and durable products whenever possible? Is yes, who is responsible for carrying out this policy? Describe some of the hotel's reusable or durable products.			
10.	Does the hotel's shop carry products that promote and highlight the local environment? If so, name some.			
11.	Do the hotel's shops ban products that are made from endangered species or coral?			
12.	Does the hotel have a prominent area in the back of the house for posting environmental information? If so, where?			
13.	Does the hotel make its guest aware of its environmental efforts? If yes, how?			
14.	Does the hotel recycling program encourage guests to participate? If yes, how?			
15.	Is paper with recycled content used for the hotel's promotional materials?			
16.	Does the hotel recycle white paper? If yes, please describe program.			
17.	Does the hotel recycle cardboard? If yes, please describe program.			
18.	Does the hotel recycle plastic? If yes, please describe program.			
19.	Does the hotel recycle glass? If yes, please describe program.			
20.	Does the hotel recycle aluminum or other metals? If yes, please describe program.			
21.	Does the hotel utilize reusable packaging (i.e. packaging that the supplier will take back for reuse)? If yes, please explain.			



ENGINEERING AND MAINTENANCE

	Questions	Yes	No	N/A
1.	Has the hotel replaced at least 50% of incandescent and old fluorescent bulbs and fixtures with energy saving fluorescent bulbs and electronic ballasts? If so, what percentages of the bulbs in each area have been converted? Guest Rooms: Public Areas: Back of House: Grounds / Exterior:			
2.	Does the hotel have energy-saving air conditioners in at least 50% of guest rooms? What type of air conditioning system is used in guest rooms? () Central () Split () Window () None () Other			
3.	Does the hotel have an energy management system on its air conditioning units? If so, what type of system is used? What areas of the hotel are controlled by this system?			
4.	Is the hotel's energy consumption monitored, recorded and analyzed regularly? If so, how frequently are energy meters read?			
5.	Has the hotel set benchmarks or goals for energy and water consumption? If so, provide supporting documentation.			
6.	Is the hotel's water consumption monitored, recorded and analyzed regularly? If so, how frequently are energy meters read?			
7.	Has the hotel installed water-saving shower heads (<2.5 gallon per minute) in guests baths? What percentage of guest bath shower heads are water-saving?			
8.	Has the hotel installed water-saving shower heads (<2.5 gallon per minute) in public or employee baths? If so, what percentage of these shower heads are water saving?			
9.	Has the hotel installed low-flush toilets (<1.6 gallons per flush) in guests baths? If so, what percentage of guests baths are low-flush?			
10.	Has the hotel installed low-flush toilets (<1.6 gallons per flush) in public baths and employee baths? If so, what percentage of these toilets are low flush?			
11.	Has the hotel installed faucet aerators with flows of less than 2.0 gallons per minute or less in guest baths, kitchen sinks, public baths, and employee baths? If so, what percentage of these faucets has flows less than 2.0 gpm?			
12.	Does the hotel have a system of detecting and reporting leaking toilets or faucets quickly and efficiently? If so describe the system in detail.			



	Questions	Yes	No	N/A
13.	Does the hotel have a system to collect water for reuse (ie rain or grey water)? If so, describe the system and where the water is used.			
14.	Does the hotel have water filtration systems to purify water for guests?			
15.	Does the hotel derive water from alternate sources such as recycled water or desalination systems?			
16.	Does the hotel have a written preventive maintenance program for routine maintenance of air conditioning and plumbing fixtures, kitchen equipment and laundry equipment? If so, describe program in detail.			
17.	Does the hotel use photocells or timers to control lighting usage? If so, which lights are controlled in this manner?			
18.	Are the hotel's windows glazed, double insulated or otherwise made to conserve energy? If so, how and what percentage of the windows are so treated?			
19.	Does the hotel have a system in place to reuse waste heat or steam such as from laundry or kitchen equipment? If so describe the system and the purpose for which the heat is used.			
20.	Does the hotel use solar panels to heat water or wind energy to generate electricity or use any other alternative energy devices? If so, describe.			
21.	Is any waste material generated at the facility used in-house as energy source or fuel? If so, describe.			
22.	Does the hotel use a product other than chlorine to sanitize its pools? If so, what treatment is used?			
23.	Does the hotel have an automatic dispensing system for its pool chemicals in order to reduce chemical usage? If so, what type of system is used?			
24.	Has the hotel installed automatic door closers on doors connecting-air-conditioned space to non-air-conditioned space?			
25.	Does the Recycling Plan include monitoring measures to periodically check the waste dumpsters for recyclable materials? If so, who does this and how frequently it is done?			
26.	Does the hotel receive certificates from its general waste hauler indicating the amount and type of materials collected from the hotel? If so, please attach a copy.			
27.	Does the hotel receive certificates from its recyclable waste hauler indicating the amount and type of materials collected from the hotel? If so, please attach a copy.			



