



Florida Department of Environmental Protection

Florida *Green Lodging* Program Designation Application



INSTRUCTIONS

This application is a comprehensive evaluation tool that details the Program's requirements and provides Best Management Practices and Technical Assistance to help you achieve Florida *Green Lodging* designation.

To complete the Designation Application, conduct a thorough environmental assessment of your property and implement practices in the five areas of sustainable operations:

- I. Communication and Education (Guest, Employee, Public)
- II. Waste Reduction, Reuse and Recycling
- III. Water Conservation
- IV. Energy Efficiency
- V. Indoor Air Quality

You may include environmental practices your facility has already implemented. To count a practice, it must be implemented at least 50 percent of the facility, or at least 50 percent of the time. For example, high efficiency lighting, i.e., CFLs, must be used in at least 50 percent of the light fixtures at your facility or green cleaners must be used at least 50 percent of the time. Documentation will be required to verify certain practices.

To receive credit for an environmental practice you have implemented, please check the "Yes" box at the end of each line. Once you have selected the applicable initiatives in that section, you will then add the points for the selected initiatives and place the total point value in the last box of the point column. If you use an environmental practice that is not listed, it can be entered as an "Innovative Best Practice" in the space provided at the end of each category.

All requirements must be met, and environmental practices implemented prior to submitting the application.

The application can be completed electronically. Input the required data into the fields and use the check boxes, where applicable. When completed, save a copy as a .pdf and submit it, along with the required documentation, to GreenLodging@FloridaDEP.gov. The Florida *Green Lodging* Program will evaluate your application and documentation and notify you of your designation status.

Thank you for your interest in the Florida *Green Lodging* Program. We look forward to working with you to protect Florida's environment and conserve our natural resources for generations to come.

TERMS & CONDITIONS

The Terms and Conditions apply to both the Florida Green Lodging website and participation in the Program.

Please read carefully before proceeding with the application.



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The Florida Department of Environmental Protection (DEP) applauds your decision to participate in the Florida *Green Lodging* Program by illustrating your commitment to protecting and conserving Florida's environment. For assistance completing this application, visit <https://floridadep.gov/osi/green-lodging>.

HOTEL PROFILE

Name of Property: _____
(As it will appear on the Florida Green Lodging Website)

Physical Address: _____

City: _____ Zip: _____

Main Phone Number: _____

Web Address: _____

General Manager: _____ Phone Number: _____

Email Address: _____

Primary Contact Responsible for *Green Lodging* Designation Effort

Name: _____ Title: _____

Phone Number: _____

Email Address: _____

Property Information

Type of lodging facility: (check one)

- Hotel/Motel
 Cabin
 Bed & Breakfast/Inn
 Condo-hotel/Timeshare

Total Building Square Feet: _____

Number of Guest Rooms/Units: _____ Total Guest Room Square Feet: _____

Number of Meeting/Conference Facilities: _____ Total Conference Square Feet: _____

Number of Restaurants: _____

Type of ownership: (check one)

- Corporate
 Franchise
 Management Company
 Individual/Partnership



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BASELINE ENVIRONMENTAL PERFORMANCE DATA

To improve environmental performance, a facility must first measure its current impact. This information helps the facility set goals and measure improvements that can be shared with guests and employees. Additionally, it helps the Florida *Green Lodging* Program promote designated facilities.

Please report solid waste, water consumption and energy usage information from invoices for the previous 12

months. Enter reporting period from: to:
mm/yyyy mm/yyyy

If an item is not applicable, select N/A.

SOLID WASTE

If solid waste information is not available, provide an estimate. An estimate can be calculated by weighing or measuring consumption/materials for one week. Average the weekly figure, making sure to correct for seasonal variations in your business. Multiply the weekly average by 52 to get an estimated total for the year.

Measurements must be the ANNUAL totals in tons.			
Volume to Landfill	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> Estimate	<input type="checkbox"/> N/A
Volume Being Reused, Recycled or Composted	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> Estimate	<input type="checkbox"/> N/A
Total Cost ALL Waste Disposal		<input style="width: 90%; height: 20px;" type="text"/>	

WATER

Measurements must be the ANNUAL totals in gallons.

Volume used (for all operations, including irrigation and pool)	<input style="width: 90%; height: 20px;" type="text"/>
Total Cost ALL Water	
<input style="width: 90%; height: 20px;" type="text"/>	

ENERGY

Measurements must be ANNUAL totals.

