Green Lodging Michigan

Self-Assessment Packet

Directions:

- To complete the self-assessment, check the boxes next to the items in each category that your facility has implemented. In order for an item to be checked "Yes," the item must be implemented in at least 50% of the facility or at least 50% of the time.
- A facility must meet the **ten required items** in order to become certified. These items are listed in bold at the beginning of their respective categories.
- To become certified at the Partner level, a facility needs to **fulfill at least three items in each category** (except Environmental Policy), in addition to meeting the ten requirements.
- If there is an environmental initiative you have done that is not listed on the checklist, please enter it in the "additional initiative" line at the end of the appropriate section. If there are multiple additional initiatives, please make a note and list them in the "Notes" section (page 10).
- Each checklist item is worth one (1) point. Additional items, if approved, are equal to one (1) point. Required items do not count toward your final score. At the end of each section, add the number of fulfilled initiatives in that category to find the subtotal. On the certification score sheet (page 9), add the subtotals to find your facility's final total. A summary of the point requirements for each certification level is provided below.

Certification Level	Scoring
Partner	Meets basic requirements and at least three items in each category (equal to 21 points).
Steward	Meets basic requirements, at least three items in each category and a total of 50 points.
Leader	Meets basic requirements, at least three items in each category and a total of 75 points.

(On-site verification by GLM staff will be required for Steward and Leader levels.)

When the self-assessment is complete, please e-mail, mail or fax it to the Energy Office

Green Lodging Michigan
Energy Office
611 W. Ottawa
P.O. Box 30221
Lansing, MI 48909
E-mail: dohertyr1@michigan.gov
Fax: (517) 241-6229

Self-Assessment Checklist

Date: _____

Applicant Name: _____

Name/Location of Facility: _____

1. Environmental Policy

Required item(s):

- ☐ **Facility must have an environmental policy that contains goals and objectives for environmental initiatives. See page 13 for a sample.**

2. Communication & Education

Required item(s):

- ☐ **A formal process is available for guest and staff feedback (i.e.: survey form or suggestion box).**
- ☐ **Employees are familiar with facility's environmental policy, objectives and their roles.**
- ☐ **Environmental initiatives are communicated to the public by any of the following: lobby signage, newsletter, TV, in-room material, Web site, or marketing material.**

		Yes	Note #
2.1	Environmental Self-Assessment Checklist will be available to public upon request.	☐	
2.2	Educates guests on how to support facility's environmental initiatives during their stay.	☐	
2.3	Green practices are discussed at staff meetings & documented.	☐	
2.4	Environmental initiatives are communicated to staff through: bulletin board, newsletter, supervisors, etc.	☐	
2.5	Conducts employee training on environmental initiatives	☐	
2.6	Has spoken at or attended an industry workshop on environmental issues in last year.	☐	
2.7	Has mentored other facilities/vendors/customers in last year.	☐	
2.8	Additional initiative:	☐	

COMMUNICATION & EDUCATION SUBTOTAL:

3. Air Quality

		Yes	Note #
	Required item(s): ☐ **Check HVAC* systems annually for mold & bacteria (B&Bs check for mold and bacteria where appropriate).**		
3.1	Cleans air handler units & coils annually and keeps records.	☐	
3.2	Carbon Monoxide is monitored.	☐	
3.3	Carbon Dioxide is monitored.	☐	
3.4	Humidity is between 35-55% (to prevent mold).	☐	
3.5	Facility refrains from using deodorizers to mask smells.	☐	
3.6	Uses low VOC* air freshener, and cleaning products (≤10% VOC).	☐	
3.7	Has low VOC carpeting, adhesives	☐	
3.8	Has low VOC and safe paints (≤10% VOC and MSDS health hazard rating ≤ 1)	☐	
3.9	Smoking is prohibited inside the facility.	☐	
3.10	Uses an integrated pest management system* to control indoor pests.	☐	
3.11	Uses an integrated pest management system to control outdoor pests.	☐	
3.12	Additional initiative:	☐	

AIR QUALITY SUBTOTAL:

