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.

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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		☐ Estimate	☐ N/A
Volume Being Reused, Recycled or Composted		☐ Estimate	☐ N/A
Total Cost ALL Waste Disposal			

WATER
Measurements must be the ANNUAL totals in gallons.

Volume used (for all operations, including irrigation and pool)	
Total Cost ALL Water	

ENERGY
Measurements must be ANNUAL totals.

	Consumption	Cost	N/A
Electricity Use (kWh)			☐ N/A
Natural Gas (cubic ft)			☐ N/A
Oil (gal)			☐ N/A
LPG (gal)			☐ N/A
Renewable Energy (type and unit)			☐ N/A
Other Energy (type and unit)			☐ N/A
Total Cost ALL Energy			

ENVIRONMENTAL REQUIREMENTS

<div style="background-color:green; color:white; text-align:center">COMMUNICATION and EDUCATION</div>

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. • *Submit samples of communication. Submissions can be pictures or digital files.*	5	☐ Yes
Guest Outreach: Sharing your environmental efforts with your guests		
2. Use of environmentally specific in-room collateral.	3	☐ Yes
3. Use of facility's in-house channel to communicate your environmental messages.	4	☐ Yes
4. Use of in-room directory to communicate environmental efforts.	3	☐ Yes
5. Direct communication by facility staff. • *Provide example*: _____	5	☐ Yes
6. Encourage and solicit the local community in your environmental efforts. • *Describe community interaction*: _____	4	☐ Yes
7. Share your environmental successes with the community.	3	☐ Yes
8. Encourage and solicit guest cooperation and participation in environmental initiatives. • *Describe environmental initiatives*: _____	3	☐ Yes
9. Provide tours of your facility to guests and the public that highlight environmental improvement projects.	4	☐ Yes
10. Provide a survey, suggestion box or online evaluation for guests to allow feedback on your facility's environmental practices. • *Submit a survey sample, picture of suggestion box or link to online evaluation.* • Link: _____	4	☐ Yes

11. Host a community or guest event highlighting your facility's green practices. • *Submit supporting documentation and describe event:*	4	☐ Yes
Staff Outreach: Educating your staff on your environmental efforts		
12. Establish an environmental task force or "Green Team" and meet quarterly, at a minimum, to evaluate and improve environmental initiatives. • *Submit meeting dates, number of attendees and green topics for meetings.*	5	☐ Yes
13. Provide staff with bi/tri-lingual green education materials and training. • *Languages*: _____	4	☐ Yes
14. Conduct regular staff trainings for: • *Provide time frame for these trainings*: _____		☐ Yes
• Handling of hazardous sensitive materials.	3	☐ Yes
• Best environmental management practices.	4	☐ Yes
• Proper disposal and handling procedures in chemical storage areas.	3	☐ Yes
• Importance and rationale for environmental practice implementation including: economic, environmental and social considerations.	5	☐ Yes
15. Spot reminder is regularly conducted during shift meetings. • *Departments*: _____	4	☐ Yes
16. Include environmental policies in advertising materials and/or on website. • *Submit sample of advertising materials or link to web information*. • *Link*: _____	4	☐ Yes
17. Have staff and/or management serve as mentors to assist other facilities seeking designation. • *List facilities mentored*: _____	4	☐ Yes
18. Have a formal written comprehensive environmental policy. • *Submit copy of written policy*	5	☐ Yes
19. Develop a written strategic environmental action plan. • *Submit copy of action plan*	5	☐ Yes
20. Implement a strategic environmental action plan. • *Provide your timeline, schedule, checklist, etc. of plan implementation.*	4	☐ Yes

21. Provide a survey, suggestion box or online evaluation for employees to allow feedback on your facility's environmental practices. • *Submit a survey sample, picture of suggestion box or link to online evaluation.* • *Link*: _____	3	☐ Yes
Other outreach and education initiatives		
22. Dedicated environmental section in the facility newsletter. • *Provide copy of the section.*	4	☐ Yes
23. Encourage employee best environmental practices outside of work: recycling, carpooling, etc.	3	☐ Yes
24. Subscribe to environmental information resources. • *List what resources you subscribe*: _____	2	☐ Yes
25. Enroll in voluntary environmental programs. • *Describe programs*: _____	3	☐ Yes
26. Establish at least one individual for wildlife inventorying purposes.	3	☐ Yes
Purchasing		
27. Have a formal written purchasing policy that includes:	5	☐ Yes
• Encouragement of regular equipment replacement to maintain efficiencies.	3	☐ Yes
• SDS/MSDS review provision.	2	☐ Yes
• Regular review of product environmental information from suppliers.	3	☐ Yes
• Creation of a list of specific environmentally preferred products.	4	☐ Yes
• Local purchasing practices implemented wherever possible.	3	☐ Yes
28. Innovative Best Practice • *Please describe any additional Communication and Education-related practice implemented. Submit any supporting documentation.*		☐ Yes
Communication and Education Point Total		

