



# GREEN KEY

AN ECO-LABEL FOR  
LEISURE ORGANISATIONS



## Green Key

APPLICATION FORM  
FOR HOTELS  
2016-2020

## Introduction

### Aim

Green Key has the following overall aims:

- Increase the use of environmentally friendly and sustainable methods of operation and technology in the establishments and thereby reducing the overall use of resources
- Raise awareness and create behavioural changes of guests, staff and suppliers of individual tourism establishments
- Increase the use of environmentally friendly and sustainable methods and raise awareness to create behavioural changes in the hospitality and tourism industry in overall

### Goals

Green Key pursues four goals:

- Environmental education for sustainable development of the staff, management, guests and the stakeholders (suppliers etc.)
- Lowering of the environmental footprint of the establishment
- Reduction of costs due to a reduction in consumption
- Utilising the Green Key award for in the marketing strategy with the promotion of the label and the facilities awarded

### Criteria

The criteria are divided into the categories:

- Imperative (I) criteria must all be fulfilled in Green Key establishments
- *Guideline (G)* criteria must increasingly be fulfilled in Green Key establishments as according to the following point system:

Year	Percentage of total guideline criteria
1	0%
2	5%
3	10%
4	15%
5-9	20%
10-	50%

### Documents checklist

Some criteria will need to be documented in the application form, and you will find the information in Annex A. Other criteria will need to be documented in connection with the onsite audits.

### Audits

Onsite audits are conducted first and second year and thereafter every three years. In the years without onsite audits, offsite reviews of documents will be carried out.

### Revision of criteria

The international criteria are revised every 4-5 years. This set of criteria is for the period until 31 December 2020.

Contact

For any question about criteria and audits, please contact Qatar Green Building Council, Green Key National Operator:

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**APPLICANT'S DETAILS:**

<b>Name of the establishment:</b>
<b>Applicant Reference Number:</b>
<b>Name of General Manager:</b>
<b>Name of Environmental Manager:</b>
<b>E-mail Environmental Manager:</b>
<b>Phone Number of Environmental Manager:</b>

Signature \_\_\_\_\_

Date: \_\_\_\_\_

<b>1. ENVIRONMENTAL MANAGEMENT</b>		
1.1	The management must be involved and appoint an environmental manager from amongst the staff of the establishment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2	The establishment must formulate an environmental policy. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
1.3	The establishment must formulate objectives and an annual action plan for constant improvement. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
1.4	All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.5	The environmental manager must ensure that the Green Key criteria are reviewed annually. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.6	The establishment must establish active collaboration with relevant stakeholders. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.7	<i>The establishment will measure its carbon footprint through the use of a recognised CO<sub>2</sub> measurement tool. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
<b>2. STAFF INVOLVEMENT</b>		
2.1	The management must hold periodic meetings with the staff in order to brief them on issues concerning existing and new environmental initiatives. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
2.2	The environmental manager must participate in meetings with management for the purpose of presenting the environmental developments of the establishment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3	The environmental manager and other staff members must receive training on environmental and other sustainability issues. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4	The environmental manager must ensure that the employees are aware of the establishment's environmental undertakings. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.5	The housekeeping service must know and accept the procedures regarding towels and/or sheets use. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
<b>3. GUEST INFORMATION</b>		
3.1	The Green Key award must be displayed in a prominent place. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2	Information material about Green Key must be visible and accessible for guests. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
3.3	Information about Green Key and environmental information must be available on the establishment's website. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	The establishment must keep the guests informed and involved about its environmental work and encourage guests to participate in environmental initiatives. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
3.5	Front desk staff must be in a position to inform guests about Green Key and the current environmental activities and undertakings of the establishment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.6	The establishment must be able to inform guests about local public transportation systems, shuttle bus or cycling/walking alternatives. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.7	Information about energy and water saving should be visible for guests. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.8	<i>The establishment provides its guests with the opportunity to evaluate its environmental and/or socio-cultural performance. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4. WATER</b>		