	Consumption	Cost	N/A
Electricity Use (kWh)	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> N/A
Natural Gas (cubic ft)	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> N/A
Oil (gal)	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> N/A
LPG (gal)	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> N/A
Renewable Energy (type and unit)	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> N/A
Other Energy (type and unit)	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> N/A
Total Cost ALL Energy		<input style="width: 90%; height: 20px;" type="text"/>	



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ENVIRONMENTAL REQUIREMENTS

COMMUNICATION and EDUCATION

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

How you communicate your goals, aspiration and accomplishments to your owners, employees and the public lies at the core of your environmental program. Your role as accommodation professionals allows you a great opportunity to educate. With that opportunity also comes a responsibility. The effective communication of your environmental efforts to your constituents has the potential to affect great environmental benefits, not only at your facility but also where your constituents live, work and play. The creation of a formal environmental policy is a critical step in communicating your facility's environmental vision. It is the road map of your environmental efforts, communicating where you are and where you hope to be in the future. This document is essential because it is a living document that transcends personnel change, providing a steady compass for your environmental direction.

A minimum of **44** points must be obtained from this section for it to be considered complete and satisfied.

1. Communicate your facility's environmental initiatives to guests and staff. <ul style="list-style-type: none"> • <i>Submit samples of communication. Submissions can be pictures or digital files.</i> 	5	<input type="checkbox"/> Yes
Guest Outreach: Sharing your environmental efforts with your guests		
2. Use of environmentally specific in-room collateral.	3	<input type="checkbox"/> Yes
3. Use of facility's in-house channel to communicate your environmental messages.	4	<input type="checkbox"/> Yes
4. Use of in-room directory to communicate environmental efforts.	3	<input type="checkbox"/> Yes
5. Direct communication by facility staff. <ul style="list-style-type: none"> • <i>Provide example:</i> _____ 	5	<input type="checkbox"/> Yes
6. Encourage and solicit the local community in your environmental efforts. <ul style="list-style-type: none"> • <i>Describe community interaction:</i> _____ 	4	<input type="checkbox"/> Yes
7. Share your environmental successes with the community.	3	<input type="checkbox"/> Yes
8. Encourage and solicit guest cooperation and participation in environmental initiatives. <ul style="list-style-type: none"> • <i>Describe environmental initiatives:</i> _____ 	3	<input type="checkbox"/> Yes
9. Provide tours of your facility to guests and the public that highlight environmental improvement projects.	4	<input type="checkbox"/> Yes
10. Provide a survey, suggestion box or online evaluation for guests to allow feedback on your facility's environmental practices. <ul style="list-style-type: none"> • <i>Submit a survey sample, picture of suggestion box or link to online evaluation.</i> • <i>Link:</i> _____ 	4	<input type="checkbox"/> Yes



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<p>11. Host a community or guest event highlighting your facility's green practices.</p> <ul style="list-style-type: none"> • <i>Submit supporting documentation and describe event:</i> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	4	<input type="checkbox"/> Yes
Staff Outreach: Educating your staff on your environmental efforts		
<p>12. Establish an environmental task force or "Green Team" and meet quarterly, at a minimum, to evaluate and improve environmental initiatives.</p> <ul style="list-style-type: none"> • <i>Submit meeting dates, number of attendees and green topics for meetings.</i> 	5	<input type="checkbox"/> Yes
<p>13. Provide staff with bi/tri-lingual green education materials and training.</p> <ul style="list-style-type: none"> • <i>Languages:</i> _____ 	4	<input type="checkbox"/> Yes
<p>14. Conduct regular staff trainings for:</p> <ul style="list-style-type: none"> • <i>Provide time frame for these trainings:</i> _____ 		<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Handling of hazardous sensitive materials. 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Best environmental management practices. 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Proper disposal and handling procedures in chemical storage areas. 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Importance and rationale for environmental practice implementation including: economic, environmental and social considerations. 	5	<input type="checkbox"/> Yes
<p>15. Spot reminder is regularly conducted during shift meetings.</p> <ul style="list-style-type: none"> • <i>Departments:</i> _____ 	4	<input type="checkbox"/> Yes
<p>16. Include environmental policies in advertising materials and/or on website.</p> <ul style="list-style-type: none"> • <i>Submit sample of advertising materials or link to web information.</i> • <i>Link:</i> _____ 	4	<input type="checkbox"/> Yes
<p>17. Have staff and/or management serve as mentors to assist other facilities seeking designation.</p> <ul style="list-style-type: none"> • <i>List facilities mentored:</i> _____ 	4	<input type="checkbox"/> Yes
<p>18. Have a formal written comprehensive environmental policy.</p> <ul style="list-style-type: none"> • <i>Submit copy of written policy</i> 	5	<input type="checkbox"/> Yes
<p>19. Develop a written strategic environmental action plan.</p> <ul style="list-style-type: none"> • <i>Submit copy of action plan</i> 	5	<input type="checkbox"/> Yes
<p>20. Implement a strategic environmental action plan.</p> <ul style="list-style-type: none"> • <i>Provide your timeline, schedule, checklist, etc. of plan implementation.</i> 	4	<input type="checkbox"/> Yes
<p>21. Provide a survey, suggestion box or online evaluation for employees to allow feedback on your facility's environmental practices.</p> <ul style="list-style-type: none"> • <i>Submit a survey sample, picture of suggestion box or link to online evaluation.</i> • <i>Link:</i> _____ 	3	<input type="checkbox"/> Yes