GROUNDS AND LANDSCAPING

	Questions	Yes	No	N/A
1.	Does the hotel use any recycled water for landscaping? If so, describe the system and its sources.			
2.	Are the grounds watered using drip irrigation or miniature sprinklers in order to save water?			
3.	Does a timer control the ground irrigation system?			
4.	Does the ground irrigation system have a moisture sensor or is it turned off when rain is expected to prevent over watering?			
5.	Are the grounds only watered during the early morning or nighttime hours to prevent excess evaporation?			
6.	Does the hotel have a program in place to collect the majority of the yard waste for composting? If so, What items are composted and what is done with the finished compost?			
7.	Is beach waste (seaweed and leaves) composted?			
8.	Does the hotel grow its own plants from clippings?			
9.	Does the hotel use predominantly native, low-maintenance plants on the grounds?			
10.	Does the hotel use predominantly low-maintenance plants on the grounds?			
11.	Are only natural fertilizers and pesticides used? If so, describe the products used.			
12.	Are plants labeled with their botanical or common names?			
13.	Does the hotel maintain its beach daily to ensure that it is kept free of plastic and other waste?			
14.	Does the property use alternative grass on golf courses and lawns that are low maintenance and can be watered with salt water?			
15.	Does the property provide ample, clean space, fresh water and proper food for all animals on display or otherwise used by the Hotel?			
16.	Does the hotel provide adequate facilities for birds or animals on display to receive isolation from guests during evening/night hours?			
17.	Does the property have written or established guidelines to humanely deal with stray animals on or around the property?			
18.	Does the property participate with private or government animal control centers for community animal welfare programs?			
19.	Does the hotel provide proper and adequate facilities with suitable natural surroundings for domestic and or natural wildlife artificially introduced to the property?			
20.	Does the property provide support for wildlife occurring naturally in the surrounding area?			



FOOD AND BEVERAGE

	Questions	Yes	No	N/A
1.	Does the kitchen staff collect used cooking oil to be recycled? If so, what company recycles this oil?			
2.	Is the kitchen cleaned using biodegradable, phosphate-free products? If so, what products are used?			
3.	Have all CFC-containing aerosol products been eliminated from the kitchen (including cleaners and no-stick cooking sprays)?			
4.	Does the kitchen have recycling bins to collect recyclables at their source?			
5.	Does the hotel recycle the following items from the kitchen? Aluminum cans Glass bottles Plastic bottles Packaging Other:			
6.	Have disposable items) e.g. paper, plastic, or Styrofoam cups, plastic utensils; paper napkins; and paper or plastic plates) been replaced with reusable alternatives? If so, what percentages of these items are reusable?			
7.	Have individually packaged items (e.g. salt, pepper, sugar, cream, jelly, honey, butter, and cereals) been replaced with products dispensed in bulk containers? If so, what percentage of these items is bulk?			
8.	Do all walk-ins have plastic curtains to retain cold air?			
9.	Does the hotel have a controlled access program (i.e. locks on walk-in doors and scheduled access periods) to prevent walk-in doors from being opened throughout the day? If so, what hours have been established for access?			
10.	Are freezer doors always kept tightly closed when not in use?			
11.	Are grease traps in place to prevent grease from entering and clogging the wastewater treatment systems? If so, what method is used to clean the traps and how often are they cleaned?			
12.	Are lights in storage rooms and walk-ins on timers or occupancy sensors to control usage?			
13.	Is any kitchen waste composted? If so, what items are composted and what is done with the finished compost?			
14.	Does the hotel have a fruit, vegetable or herb garden to provide produce for the kitchen?			



LAUNDRY

	Questions	Yes	No	N/A
1.	Does the hotel utilize scales or other means to determine the weight of the laundry before it is washed?			
2.	Are there signs in the laundry to inform the staff of how much laundry can be washed in each machine?			
3.	Are washers and dryers used only with full loads?			
4.	Are dryer lint traps cleaned daily?			
5.	Does the hotel have a preventive maintenance program for all laundry equipment, including checking seals on dryer doors and balancing washer drums?			
6.	Are bulk dispensers used for all laundry chemicals?			
7.	Are laundry chemicals biodegradable and phosphate-free? If so, what products are used?			
8.	Is laundry equipment less than 10 years old?			
9.	Does the hotel have a system in the laundry to recycle wastewater or waste heat? If so, please describe system.			
10.	Are dryer temperatures and times set according to the type of load?			
11.	Are high efficiency washers (i.e. Tunnel washers or high G force extractors) used?			
12.	Has the hotel converted from disposable plastic laundry bags to reusable cloth bags or baskets?			
13.	Are laundry chemical containers returned to the supplier?			