4.1	The total water consumption must be registered at least once a month. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
4.2	Newly purchased toilets must not flush more than 6 litres per flush. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3	The staff and cleaning personnel must have a system in place to regularly check for dripping taps and leaky toilets. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4	Water flow from at least 75% of the showers in the guest room must not exceed 9 litres per minute. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5	Water flow from at least 75% of the taps in the guest room must not exceed 8 litres per minute. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6	Urinals in public areas must have sensors, water saving devices or be water free. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.7	Newly purchased cover or tunnel dishwashers must not consume more water than 3.5 litres per basket. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.8	Instructions for saving water and energy during operation of dishwashers must be displayed near the machine. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
4.9	All wastewater must be treated in accordance with national and local regulations. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.10	<i>Newly purchased dishwashers and laundry machines must not be conventional domestic appliances. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.11	<i>Separate water metres are installed in areas with a high degree of water consumption. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.12	<i>Water flow from taps and toilets in public areas should not exceed 6 litres per minute. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.13	<i>Wastewater is re-used (after treatment). (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14	<i>Rainwater is collected and used for toilets or other suitable purposes. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.15	<i>Newly purchased toilets have 3/6 litres dual flush. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.16	<i>The swimming pool follows nationally approved standards on water quality, health and safety. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.17	<i>The swimming pool is covered or has other systems in place to limit water use. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.18	<i>Regular checks show that there is no leak in the swimming pool. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5. WASHING AND CLEANING</b>		
5.1	There must be signs in the rooms informing guests that sheets and/or towels will only be changed upon request. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
5.2	Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognised eco label or cannot contain compounds listed in the Green Key blacklist. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
5.3	Disinfection substances must only be used when necessary and in correspondence with the legislation on hygiene. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.4	In EU countries, newly purchased paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.5	<i>In non-EU countries, newly purchased paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.6	<i>The establishment uses eco-labelled dishwasher and laundry detergents. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.7	<i>Fibre cloth is used for cleaning to save water and chemicals. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.8	<i>The establishment avoids fragrance spray and perfume in connection with washing and cleaning. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>6. WASTE</b>		
6.1	The establishment must separate waste as per national legislation but with a minimum of three categories. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>

6.2	The separated waste must be handled separately by the local or national waste management facilities, by a private entity or by the establishment's own facilities. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.3	If the local waste management authorities do not collect waste within a reasonable distance from the establishment, then the establishment must ensure safe transportation of its waste to the nearest appropriate site for waste treatment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.4	Instructions on how to separate and handle waste must be easily available to the staff in an understandable and simple format. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
6.5	Newly purchased pumps and refrigeration plants must not use CFC or HCFC refrigerants. All equipment must always comply with national legislation on phasing out refrigerants. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.6	Disposable cups, plates and cutlery must only be used in the pool areas, at certain events, in fitness and spa areas and in connection with take-away of food and drinks. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.7	Hazardous solid and liquid chemicals must be stored in separate containers preventing leaking and contamination of the environment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.8	Hazardous solid and liquid chemical waste must be transported safely to an approved reception facility. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.9	Each bathroom must have a waste bin. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.10	<i>The establishment must register the total amount of waste and have a waste plan in place to reduce and/or reuse waste. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
6.11	<i>Guests have the possibility to separate waste into categories that can be handled by the waste management facilities. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.12	<i>Toiletries such as shampoo, soap, shower caps, etc. in rooms are not packaged in single dose containers. If so, they must be packaged in material that can be recycled or is biodegradable. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.13	<i>Soap and shampoo provided for the guests have a nationally or internationally recognised eco-label. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.14	<i>Single dose packages for cream, butter, jam etc. are not used, reduced or packaged in material that can be recycled. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.15	<i>The establishment makes arrangements for the collection and disposal of packaging with an appropriate supplier. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.16	<i>The establishment uses biodegradable disposals cups, plates and cutlery. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.17	<i>Organic waste is composted. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7. ENERGY</b>		
7.1	Energy use must be registered at least once a month. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
7.2	Heating and air-conditioning control systems must be applied according to the seasonal changes or when the establishment's facilities are not in use. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.3	At least 75% of the light bulbs are energy efficient. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.4	Fat filters in the exhaust must be cleaned at least once a year. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.5	The surfaces of the heating/cooling exchanger of the ventilation plant must be cleaned at least once a year. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.6	The ventilation system must be checked at least once a year and repaired if necessary in order to be energy efficient at all times. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.7	Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact draught excluders. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.8	Newly purchased mini-bars must not have an energy consumption of more than 1 kWh/day. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
7.9	There is a written procedure regarding electric devices in empty bedrooms. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>