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Other outreach and education initiatives		
22. Dedicated environmental section in the facility newsletter. <ul style="list-style-type: none"> • <i>Provide copy of the section.</i> 	4	<input type="checkbox"/> Yes
23. Encourage employee best environmental practices outside of work: recycling, carpooling, etc.	3	<input type="checkbox"/> Yes
24. Subscribe to environmental information resources. <ul style="list-style-type: none"> • <i>List what resources you subscribe:</i> _____ 	2	<input type="checkbox"/> Yes
25. Enroll in voluntary environmental programs. <ul style="list-style-type: none"> • <i>Describe programs:</i> _____ 	3	<input type="checkbox"/> Yes
26. Establish at least one individual for wildlife inventorying purposes.	3	<input type="checkbox"/> Yes
Purchasing		
27. Have a formal written purchasing policy that includes:	5	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Encouragement of regular equipment replacement to maintain efficiencies. 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • SDS/MSDS review provision. 	2	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Regular review of product environmental information from suppliers. 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Creation of a list of specific environmentally preferred products. 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Local purchasing practices implemented wherever possible. 	3	<input type="checkbox"/> Yes
28. Innovative Best Practice <ul style="list-style-type: none"> • <i>Please describe any additional Communication and Education-related practice implemented. Submit any supporting documentation.</i> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>		<input type="checkbox"/> Yes
Communication and Education Point Total		<input style="width: 100px; height: 20px;" type="text"/>



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WASTE REDUCTION, REUSE AND RECYCLING

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

Florida’s tourism industry serves an estimated 95 million visitors annually. More than 50 percent of these visitors are hotel guests during some portion of their stay. The waste generated by these guests constitutes a large portion of the state’s commercial waste stream. If a hotel’s waste stream is not reduced or recycled, it can contribute to the state’s overall environmental problems. Reducing materials at their source, coupled with recovery, reuse and recycling prevents pollution and reduces or eliminates treatment and disposal costs. The preferred method for reducing waste is to prevent it in the first place through pollution prevention and source reduction, followed by material reuse and recycling.

A minimum of **54** points must be obtained from this section for it to be considered complete and satisfied.

1. Recycle ALL the following materials, if generated and if services are available in your area. Indicate materials this facility currently recycles.		
• Plastic	4	<input type="checkbox"/> Yes
• Aluminum Cans	4	<input type="checkbox"/> Yes
• Steel Cans	4	<input type="checkbox"/> Yes
• Glass	4	<input type="checkbox"/> Yes
• Cardboard	4	<input type="checkbox"/> Yes
• Office Paper	4	<input type="checkbox"/> Yes
• Newspaper	4	<input type="checkbox"/> Yes
• Magazines	4	<input type="checkbox"/> Yes
• Batteries • <i>Name of Battery Recycler:</i> _____	4	<input type="checkbox"/> Yes
• Ink Cartridges	3	<input type="checkbox"/> Yes
• Waste Cooking Oil	4	<input type="checkbox"/> Yes
• Fluorescent Bulbs • <i>Name of Fluorescent Bulb Recycler:</i> _____	3	<input type="checkbox"/> Yes
• Electronics • <i>Name of Electronics Recycler:</i> _____	3	<input type="checkbox"/> Yes
2. Provide recycling bins for guests at multiple locations throughout the property. Indicate items guests can recycle:		
• <i>Items and location of guest recycle bins:</i> _____		
• Aluminum Cans	5	<input type="checkbox"/> Yes
• Plastic Bottles	5	<input type="checkbox"/> Yes
• Office Paper	5	<input type="checkbox"/> Yes