Ch. 4 Energy Efficiency

		Yes	Note #
	Required item(s): ☐ **Energy use is reviewed at least annually.**		
4.1	Facility has had an energy audit of the facility in the last three years.		
4.2	Exit signs are LED or ENERGY STAR qualified.		
4.3	Programmable thermostats are used.		
4.4	Guest key cards required for lighting, air conditioning, heating, etc. in guest room.		
4.5	Lighting controls, such as photo sensors, time clocks or occupancy/motion sensors are used.		
4.6	ENERGY STAR light bulbs or fixtures are used.		
4.7	Vending machines are ENERGY STAR qualified.		
4.8	Air conditioners are ENERGY STAR qualified.		
4.9	Furnaces, boilers or heat pumps are ENERGY STAR qualified.		
4.10	Dehumidifiers are ENERGY STAR qualified.		
4.11	Fans are ENERGY STAR qualified.		
4.12	Water heaters are energy efficient (EF or Energy Factor .65 for natural gas or .95 for electric).		
4.13	Water heater temperature is reduced to lowest temperature that provides sufficient hot water.*		
4.14	Laundry washers are ENERGY STAR qualified.		
4.15	Refrigerators and Freezers are ENERGY STAR qualified.		
4.16	Dishwashers are ENERGY STAR qualified.		
4.17	Building has a white or 'green' roof to save energy and reduce urban heat island effect.		
4.18	Facility has a computerized Energy Management System.		
4.19	Office equipment is ENERGY STAR qualified (i.e.: copiers, printers).		
4.20	Facility has an on-site renewable energy power source (≥5%)		
4.21	Has reduced energy use by 5% or more over last year and has records.		
4.22	Video conferencing is available to reduce traveling to meetings.		
4.23	Facility has an organized employee carpool program.		
4.24	Pipes are insulated to improve energy efficiency.		
4.25	Computers, monitors, printers, photocopiers, and other small appliances are turned off when not in use.		
4.26	Additional initiative:		

ENERGY EFFICIENCY SUBTOTAL:

Terms marked with an asterisk (*) are defined on the Useful Definitions page (p.11).

Ch. 5 Solid Waste Reduction		Yes	Note #
	Required Item(s): ☐ **Facility has a recycling program.**		
5.1	Guests have the opportunity to recycle and are made aware of it.	☐	
5.2	Conference areas recycle (list materials on Notes page).	☐	
5.3	Housekeeping recycles (list materials on Notes page).	☐	
5.4	Maintenance recycles (list materials on Notes page).	☐	
5.5	Office recycles (list materials on Notes page).	☐	
5.6	Recycled paper products are used for administration and marketing materials.	☐	
5.7	Waste food is donated to charities or composted.	☐	
5.8	Newspapers are provided to customers only by request.	☐	
5.9	Double-sided is the default setting for copiers and printers.	☐	
5.10	Facility has had a waste audit.	☐	
5.11	Facility has reduced solid wastes by 5% or more within last year.	☐	
5.12	Additional initiative:	☐	
	SOLID WASTE REDUCTION SUBTOTAL:		

The following are possible materials to include in your recycling program:

- Aluminum Cans
- Glass Bottles/Jars
- Office Paper
- Batteries
- Yard Waste
- Electronic Waste
- Plastic Bottles
- Corrugated Cardboard
- Newspaper
- Ink Cartridges
- Phone Books

Ch. 6 Toxic & Hazardous Waste		Yes	Note #
	Required Item(s): ☐ **Chemical storage areas have no floor drains or are plugged.**		
6.1	Property is lead paint free or consideration of lead-based paint is included in building renovation procedures	☐	
6.2	Property is asbestos free or consideration of asbestos materials is included in building renovation procedures.	☐	
6.3	Air conditioners do not use any CFC* refrigerants.	☐	
6.4	All chemicals (cleaning, pool, maintenance) are properly marked and stored.	☐	
6.5	Storage areas are checked monthly for chemical leaks.	☐	
6.6	At least half the paints, detergents and cleaning products are safe (MSDS health hazard rating ≤ 1).	☐	
6.7	Chlorinated chemicals are only used where there is no less-toxic alternative.	☐	
6.8	Fluorescent lights are recycled.	☐	
6.9	Mercury lights are recycled.	☐	
6.10	Property is free of mercury medical thermometers and other medical instruments containing mercury.	☐	
6.11	Property is free of mercury containing manometers, sump pumps or thermostats.	☐	
6.12	HVAC systems do not use any CFC refrigerants.	☐	
6.13	HVAC & fire systems do not use any HCFC* or halons*.	☐	
6.14	Additional initiative:	☐	
	TOXIC/HAZARDOUS WASTE SUBTOTAL:		

