

Hotel Sustainability Basics



Green Key

CHECKLIST DOCUMENTS

Document Checklist

As part of the Hotel Sustainability Basics Application form on the Green Key landing page, you will be asked to hand in a number of documents together with your application. The exact documents to be handed in will depend on the combination of mandatory and guideline criteria you choose to prioritise in the first and second year of verification. Please find the detailed information about the number of mandatory and guideline criteria to be handed in for each category and the corresponding evidence that must be handed in, in the table below:

CATEGORY		EVIDENCE NEEDED	DOCUMENTS READY?
Efficiency (mandatory to have 2 out of 4)	E1. Measure and reduce energy	Total electricity consumption, total electricity consumption per occupied room in the reporting period, and total electricity consumption for each month/quarter in the reporting period (in kWh). <i>This info must be uploaded using the Data Template.</i>	
		Energy bills/documentation of energy consumption for each month/quarter during the reporting period. <i>Please provide us with the bills in both original language and English.</i>	
		Energy Reduction Plan / minimum of 3 energy reduction actions. <i>The actions must be reported in the Action Template.</i>	
	E2. Measure and reduce water	Total water consumption, total water consumption per occupied room in the reporting period, and total water consumption for each month/quarter in the reporting period (m3). <i>This info must be uploaded using the Data Template.</i>	
		Water bills/documentation of water consumption for each month/quarter during the reporting period. <i>Please provide us with the bills in both original language and English.</i>	
		Water Reduction Plan / minimum of 3 water reduction actions <i>The actions must be reported in the Action Template</i>	
		Optional: Hotel Water Measurement Initiative (HWMI) result.	
	E3. Measure and reduce carbon emissions	Hotel Carbon Measurement Initiative (HCMi) result. <i>This info must be also added to the Data Template</i>	
	E4. Identify and reduce waste	Information about the three biggest types of waste in your establishment including photos of the bins/containers showing these types of waste.	
		A plan for tracking the amount of waste in your establishment. <i>Upload the monthly waste data to our Data Template</i>	
		Waste Reduction Plan (The development of a waste reduction plan would be accepted as one action within the 1st year of verification). <i>The actions must be reported in the Action Template</i>	

CATEGORY		EVIDENCE NEEDED	DOCUMENTS READY?
Planet (mandatory to choose 3 + 1 out of SUP)	PL1. Bed linen reuse	A copy of your establishment's Standard Operating Procedure for <u>bed</u> linen use covering all guest rooms, and a photo showing the sign, sticker or other information in the guest room informing about the linen reuse.	
	PL2. Green Cleaning Products (M)	A list of daily cleaning products with the indication of which products are eco-labelled (including the name of the eco-label), plus the percentage of daily cleaning products that have an eco-label relative to the total of daily cleaning products. <i>This info must be uploaded to the "Cleaning Products" section of the Data Template.</i>	
		Purchase orders/invoice/contract for the purchased eco-labelled products. <i>Please provide the documents in both original and English language.</i>	
	PL3. Vegetarian Options (M)	An overview of the various Food & Beverage outlets (restaurants, cafés, etc.) and the type of services (breakfast, lunch, dinner) in the establishment. <i>Please provide the overview in both original and English language.</i>	
		Documentation (photo/PDF) for each menu/buffet with an indication <u>for the guests</u> of the vegetarian choice for each course.	
	PL4. No Single-Use-Plastic Straws and Stirrers	For establishments without Food & Beverage outlet, documentation (photo/PDF) about the type of information given to guests about the nearest restaurant with vegetarian options on the menu.	
		The percentage of reusable straws/stirrers used in the establishment, and invoices/proof of purchase/contract of sustainable straws and stirrers (as alternative to single-use plastic ones). <i>Please provide the documents in both original and English language.</i>	
	PL5. Replace Single-Use Plastic Water Bottles	The percentage of reusable water bottles used in the establishment, and photo documentation showing that single-use plastic bottles are replaced with alternatives.	
PL6. Replace Single-Use-Plastic Mini Toiletry Bottles	The percentage of bathrooms without mini toiletries, and photo documentation showing that mini toiletries are replaced with alternatives (one picture showing common area plus one picture showing guest rooms).		

CATEGORY		EVIDENCE NEEDED	DOCUMENTS READY?
People (mandatory to choose 2 out of 2)	P1. Community Benefit (M)	Please provide one of the following: <ol style="list-style-type: none"> Proof/documents showing that guests have been made aware of the community actions conducted or community programs supported and the participation opportunities available. Proof showing that guest feedback is obtained and reviewed to improve hotel's community/ sustainability offerings. Proof showing that potential partner organizations (e.g. charities, NGOs, social enterprises, etc.) are assessed on their suitability and credibility prior to partnership Proof/documents showing that information about human trafficking prevention, responsible and respectful tourism, biodiversity preservation, etc. is given to guests 	
		Either 2 current/finalised community actions + 1 in plan; or 3 planned actions added to the Action Template	
	P2. Reduce Inequalities (M)	HR Policy/Procurement policy aiming at reducing inequalities in the establishment	
		Minutes/Information about staff trainings connected to the reduction of inequalities in the establishment	
		Minutes/Information about meetings with the procurement team or with the suppliers connected to the reduction of inequalities in the supply chain	
		Documentation or planned action e.g. tracking plan showing action undertaken to reduce inequalities in the establishment or in the supply chain <i>The actions must be reported in the Action Template</i>	

For re-applying properties, please additionally make sure to have the following documents prepared:

- Proof of compliance with the previous energy, water, waste, and corporate social sustainability actions.
- An indication of the increase (in %) in eco-labelled products.
- An indication of the increase of vegetarian/vegan options offered.
- Documentation showing progress connected to the reduction of inequalities (*e.g.*, if the set targets from last year have been met) in the establishment and in the supply chain.