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• Newspaper	5	<input type="checkbox"/> Yes
• Magazines	5	<input type="checkbox"/> Yes
3. Purchase 30% or higher post-consumer recycled content for one of the following products: • <i>Supplier and item number:</i> _____		<input type="checkbox"/> Yes
• Paper Napkins	3	<input type="checkbox"/> Yes
• Toilet Tissue	3	<input type="checkbox"/> Yes
• Paper Towels	3	<input type="checkbox"/> Yes
• Facial Tissue	3	<input type="checkbox"/> Yes
• Envelopes	3	<input type="checkbox"/> Yes
• Office Paper	3	<input type="checkbox"/> Yes
• Other: _____	3	<input type="checkbox"/> Yes
4. Institute one of the following source-reduction activities:		<input type="checkbox"/> Yes
• Bulk Purchasing • <i>Enter item and describe:</i> _____	4	<input type="checkbox"/> Yes
• Reduced Packaging	4	<input type="checkbox"/> Yes
• Manufacturer Take-back	4	<input type="checkbox"/> Yes
5. Track waste usage. • <i>Documentation must be entered in Baseline Performance Data of Application.</i>	4	<input type="checkbox"/> Yes
6. Compost food waste.	5	<input type="checkbox"/> Yes
7. Use reusable goods in place of disposal goods. Indicate items currently used:		
• Re-fillable Soap Dispensers	4	<input type="checkbox"/> Yes
• Re-fillable Shampoo Dispensers	4	<input type="checkbox"/> Yes
• Glass Drinking Glasses	3	<input type="checkbox"/> Yes
• Returnable Delivery Containers	3	<input type="checkbox"/> Yes
• Cloth Napkins and Table Cloths	2	<input type="checkbox"/> Yes
• Re-usable Place Service (cutlery, plates, cups)	3	<input type="checkbox"/> Yes
8. Use refillable containers instead of single-use packets/containers.	3	<input type="checkbox"/> Yes
9. Set printers and copiers to duplex (print on two sides) by default.	3	<input type="checkbox"/> Yes
10. Print advertising, educational and promotional pieces on recycled paper.	3	<input type="checkbox"/> Yes
11. Recycle used office paper for note pads.	3	<input type="checkbox"/> Yes
12. Donate excess food, toiletry items, linens, furniture and/or other items to local charities and shelters, where available. • <i>Indicate what items are donated and the name of the organization:</i> _____	4	<input type="checkbox"/> Yes
13. Provide newspapers to guests by request only.	3	<input type="checkbox"/> Yes
14. Minimize or eliminate plastic bag use in retail operations.	3	<input type="checkbox"/> Yes



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15. Replace polystyrene (Styrofoam) with reusable, biodegradable or sustainable products.	4	<input type="checkbox"/> Yes
16. Innovative Best Practice <ul style="list-style-type: none"><i>Please describe any additional Waste Reduction, Reuse and Recycling-related practice implemented. Submit any supporting documentation.</i> <div data-bbox="102 478 1276 611" style="border: 1px solid black; height: 60px; width: 100%;"></div>		<input type="checkbox"/> Yes
Waste Reduction, Reuse and Recycling Point Total		



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WATER CONSERVATION

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

Aside from the depletion of a precious natural resource, excess water use leads to side effects from water treatment chemicals, energy for pumping and heating and from the release of wastewater back to the environment. In addition to being large-volume users of water, hotels often use large amounts of detergents, cleaners and other chemicals that can be detrimental to our environment. Protecting the environment by lessening the impact a lodging facility has on the environment also assists in protecting the very reason its guests come to Florida; the beautiful beaches, rivers, springs and lakes. Increasing water efficiency is one of the most significant opportunities for realizing cost savings. Many of the water-saving solutions detailed below are easy and affordable to implement. Aside from the obvious decrease in water bills, savings are also realized through decreases in electricity, sewage and chemical costs.

A minimum of **39** points must be obtained from this section for it to be considered complete and satisfied.

Management Practices		
1. Use a preventative maintenance schedule to find and repair leaky faucets, toilets and pipes. • <i>Submit current schedule.</i>	4	<input type="checkbox"/> Yes
2. Track water and wastewater usage. • <i>Documentation must be entered in Baseline Performance Data of Application.</i>	4	<input type="checkbox"/> Yes
3. Have a water assessment conducted by a local utility company, local water management district or other appropriate organization. • Assessment date: _____ • Conducted by: _____ OR proceed to #4	4	<input type="checkbox"/> Yes
4. Conduct a self-audit using the South Florida Water Management District's Water Efficiency Self-Assessment Guide . • <i>Submit completed worksheets.</i>	5	<input type="checkbox"/> Yes
5. Offer a towel reuse program in guest rooms. • <i>Submit a copy of guest room signage.</i>	3	<input type="checkbox"/> Yes
6. Offer a linen reuse program in guest rooms. • <i>Submit a copy of guest room signage.</i>	3	<input type="checkbox"/> Yes
7. Conduct regular water pressure monitoring.	3	<input type="checkbox"/> Yes



