

## MeetGreen® Minimum Guidelines – Hotel

The goal of the MeetGreen<sup>SM</sup> Hotel Minimum Guidelines is to identify environmental practices of hotels. The survey assesses the potential success in “greening” a meeting or conference. Please review the questions and answer them thoroughly. You may need to consult with several of the property’s departments to complete the survey. We appreciate your participation.

**Hotel Name:**  
**Contact Name:**  
**Telephone Number:**  
**E-Mail Address:**  
**Fax Number:**

Please complete the following survey questions, indicating level of green practices. Circle the number or statement according to the following key:	
1	Yes, is currently available and/or implemented
2	Will commit to implementation in time for the start of conference/event.
3	Currently not available, and no future plans to implement

Hotels			
Does the hotel have environmentally responsible practices in place? If so, please provide a list.	1	2	3
<i>Air Quality</i>			
Is the hotel/s located within walking distance to convention center, other city attractions or easily accessible by public transportation?	Y	N	
Will the hotels provide documentation about air quality control and systems?	1	2	3
<i>Energy Efficiency</i>			
Do hotels instruct staff to shut off HVAC/lights when guest rooms are vacant?	1	2	3
Do hotels instruct staff to shut blinds/curtains when guest rooms are vacant?	1	2	3
Do guests rooms have occupancy sensors?	1	2	3
<i>Water Conservation</i>			
Have water-conservation practices such as low-flow showerheads and toilets available in hotels?	1	2	3
Do the hotels offer and implement a towel and linen reuse program?	1	2	3
<i>Waste Minimization</i>			
Do the hotels implement a recycling program to recycle glass, aluminum, plastic, paper, grease and cardboard?	1	2	3
Do the hotels have a policy in place to reduce and reuse where possible and appropriate, and minimize paper usage?	1	2	3
Is the hotel staff trained to implement environmental practices?	1	2	3
Do the hotels replace unused amenities only when empty or requested by guest?	1	2	3
Are unfinished bathroom amenities donated to a community service	1	2	3



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organization or provided to staff?			
Do the hotels offer bulk dispensers in guest rooms?	1	2	3

<i>Environmental Purchases</i>			
Does the hotel purchase bathroom supplies: minimum 35% recycled products for hand towels and toilet paper?	1	2	3
Does the hotel purchase environmentally responsible cleaning products for carpets, floors, kitchens and bathrooms: minimum 50% of products used to be environmentally responsible?	1	2	3
Does the hotel have an established program with wholesalers to utilize reusable crates or cartons?	1	2	3
Does the hotels request vendors have environmental practices in place?	1	2	3

### Food and Beverage

<i>Water Conservation</i>			
Does caterer implement water-saving strategies? For example: not pre-filling water glasses or providing a saucer under the coffee cup or offer large containers of drinking water rather than individual bottles.	1	2	3
Does the caterer reduce the use of ice in drinking water?	1	2	3

<i>Waste Minimization</i>			
Does the caterer have a policy in place to reduce and reuse where possible and appropriate, and minimize paper usage?	1	2	3
Does the caterer donate left-over food?	1	2	3
Is catering staff trained to implement environmental policies?	1	2	3
Does the caterer serve juice, iced tea, coffee and water in pitchers? Serve condiments in bulk?	1	2	3
Does the caterer use china service? If not possible, use biodegradable disposable service ware?	1	2	3
Will the caterer work with the organization at no cost to implement a composting system if available?	1	2	3

<i>Environmental Purchases</i>			
Does the caterer purchase locally grown and organic foods and products wherever possible and affordable (minimum 15% of meals)?	1	2	3
Does the caterer purchase condiments and beverages in bulk?	1	2	3
Does the caterer offer sustainable menus with comparable prices?	1	2	3