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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	☐ Yes
• Aluminum Cans	4	☐ Yes
• Steel Cans	4	☐ Yes
• Glass	4	☐ Yes
• Cardboard	4	☐ Yes
• Office Paper	4	☐ Yes
• Newspaper	4	☐ Yes
• Magazines	4	☐ Yes
• Batteries • *Name of Battery Recycler*: _____	4	☐ Yes
• Ink Cartridges	3	☐ Yes
• Waste Cooking Oil	4	☐ Yes
• Fluorescent Bulbs • *Name of Fluorescent Bulb Recycler*: _____	3	☐ Yes
• Electronics • *Name of Electronics Recycler*: _____	3	☐ Yes
2. Provide recycling bins for guests at multiple locations throughout the property. Indicate items guests can recycle: • *Items and location of guest recycle bins*: _____		
• Aluminum Cans	5	☐ Yes
• Plastic Bottles	5	☐ Yes

• Office Paper	5	☐ Yes
• Newspaper	5	☐ Yes
• Magazines	5	☐ Yes
3. Purchase 30% or higher post-consumer recycled content for one of the following products: • *Supplier and item number*: _____		☐ Yes
• Paper Napkins	3	☐ Yes
• Toilet Tissue	3	☐ Yes
• Paper Towels	3	☐ Yes
• Facial Tissue	3	☐ Yes
• Envelopes	3	☐ Yes
• Office Paper	3	☐ Yes
• Other: _____	3	☐ Yes
4. Institute one of the following source-reduction activities:		☐ Yes
• Bulk Purchasing • *Enter item and describe*: _____	4	☐ Yes
• Reduced Packaging	4	☐ Yes
• Manufacturer Take-back	4	☐ Yes
5. Track waste usage. • *Documentation must be entered in Baseline Performance Data of Application*.	4	☐ Yes
6. Compost food waste.	5	☐ Yes
7. Use reusable goods in place of disposal goods. Indicate items currently used:		
• Re-fillable Soap Dispensers	4	☐ Yes
• Re-fillable Shampoo Dispensers	4	☐ Yes
• Glass Drinking Glasses	3	☐ Yes
• Returnable Delivery Containers	3	☐ Yes
• Cloth Napkins and Table Cloths	2	☐ Yes
• Re-usable Place Service (cutlery, plates, cups)	3	☐ Yes
8. Use refillable containers instead of single-use packets/containers.	3	☐ Yes
9. Set printers and copiers to duplex (print on two sides) by default.	3	☐ Yes
10. Print advertising, educational and promotional pieces on recycled paper.	3	☐ Yes
11. Recycle used office paper for note pads.	3	☐ Yes

12. Donate excess food, toiletry items, linens, furniture and/or other items to local charities and shelters, where available. • *Indicate what items are donated and the name of the organization:* _____	4	☐ Yes
13. Provide newspapers to guests by request only.	3	☐ Yes
14. Minimize or eliminate plastic bag use in retail operations.	3	☐ Yes
15. Replace polystyrene (Styrofoam) with reusable, biodegradable or sustainable products.	4	☐ Yes
16. Innovative Best Practice • *Please describe any additional Waste Reduction, Reuse and Recycling-related practice implemented. Submit any supporting documentation.*		☐ Yes
Waste Reduction, Reuse and Recycling Point Total		

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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. • *Submit current schedule.*	4	☐ Yes
2. Track water and wastewater usage. • *Documentation must be entered in Baseline Performance Data of Application.*	4	☐ 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** <u>proceed to #4</u>	4	☐ Yes
4. Conduct a self-audit using the [South Florida Water Management District's Water Efficiency Self-Assessment Guide](#). • *Submit completed worksheets.*	5	☐ Yes
5. Offer a towel reuse program in guest rooms. • *Submit a copy of guest room signage.*	3	☐ Yes
6. Offer a linen reuse program in guest rooms. • *Submit a copy of guest room signage.*	3	☐ Yes
7. Conduct regular water pressure monitoring.	3	☐ Yes