Ch. 7 Water Conservation		Yes	Note #
	Required item(s): ☐ **Water use is reviewed at least annually.**		
7.1	Towel Reuse program is offered to guests.		
7.2	Linen Reuse program is offered to guests.		
7.3	Low Flow faucets (<2.5 gallons/minute) are in guest rooms.		
7.4	Low flow showerheads (<2.75 gallons/minute) are in guest rooms.		
7.5	Low flow toilets (=<1.6gallons/flush)* are in guest rooms.		
7.6	Automatic faucets or toilets are in public restrooms.		
7.7	Waterless urinals are in public restrooms.		
7.8	Toilets use gray water or storm water in guest rooms.		
7.9	Property specifies that sidewalks are swept, not hosed.		
7.10	A regular maintenance schedule is in place to find and repair leaky faucets, toilets, showerheads and pipes.		
7.11	Facility uses water efficient clothes washing machines (<25 gallons/load).		
7.12	Property is landscaped with native plants and trees.		
7.13	Irrigation/watering is done with non-potable* water.		
7.14	Landscape watering, where needed, is done in the early morning or evening.		
7.15	Soaker hoses are used in plant beds.		
7.16	Plant beds are mulched to prevent water evaporation.		
7.17	Property has bio-swales* in parking lot or ditches.		
7.18	Rain gardens are used to retain storm water on site.		
7.19	Pervious pavement or sidewalks are used to promote infiltration.		
7.20	Additional initiative:		
	WATER CONSERVATION SUBTOTAL:		

Ch. 8 Purchasing		Yes	Note #
	Required item(s): ☐ **Detergents for laundry contain ≤ 0.5% phosphorous.**		
8.1	Detergents for carpets contain ≤ 0.5% phosphorous	☐	
8.2	Detergents for dishwashing contain ≤ 0.5% phosphorous	☐	
8.3	Purchases minimum 30% pc recycled content in office paper and paper towels	☐	
8.4	Purchases minimum 30% pc recycled content in envelopes and business forms	☐	
8.5	Purchases minimum 30% pc recycled content in paper napkins and toilet paper	☐	
8.6	ENERGY STAR* qualified products are specified for purchasing (typically when equipment fails).	☐	
8.7	Vendors are asked to reduce or take back packaging.	☐	
8.8	Vendors take back pallets and crates.	☐	
8.9	Avoids purchasing single use items (cups, plates, cutlery, etc.)	☐	
8.10	Purchases products in bulk.	☐	
8.11	Avoids single-serve packaging for food (cereal boxes, creamers, etc.)	☐	
8.12	Purchase less toxic products (non-mercury, low VOC, etc.)	☐	
8.13	On-site vehicles are electric or alternate fuel vehicles.	☐	
8.14	Food purchases are from Michigan and/or local sources.	☐	
8.15	Antibacterial soaps are not used.	☐	
8.16	Organic food purchases are preferred.	☐	
8.17	Wood purchases are certified renewable.	☐	
8.18	Facility purchases green power (min 5%).	☐	
8.19	Additional initiative:	☐	
	PURCHASING SUBTOTAL:		

Certification Score Sheet:

Certification Level	Scoring
Partner	Meets basic requirements and at least three items in each category (equal to 21 points).
Steward	Meets basic requirements, at least three items in each category and a total of 50 points
Leader	Meets basic requirements, at least three items in each category and a total of 75 points.

SUBTOTALS:

Communication & Education	
Air Quality	
Energy Efficiency	
Solid Waste Reduction	
Toxic/Hazardous Waste	
Water Conservation	
Purchasing	
TOTAL:	

Applicant Signature _____ Date _____

When the self-assessment is complete, please e-mail, mail or fax it to the Energy Office.