		DOC
7.10	The establishment has defined a standard temperature for cooling and heating in guest rooms. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
7.11	<i>Outside lighting is minimised and/or has an automatic turn off sensor installed. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.12	<i>All windows have an appropriately high degree of thermal insulation or other energy efficient initiatives corresponding to the local regulations and climate. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.13	<i>The establishment ensures that electric devices used in guest rooms, kitchen, laundry, etc. are energy efficient. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.14	<i>An energy audit is carried out at least once every five years. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.15	<i>Heating from electrical panels or other forms of direct functioning electrical heating are not allowed. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.16	<i>The establishment uses eco-certified and/or renewable energy. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.17	<i>Ventilation plants are equipped with an energy-optimum ventilator and an energy-saving engine. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.18	<i>The establishment has an automatic system or key card that turns off the light and electrical appliances when guests leave their room. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.19	<i>Hall and corridor lighting have motion detectors. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.20	<i>Automatic systems are installed in public areas for energy-efficient lighting. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.21	<i>Separate electricity and gas meters are installed at strategically important places for energy monitoring. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.22	<i>Air-conditioning and heating automatically switches off when windows are open. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.23	<i>A heat recovery system for e.g. refrigeration systems, ventilators, swimming pools or sanitary wastewater is installed. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.24	<i>The building is insulated above the minimal national requirements to ensure a significant reduction of energy consumption. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.25	<i>Hot water pipes are well insulated. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.26	<i>Computers, printers and copy machines switch to energy saving mode and turn off automatically. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.27	<i>Newly purchased computers, printers, copy machines and domestic appliances have an eco-label or produced by a company with an environmental management system. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.28	<i>Vending machines, coffee and water dispensers are switched off in periods of non-use. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.29	<i>The kitchen hoods are equipped with supply/extract infrared fan controls. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>8. FOOD AND BEVERAGE</b>		
8.1	The establishment must purchase and register at least three types of food/drink products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
8.2	The share of organic, eco-labelled, fair-trade labelled and/or locally produced food/drink products must be increased every year. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.3	<i>The establishment is taking initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.4	<i>The establishment must register the level of food waste and take initiatives to reduce it. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
8.5	<i>The establishment communicates on the menu card or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6	<i>A vegetarian alternative menu is proposed in the restaurant. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.7	<i>Where the water quality is of an adequate standard, tap water is offered to guests in restaurants and meeting rooms. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>9. INDOOR ENVIRONMENT</b>		



9.1	The restaurant should be non-smoking or at least have a non-smoking section. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.2	A minimum of 75% of the rooms must be non-smoking. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.3	<i>The establishment has a personnel policy concerning smoking during working hours. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.4	<i>In case of refurbishing or new building, the establishment uses environmentally friendly products. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>10. GREEN AREAS</b>		
10.1	Chemical pesticides and fertilisers must not be used unless there is no organic or natural equivalent. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.2	Newly purchased lawnmowers must either be electrically driven, use unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.3	Smart flower and garden watering procedures are in place. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.4	<i>Garden waste is composted. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.5	<i>Rainwater or grey water is collected and used for watering flowers and gardens. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.6	<i>When planting new green areas, native species are used. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>11. CORPORATE SOCIAL RESPONSIBILITY</b>		
11.1	The establishment is in compliance with international, national and local legislation and its CSR policy regarding environment, health, safety and labour. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
11.2	<i>The establishment provides access for people with special needs. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.3	<i>The establishment is equitable in hiring women and local minorities, including in management positions, while restraining from child labour. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.4	<i>The establishment actively supports green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.5	<i>The establishment offers the means for local small entrepreneurs to develop and sell sustainable products that are based on the area's nature, history, and culture. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.6	<i>A code of conduct for activities in indigenous and local communities has been developed, with the consent of and in collaboration with the community. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.7	<i>Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.8	<i>Material/supplies that are no longer used are collected and donated to charitable organisations. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>12. GREEN ACTIVITIES</b>		
12.1	Information about nearby parks, landscape and nature conservation areas must be available to the guests. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
12.2	The establishment must provide information about the nearest place to rent or borrow bicycles. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.3	<i>The guests have the opportunity to borrow or rent bicycles. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.4	<i>The establishment provides activities for raising awareness focused on sustainable development, environment and nature in or around the premises. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.5	<i>The establishment provides information to their guests regarding Blue Flag awarded marinas, beaches and boat operators in the vicinity. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>13. ADMINISTRATION</b>		

