

Application Appendix: Lodging

# Section 1: Optional Linen Service

***The following activities are required for all Virginia Green Lodging members.***

[ ]  We train housekeeping staff on our process for optional linen service.

[ ]  We have signage in each guest room explaining the linen reuse procedures**.** (For example: “If you would like to reuse your towels, please hang them up”, or “We only change bed linens upon request”.)

***Virginia Green members are encouraged to provide the following information:***

Check the activities that you have implemented:

[ ]  We change linens only upon request.

[ ]  We minimize the use of bleach and chlorinated chemicals.

[ ]  We use an “ozone laundry system” that greatly minimizes the need for detergents and saves water.

[ ]  We use a service that has environmentally preferable “wet cleaning” for “dry-clean only” items.

[ ]  We line dry linens whenever possible.

[ ]  Other: Click or tap here to enter text.

**Participation Rate**

Do you track the optional linen participation rate? If so, what is it and are you realizing cost savings from reduced labor, water/energy, detergents, and reduced linen purchases?

Click or tap here to enter text.

# Section 2: Training

***The following activities are required for all Virginia Green Lodging members.***

[ ]  Housekeepers and housemen are trained on recycling procedures to ensure that recyclables from guests are being collected separate from trash and being transferred into the recycling dumpster/compactor/container).

***Virginia Green members are encouraged to provide the following information:***

[ ]  Housekeeping carts contain two bags to keep trash and recycling separate.

[ ]  Recycling procedures are part of the housekeeping job description.

[ ]  Our staff has been instructed to empty all recyclables from the central collection bags into the recycling dumpster so that plastic bags do not contaminate recycling.

[ ]  Other: Click or tap here to enter text.

# Section 3: In-Room Recycling

Virginia Green partners must provide for guest recycling. Please check applicable options below:

It is **\*\*REQUIRED\*\*** that you check at least one of the boxes below.

[ ]  Separate trash and recycling containers are provided in the room.

[ ]  Guests are informed that they can leave recycling on counters.

[ ]  Guests are informed where they can find a central recycling container.

[ ]  Guests are informed that housekeeping will remove recycling from trash.

[ ]  Recycling is provided in central areas such as near elevators or vending areas.

[ ]  Other: Click or tap here to enter text.

# Section 4: Green Conferences & Meetings

***The following activities are required for all Virginia Green Lodging members.***

[ ]  Information on Green Meetings and Virginia Green Certification is included in sales marketing materials**.**

[ ]  Meeting planners are trained on Virginia Green commitments and ready to plan green meetings**.**

[ ]  Comprehensive recycling is in place.

[ ]  A policy prohibiting the release of balloons is in place.

***Virginia Green members are encouraged to provide the following information:***

Check the activities that you have implemented:

[ ]  Incorporating green meeting aspects is part of planners' job descriptions.

[ ]  Green transportation options are communicated to attendees (mass transit, electric vehicle charging, bike-friendly, etc.).

[ ]  Sustainable, organic, and local food and beverage offerings are available.

[ ]  Disposable cups, plates, etc. are not used.

[ ]  Compostable disposables are used.

[ ]  Polystyrene items are not used.

[ ]  Condiments are purchased in bulk.

[ ]  No single-use water bottles are provided.

Use the [Virginia Green Sustainable Event Guide](https://www.deq.virginia.gov/home/showpublisheddocument?id=5260) for tips on greening your events.

[ ]  Digital messaging is utilized instead of printed materials.

[ ]  All food wastes are composted through a hauler (standard practice).

[Joyful Send-off](https://www.joyfulsendoff.org/) has alternatives to balloon releases.

[ ]  An option to have conference food wastes composted is available.

[ ]  Prohibit the outdoor use of balloons.

[ ]  Designated area for smoking and urns for cigarette butt collection.

[ ]  Herbs and vegetables are grown on-site.

[ ]  Calculate or estimate the recycling rate or landfill diversion rate for events.

[ ]  Calculate greenhouse gases generated from conference and participant travel.

[ ]  Optional purchase of Renewable Energy Credits to offset impacts from conference.

[ ]  Serve on-tap wine.

[ ]  Serve on-tap beer.

[ ]  Avoid box lunches.

[ ]  Support collection of nametags for reuse.

[ ]  Other: Click or tap here to enter text.