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Notes

#	Note

Useful Definitions

Term	Explanation
Bioswale	A low, open channel that is lined with grass and other vegetation, which acts as a filter to remove pollutants from runoff.
CFC	Chlorofluorocarbon - CFCs were popular as propellants in aerosol cans, as refrigerants in refrigerators and air conditioners, as degreasing agents, and in the manufacture of foam packaging. They are now known to be partly responsible for the destruction of the ozone layer. In 1987, an international agreement banned the use of CFCs.
Energy Factor	Energy Factor is an efficiency ratio of the energy supplied in heated water divided by the energy input to the water heater.
ENERGY STAR®	ENERGY STAR is a registered mark owned by the U.S. government. Products that earn the ENERGY STAR prevent green house gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy. For more information, http://www.energystar.gov.
Gallons/flush	Older toilets require up to 7 gallons per flush. Newer toilets use much less water. When first designed, the low flow toilets did not flush well. Newer designs have eliminated that problem. There are now air assisted toilets that use as little as 0.9 gallons and work well. There are also dual flush toilets that allow the use of lower flows for liquid vs. higher flows for solid wastes.
Halons	Generally used to refer to chlorine containing compounds used in fire extinguishing agents, refrigerants or bromine containing fire-proof materials that are known or suspected to deplete the ozone layer and creates very toxic fumes in fires. Some are also known to contribute to ozone depletion.
HCFC	Hydrochlorofluorocarbon - a fluorocarbon that replaced CFC as a refrigerant and propellant in aerosol cans; considered to be somewhat less destructive to the atmosphere. There are a wide variety of alternatives available. The most widely accepted replacement option is hydrofluorocarbons (HFCs). Ammonia is also a replacement option in the large commercial air conditioning and refrigeration sectors. These refrigerants do not deplete the ozone layer and can replace both CFC and HCFC uses.
HVAC	Heating, ventilation, air conditioning
Integrated Pest Management (IPM)	IPM is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment. Go to http://epa.gov/pesticides/food/ipm.htm for more information.
LED	Light-emitting diode - Tiny light bulbs that don't burn out nor get really hot. They are often used in digital clocks, remote controls, exit signs and even Christmas lights. LED EXIT signs produce equivalent lighting but consume 95% less electricity and last about 20 times longer than incandescent lit signs.

Useful Definitions (cont'd)

MSDS	Material Safety Data Sheet - a fact sheet developed by manufacturers to share information on the chemicals such as health effects, first aid, reactivity, storage, handling, disposal, personal protection and spill/leak procedures. Safety ratings cover 3 key areas: health; reactivity; and fire. All three areas are rated at one of five levels from no or minimal threat to severe. 0 = Minimal 1 = Slight 2 = Moderate 3 = Serious 4 = Severe N = No information
PC	Post consumer, recycled content. There are two basic different types of recycled content: pc for post consumer; and pi for post industrial. PC means the consumer has used the material and recycling has kept the material out of the landfill. PI or Pre-consumer recycling generally means the material never left the manufacturers site but was recycled.
Non-Potable water	Water not safe for human consumption
VOC	Volatile Organic Compounds - generally the source of a 'smell' that can be toxic and/or flammable. The term is generally applied to organic solvents, aerosol spray propellants, petroleum distillates and dry cleaning materials. Examples of many products containing VOCs include items from office supply 'white out', cleaning supplies, pesticides, to building material paints and urethane or formaldehyde containing pressed woods.
Water Heater Temperature	A lower water heater temperature can provide additional energy savings. For most households, 120°F water is fine (about midway between the "low" and "medium" setting). Each 10°F reduction in water temperature will generally save 3-5% on your water heating costs.

Sample Environmental Policy

The management staff of the [INSERT FACILITY NAME] believes that to achieve its goals of becoming the premier lodging company in Michigan, it must lead not only economically, but environmentally and socially as well. The company understands that it is in a prominent position to affect the environment of Michigan. Its objective is not only to sustain the environment for its descendants, but also to rehabilitate the damage previously done.

[INSTERT FACILITY NAME] believes that its corporate responsibility goes beyond its proprietary borders and it endeavors to cooperate with its neighbors and suppliers to develop its business in a sustainable manner. Every effort will be made to conserve resources throughout operations. The purchasing department will seek products and services of local origin and that are environmentally benign. [INSTERT FACILITY NAME]'s success will be determined on a yearly basis with a commitment to improve. Furthermore, the company will not only meet existing environmental laws and regulations, but go beyond the status quo and seek techniques and approaches that position it ahead of its competition.

Our policy toward the environment will be readily available and promoted to business partners and guests. Growth of the company depends on its abilities to minimize or eliminate impacts on surroundings. Ultimate success depends on the environment of Michigan; without a beautiful state, customers will cease to come. [INSERT FACILITY NAME]'s future and the future of our environment are interconnected.

Our policy toward the environment will include quantifiable goals. Our goals include:

- Reducing our energy use by _____ % by _____.
- Reducing our water use by _____% by _____.
- Reducing our solid waste by _____ % by _____.
- Reducing our toxic and hazardous materials by _____ % by _____.