13.1	All staff areas must fulfil the same criteria as guest areas. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.2	The stationery and brochures produced or ordered by the establishment must be eco-labelled, be recycled or produced by a company with an environmental management system. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.3	Third party operated shops and businesses located on the premises of the establishment must be informed about the environmental initiatives of the establishment as well as Green Key, and be encouraged to manage their activities in the same spirit following the Green Key criteria. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
13.4	<i>The establishment takes initiatives to reduce the use of paper in offices, guest rooms and meeting rooms. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.5	<i>The establishment informs its suppliers about its environmental commitments and encourages the suppliers to follow Green Key criteria. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> DOC
13.6	<i>The establishment ensures that the suppliers used are eco-certified, have a written environmental policy and/or are committed to sustainable development. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.7	<i>Local and fair-trade services and goods are purchased by the establishment. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.8	<i>Newly purchased durables have an eco-label or must be produced by a company with an environmental management system. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.9	<i>The purchase of disposable and consumable goods is measured, and the establishment actively seeks ways to reduce their use. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.10	<i>The use of environmentally-friendly means of transportation by the staff is encouraged. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **Annex 1: Documents check list**

The documents related to imperative criteria must be enclosed. The documents related guideline criteria are enclosed if the establishment complies with the requirement.

Criteria	DOCUMENTS CHECK LIST	
1.2	Environmental policy document (I)	<input type="checkbox"/>
1.3	Objectives and action plan for the coming year (I)	<input type="checkbox"/>
1.7	<i>Document with information CO<sub>2</sub> calculation measurement tool and result (G)</i>	<input type="checkbox"/>
2.1	Minutes of staff meetings discussing environmental issues (I)	<input type="checkbox"/>
2.5	Document showing education of standard operational procedure for housekeeping staff on the towels and sheets “wash on demand” policy (I)	<input type="checkbox"/>
3.2	Green Key information material (I)	<input type="checkbox"/>
3.4	Information provided to guests about the environmental undertakings of the establishment (I)	<input type="checkbox"/>
4.1	Monthly total water consumption recording (I)	<input type="checkbox"/>
4.8	Instruction for staff regarding water/energy saving in connection with operation of dishwashers (I)	<input type="checkbox"/>
5.1	Instructions in guest rooms regarding “wash on demand” policy for towels and/or sheets (I)	<input type="checkbox"/>
5.2	Statement indicating that the establishment only uses daily cleaning products with an eco-label or complying with the Green Key blacklist (I)	<input type="checkbox"/>
6.4	Document photo showing is easily understood information for staff on how to separate waste (I)	<input type="checkbox"/>
6.10	<i>Monthly total registration of food waste and information about ways to reduce food waste (G)</i>	<input type="checkbox"/>
7.1	Monthly total energy consumption recording (I)	<input type="checkbox"/>
7.8	Document clarifying that minibars purchased within the last 12 months have an energy consumption <1 kWh/day (I)	<input type="checkbox"/>
7.9	Policy regarding electric devices in empty bedrooms (in case occupancy falls below 75%) (I)	<input type="checkbox"/>

7.10	Document with information about defined standard temperature for the heating and cooling in guest rooms (I)	<input type="checkbox"/>
8.1	Document with list of food and beverage products (a minimum of three types) that are organic, eco-labelled, fair-trade labelled and/or locally produced (I)	<input type="checkbox"/>
8.4	<i>Document with monthly total food waste recording and ways of reducing it (G)</i>	<input type="checkbox"/>
11.1	Document with statement regarding compliance with the listed legislation on environment, health, safety and labour as well as the CSR policy of the establishment (I)	<input type="checkbox"/>
12.1	Information about nearby parks, landscape and conservation areas (I)	<input type="checkbox"/>
13.3	Information showing how the establishments inform and engage third-party operated shops and businesses within the premises of the establishment in Green Key (I)	<input type="checkbox"/>
13.5	Information showing how the establishments inform and engage suppliers used by the establishment in Green Key (I)	<input type="checkbox"/>