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8. Sweep sidewalks and other impervious surfaces rather than with the use of water.	3	<input type="checkbox"/> Yes
9. Participate in the Water CHAMP Program, where available.	4	<input type="checkbox"/> Yes
Public Washrooms		
10. Low-flow faucets, 1.5 gallons or less per minute. Aerators are included. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
11. Faucets flow controller or auto shut off. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
12. Faucets with photo sensors. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
13. Low-flow showerheads, 2.0 gallons or less per minute. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
14. Water conserving toilets, 6-liter/1.6 gallons or less per flush. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
15. Dual flush toilets, .75 /1.6 gallons per flush. • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
16. Water conserving retrofit device in toilet. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
17. Toilets with photo sensors. • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
18. Urinals with photo sensors. • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
19. Waterless urinals. • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
Guest Rooms		
20. Low-flow faucets, 1.5 gallons or less per minute. Aerators are included. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
21. Low-flow faucets, 1.5 gallons or less per minute. Aerators are included. • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
22. Water conserving toilets, 6-liter / 1.6 gallons or less per flush. • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
23. Dual flush toilets, .75 / 1.6 gallons per flush. • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes



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24. Water conserving retrofit device in toilet. <ul style="list-style-type: none"> • <i>Manufacturer:</i> _____ 	3	<input type="checkbox"/> Yes
Kitchen		
25. Low-flow, pre-rinse spray nozzles, 1.25 gallons or less per minute, in kitchens. <ul style="list-style-type: none"> • <i>Manufacturer:</i> _____ 	3	<input type="checkbox"/> Yes
26. Tap flow controller or auto shut off. <ul style="list-style-type: none"> • <i>Manufacturer:</i> _____ 	3	<input type="checkbox"/> Yes
27. Photocells on faucets.	3	<input type="checkbox"/> Yes
28. Use counter-current rinsing OR High-Efficiency, ENERGY STAR®, dishwashers, 1 gallon per rack or 4.5 gallons per load. <ul style="list-style-type: none"> • <i>Manufacturer:</i> _____ 	4	<input type="checkbox"/> Yes
Laundry		
29. Use final rinse water as pre-rinse water for subsequent cycles in washing machines.	3	<input type="checkbox"/> Yes
30. Where applicable, guests are encouraged to run full capacity loads for dishwashers and washing machines.	4	<input type="checkbox"/> Yes
31. Use of Ozone washing systems.	5	<input type="checkbox"/> Yes
32. Use of steam traps.	3	<input type="checkbox"/> Yes
Ice Machines		
33. Air Cooled <ul style="list-style-type: none"> • <i>Manufacturer:</i> _____ 	4	<input type="checkbox"/> Yes
34. Cut Off Valve <ul style="list-style-type: none"> • <i>Manufacturer:</i> _____ 	3	<input type="checkbox"/> Yes
Grounds and Landscaping		
35. Use of soaker hoses and/or drip lines.	3	<input type="checkbox"/> Yes
36. Mulching of flower beds.	3	<input type="checkbox"/> Yes
37. Routine inspection and repair of delivery hoses, pipes and sprinkler heads.	3	<input type="checkbox"/> Yes
38. Implementation of cisterns and rainwater collection. <ul style="list-style-type: none"> • Approximate gallons collected: _____ 	4	<input type="checkbox"/> Yes
39. Hot tubs and pools covered when not in use.	3	<input type="checkbox"/> Yes
40. Practice Florida-Friendly Landscaping™, including, drought-tolerant plants, rain gauges and/or moisture sensors and efficient irrigation.	4	<input type="checkbox"/> Yes
41. Implementation of “Gray” Water system for irrigation.	4	<input type="checkbox"/> Yes
42. Best Management Practices for timer settings for optimum water conservation.	3	<input type="checkbox"/> Yes
43. Monitoring of sprinkler head system to avoid irrigation of impervious surfaces.	3	<input type="checkbox"/> Yes



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44. Inspect, clean and adjust cooling towers, ice machines, boilers and hot water heater to maximize efficiency. • <i>Current Year Inspection Dates:</i> _____	3	<input type="checkbox"/> Yes
45. When cleaning portable HVAC or PTAC units with chemicals/cleaning solutions, cleaning is performed on a porous surface such as grass.	3	<input type="checkbox"/> Yes
46. Innovative Best Practice • <i>Please describe any additional Water Conservation-related practice implemented. Submit any supporting documentation.</i> <div data-bbox="102 688 1276 825" style="border: 1px solid black; height: 65px; width: 100%;"></div>		<input type="checkbox"/> Yes
Water Conservation Point Total	<input style="width: 100px; height: 20px;" type="text"/>	



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ENERGY EFFICIENCY

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

Reducing energy use provides our accommodation facility with significant cost savings. It also decreases your contribution of harmful air emissions such as smog, greenhouse gases, sulfur dioxide, hydrocarbons and particulate matter. Lodging facilities have extensive opportunities to reduce energy use and the associated costs through choosing efficient equipment, limiting the amount of energy used at any one time, making routine energy saving choices and keeping equipment in optimum condition.

The Energy Efficiency section assesses the energy impact of equipment and current practices at your facility. Key elements include:

- Energy efficient choices for lighting, appliances, office equipment and heating and cooling;
- Energy efficiency efforts such as controlling periodic and sporadic energy needs and optimizing thermostat settings;
- Preventative equipment maintenance such as planned repairs and equipment overhauls; and
- Building upkeep incorporating routine energy saving activities.

A minimum of **54** points must be obtained from this section for it to be considered complete and satisfied.

1. Have your local utility or other provider conduct an energy assessment. <ul style="list-style-type: none"> • <i>Date Completed:</i> _____ • <i>Conducted by:</i> _____ 	4	<input type="checkbox"/> Yes
2. Have a preventative maintenance schedule to clean and maximize efficiency in appliances. <ul style="list-style-type: none"> • <i>Submit current schedule.</i> 	4	<input type="checkbox"/> Yes
3. Indicate which items are inspected on a routine schedule		
<ul style="list-style-type: none"> • HVAC equipment. Most recent inspection date: _____ 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Ventilation systems: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Lighting timers and sensors: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Refrigerators: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Stoves, fryers: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes



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<ul style="list-style-type: none"> Pool equipment: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Laundry exhaust vents: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Grounds equipment: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Vehicles: Most recent inspection date: _____ 	3	<input type="checkbox"/> Yes
<p>4. Track energy usage.</p> <ul style="list-style-type: none"> <i>Documentation must be entered in Baseline Performance Data of Application.</i> 	4	<input type="checkbox"/> Yes
<p>5. Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent tubes). Indicate the areas where energy efficient lighting is used:</p>		
<ul style="list-style-type: none"> Lobby and reception area 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Hallways 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Public restrooms 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Offices 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Restaurants/Bars 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Kitchen 	2	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Conference Areas 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Guestrooms 	3	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Exterior lighting including parking 	4	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Exit lighting 	4	<input type="checkbox"/> Yes
<p>6. Use programmable thermostats for HVAC.</p> <ul style="list-style-type: none"> <i>Manufacturer:</i> _____ 	5	<input type="checkbox"/> Yes
<p>7. Use sensors or timers on outdoor lighting.</p> <ul style="list-style-type: none"> <i>Manufacturer:</i> _____ 	4	<input type="checkbox"/> Yes
<p>8. Install Low-E, Thermal-rated or tinted windows.</p> <ul style="list-style-type: none"> <i>Percentage of facility with energy efficient windows:</i> _____ 	5	<input type="checkbox"/> Yes
<p>9. Use on-site renewable energy power source (solar panels, solar water heater, other).</p> <ul style="list-style-type: none"> <i>Enter item used:</i> _____ 	5	<input type="checkbox"/> Yes
<p>10. Purchase at least 5% green power or renewable energy certificates from a green power generation source in Florida.</p> <ul style="list-style-type: none"> <i>Green Power Source:</i> _____ <i>Date:</i> _____ 	5	<input type="checkbox"/> Yes
<p>11. Implement key card technology to control guest room energy use, i.e., when card is not in the slot, lights and other power sources automatically turn off.</p> <ul style="list-style-type: none"> <i>Key Card Supplier:</i> _____ 	5	<input type="checkbox"/> Yes



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Use of ENERGY STAR® products from each category:		
Front of House Equipment		
12. Printers • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
13. Televisions • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
14. Copiers • <i>Manufacturer:</i> _____	2	<input type="checkbox"/> Yes
15. Monitors • <i>Manufacturer:</i> _____	2	<input type="checkbox"/> Yes
16. Refrigerators • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
17. Computers • <i>Manufacturer:</i> _____	2	<input type="checkbox"/> Yes
18. MP3 Speaker Docks • <i>Manufacturer:</i> _____	2	<input type="checkbox"/> Yes
Heating/Cooling Equipment		
19. Ceiling Fans • <i>Manufacturer:</i> _____	2	<input type="checkbox"/> Yes
20. Boilers / Water Heaters • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
21. Dehumidifiers • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
22. Ventilation • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
23. Programmable Thermostats • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
24. Central AC Units • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
Laundry and Kitchen Equipment		
25. Washing Machines • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes



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26. Refrigerators • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
27. Freezers • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
28. Ice Machine • <i>Manufacturer:</i> _____	4	<input type="checkbox"/> Yes
29. Dishwashers • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
30. Steam Cookers • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
31. Hot Food Holders • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
32. Fryers • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
Other Appliances		
33. Vending Machines • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
34. In-Room Coffee Makers • <i>Manufacturer:</i> _____	2	<input type="checkbox"/> Yes
35. Public restroom hand dryers • <i>Manufacturer:</i> _____	3	<input type="checkbox"/> Yes
36. Energy Management System • <i>Manufacturer:</i> _____	5	<input type="checkbox"/> Yes
37. Use A/C units with a SEER Rating of 12 or higher.	4	<input type="checkbox"/> Yes
Energy Saving Practices		
38. Weather stripping and caulking on doors and windows replaced.	3	<input type="checkbox"/> Yes
39. Air conditioning air inlet and vents kept unobstructed.	3	<input type="checkbox"/> Yes
40. Controlled HVAC demand usage in the hallways and common areas.	3	<input type="checkbox"/> Yes
41. Windows closed when HVAC system operating.	3	<input type="checkbox"/> Yes
42. Effective use of shade to reduce cooling costs.	3	<input type="checkbox"/> Yes
43. Ducts and registers kept clear.	3	<input type="checkbox"/> Yes
44. Lighting and appliances off in guestrooms when not in use.	3	<input type="checkbox"/> Yes
45. Drapes opened to clean with natural light.	3	<input type="checkbox"/> Yes
46. Refrigerator coils kept clean.	3	<input type="checkbox"/> Yes



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47. Kitchen equipment turned down during non-peak hours.	2	<input type="checkbox"/> Yes
48. Oven preheat times minimized.	2	<input type="checkbox"/> Yes
49. Wash linens in cold water when possible and appropriate.	4	<input type="checkbox"/> Yes
50. Lint filters emptied regularly.	3	<input type="checkbox"/> Yes
51. Pool cover or chemical thermal cover used.	4	<input type="checkbox"/> Yes
52. Hot tub covered when not in use.	4	<input type="checkbox"/> Yes
53. Pool/hot tub/sauna on timers.	4	<input type="checkbox"/> Yes
54. Vinyl curtains on loading docks.	3	<input type="checkbox"/> Yes
55. Use of natural ambient light whenever possible.	3	<input type="checkbox"/> Yes
56. Window coverings in recently cleaned rooms left 50% open.	4	<input type="checkbox"/> Yes
57. Installation of green roofs and walls.	5	<input type="checkbox"/> Yes
58. Real time energy monitoring.	5	<input type="checkbox"/> Yes
59. Periodic thermal imaging.	5	<input type="checkbox"/> Yes
60. Onsite electrical generation	5	<input type="checkbox"/> Yes
Transportation		
61. Encourage guests and staff to walk, use public transport, bicycle to and from the facility, providing maps, schedules and/or reduced rate transit passes.	3	<input type="checkbox"/> Yes
62. Provide bicycles for guest rental or use.	3	<input type="checkbox"/> Yes
63. Provide preferred parking locations for guests and staff driving fuel efficient vehicles.	3	<input type="checkbox"/> Yes
64. Encourage and reward staff for carpooling or using public transportation.	3	<input type="checkbox"/> Yes
65. Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based vehicles.	5	<input type="checkbox"/> Yes
66. Innovative Best Practice <ul style="list-style-type: none"> • <i>Please describe any additional Energy Efficiency-related practice implemented. Submit any supporting documentation.</i> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>		<input type="checkbox"/> Yes
Energy Efficiency Point Total		



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INDOOR AIR QUALITY

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

Over the past few decades, clean air practices have become increasingly important in progressive hotel management. These changes have not only led to an increase in energy efficiency and reduced exposure to health-related liabilities but have also created positive impacts on the “bottom line” and higher employee and guest satisfaction. Indoor pollution sources that release gases or particles into the air are the primary causes of indoor air quality problems. According to the U.S. Environmental Protection Agency (EPA), indoor air quality can be up to 10 times worse than the quality of outside air. There are many sources of indoor air pollution. These include the combustion of fuels such as oil, gas, kerosene, coal and wood; building materials and furnishings as diverse as deteriorating insulation, wet or damp carpets, and furnishings made of certain pressed wood products; products for cleaning and maintenance central heating and cooling systems and humidification devices.

A minimum of **21** points must be obtained from this section for it to be considered complete and satisfied.

1. Use at least two, environmentally preferable cleaners that are biodegradable and do not contain NTA (nitrilotriacetic acid), chlorine bleach or phosphates <i>or</i> two cleaners that have a third-party green cleaning designation. • <i>Enter products & brands:</i> _____	5	<input type="checkbox"/> Yes
2. Use air filters with a Minimum Efficiency Reporting Value (MERV) of 8 or better. • <i>Manufacturer:</i> _____ • <i>Submit receipt or proof-of-purchase</i>	5	<input type="checkbox"/> Yes
3. Clean all air handler units and coils, at minimum, annually. Keep and follow a preventative maintenance schedule and a record of activities. • <i>Submit current schedule</i>	4	<input type="checkbox"/> Yes
4. Properly label and store all chemicals.	3	<input type="checkbox"/> Yes
5. No visible mold or mildew is present.	4	<input type="checkbox"/> Yes
6. Ceiling tiles, wallpaper, shower curtain or other absorbent surfaces are routinely monitored for signs of mold and replaced as necessary.	3	<input type="checkbox"/> Yes
7. Waterlogged carpets are immediately lifted and dried, or immediately replaced.	3	<input type="checkbox"/> Yes
8. Maintain HVAC inspection records for the following: <input type="checkbox"/> Mold and bacteria <input type="checkbox"/> Obstruction to air flow <input type="checkbox"/> Clean drip pans • <i>Submit copy of current records</i>	5	<input type="checkbox"/> Yes
9. Drain condensate or any liquid from HVAC maintenance to sanitary sewer; not to stormwater drain. (Only storm water is permitted to go to the stormwater drain or retention pond).	4	<input type="checkbox"/> Yes
10. Maintain a relative humidity between 35% and 55% throughout the property.	3	<input type="checkbox"/> Yes



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<p>11. Use an integrated pest management system to control indoor pests.</p> <ul style="list-style-type: none"> • Enter vendor: _____ 	3	<input type="checkbox"/> Yes
12. Vent all exhaust fans to outside.	3	<input type="checkbox"/> Yes
13. Use dehumidifiers.	3	<input type="checkbox"/> Yes
14. Properly ventilate and filter all smoking guest rooms. Minimize or eliminate using deodorizers to mask smells.	3	<input type="checkbox"/> Yes
15. Facility is 100% smoke-free indoors, including all guest rooms.	4	<input type="checkbox"/> Yes
16. Ensure high moisture areas, such as kitchen and laundry are well ventilated.	3	<input type="checkbox"/> Yes
<p>17. Use low or No-VOC paints and finishes.</p> <ul style="list-style-type: none"> • Enter brand: _____ 	3	<input type="checkbox"/> Yes
18. Regularly conduct tests for gases such as carbon monoxide and radon, and materials such as lead paint and asbestos.	4	<input type="checkbox"/> Yes
19. Eliminate or minimize use of ozone depleting chlorofluorocarbons (CFCs) such as refrigerants and aerosols. Existing CFC products are recovered, recycled and properly disposed.	4	<input type="checkbox"/> Yes
<p>20. Innovative Best Practice</p> <ul style="list-style-type: none"> • Please describe any additional Indoor Air Quality-related practice implemented. Submit any supporting documentation. <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 10px;"></div>		<input type="checkbox"/> Yes
Indoor Air Quality Point Total	<input style="width: 100px; height: 20px;" type="text"/>	



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VERIFICATION and AUTHORIZATION

Florida *Green Lodging* Designation requires the lodging facility to verify regulatory compliance with the Florida Department of Environmental Protection (DEP) and authorize to posting its environmental practices on the Florida *Green Lodging* Program website. Please indicate agreement by completing the following:

_____ (Facility Name) is in compliance with all applicable federal, state and local environmental rules and regulations; allows its environmental practices to be posted on the Florida *Green Lodging* website; and makes its practices available to the public, guests and others upon request.

- As authorizing agent for this school, I accept the Terms and Conditions of designation.
- No false or misleading information is presented in this application.
- My school is ready for designation.

General Manager: _____

Date: _____

Thank you for your commitment to conserve Florida’s natural resources through your participation in the Florida *Green Lodging* Program. The Florida *Green Lodging* Program will review your application and documentation and will notify you of your designation status.

IMPORTANT NOTE:

Once you have completed the application, please save the form as a .pdf using the ‘Save As’ function. Attach application to an email and send to GreenLodging@FloridaDEP.gov. Be sure to include any additional documentation required in the above sections.

Attachments should be in .pdf format, titled clearly with your property’s name and documents should be no larger than 250 kb in size. Your application will not be reviewed for designation without the supporting documents.

If you have any questions, please contact the Florida *Green Lodging* Program at (850) 245-2116 or by email at GreenLodging@FloridaDEP.gov.

MAKE SURE TO SAVE A COPY OF THIS APPLICATION BEFORE SUBMITTING