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

24. Water conserving retrofit device in toilet. • *Manufacturer*: _____	3	☐ Yes
Kitchen		
25. Low-flow, pre-rinse spray nozzles, 1.25 gallons or less per minute, in kitchens. • *Manufacturer*: _____	3	☐ Yes
26. Tap flow controller or auto shut off. • *Manufacturer*: _____	3	☐ Yes
27. Photocells on faucets.	3	☐ Yes
28. Use counter-current rinsing OR High-Efficiency, ENERGY STAR®, dishwashers, 1 gallon per rack or 4.5 gallons per load. • *Manufacturer*: _____	4	☐ Yes
Laundry		
29. Use final rinse water as pre-rinse water for subsequent cycles in washing machines.	3	☐ Yes
30. Where applicable, guests are encouraged to run full capacity loads for dishwashers and washing machines.	4	☐ Yes
31. Use of Ozone washing systems.	5	☐ Yes
32. Use of steam traps.	3	☐ Yes
Ice Machines		
33. Air Cooled • *Manufacturer*: _____	4	☐ Yes
34. Cut Off Valve • *Manufacturer*: _____	3	☐ Yes
Grounds and Landscaping		
35. Use of soaker hoses and/or drip lines.	3	☐ Yes
36. Mulching of flower beds.	3	☐ Yes
37. Routine inspection and repair of delivery hoses, pipes and sprinkler heads.	3	☐ Yes
38. Implementation of cisterns and rainwater collection. • Approximate gallons collected: _____	4	☐ Yes
39. Hot tubs and pools covered when not in use.	3	☐ Yes
40. Practice Florida-Friendly Landscaping™, including, drought-tolerant plants, rain gauges and/or moisture sensors and efficient irrigation.	4	☐ Yes
41. Implementation of "Gray" Water system for irrigation.	4	☐ Yes
42. Best Management Practices for timer settings for optimum water conservation.	3	☐ Yes
43. Monitoring of sprinkler head system to avoid irrigation of impervious surfaces.	3	☐ Yes

44. Inspect, clean and adjust cooling towers, ice machines, boilers and hot water heater to maximize efficiency. • *Current Year Inspection Dates*: _____	3	☐ Yes
45. When cleaning portable HVAC or PTAC units with chemicals/cleaning solutions, cleaning is performed on a porous surface such as grass.	3	☐ Yes
46. Innovative Best Practice • *Please describe any additional Water Conservation-related practice implemented. Submit any supporting documentation.*		☐ Yes
Water Conservation Point Total		

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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.

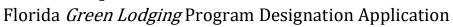A minimum of **54** points must be obtained from this section for it to be considered complete and satisfied.

1. Have your local utility or other provider conduct an energy assessment. • *Date Completed*: _____ • *Conducted by*: _____	4	☐ Yes
2. Have a preventative maintenance schedule to clean and maximize efficiency in appliances. • *Submit current schedule*.	4	☐ Yes
3. **Indicate which items are inspected on a routine schedule**		
• HVAC equipment. Most recent inspection date: _____	4	☐ Yes
• Ventilation systems: Most recent inspection date: _____	3	☐ Yes
• Lighting timers and sensors: Most recent inspection date: _____	3	☐ Yes
• Refrigerators: Most recent inspection date: _____	3	☐ Yes
• Stoves, fryers: Most recent inspection date: _____	3	☐ Yes

• Pool equipment: Most recent inspection date: _____	3	☐ Yes
• Laundry exhaust vents: Most recent inspection date: _____	3	☐ Yes
• Grounds equipment: Most recent inspection date: _____	3	☐ Yes
• Vehicles: Most recent inspection date: _____	3	☐ Yes
4. Track energy usage. • *Documentation must be entered in Baseline Performance Data of Application.*	4	☐ Yes
5. **Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent tubes). Indicate the areas where energy efficient lighting is used:**		
• Lobby and reception area	4	☐ Yes
• Hallways	4	☐ Yes
• Public restrooms	4	☐ Yes
• Offices	3	☐ Yes
• Restaurants/Bars	3	☐ Yes
• Kitchen	2	☐ Yes
• Conference Areas	3	☐ Yes
• Guestrooms	3	☐ Yes
• Exterior lighting including parking	4	☐ Yes
• Exit lighting	4	☐ Yes
6. Use programmable thermostats for HVAC. • *Manufacturer*: _____	5	☐ Yes
7. Use sensors or timers on outdoor lighting. • *Manufacturer*: _____	4	☐ Yes
8. Install Low-E, Thermal-rated or tinted windows. • *Percentage of facility with energy efficient windows*: _____	5	☐ Yes
9. Use on-site renewable energy power source (solar panels, solar water heater, other). • *Enter item used*: _____	5	☐ Yes
10. Purchase at least 5% green power or renewable energy certificates from a green power generation source in Florida. • *Green Power Source*: _____ • *Date*: _____	5	☐ Yes
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. • *Key Card Supplier*: _____	5	☐ Yes

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

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

47. Kitchen equipment turned down during non-peak hours.	2	☐ Yes
48. Oven preheat times minimized.	2	☐ Yes
49. Wash linens in cold water when possible and appropriate.	4	☐ Yes
50. Lint filters emptied regularly.	3	☐ Yes
51. Pool cover or chemical thermal cover used.	4	☐ Yes
52. Hot tub covered when not in use.	4	☐ Yes
53. Pool/hot tub/sauna on timers.	4	☐ Yes
54. Vinyl curtains on loading docks.	3	☐ Yes
55. Use of natural ambient light whenever possible.	3	☐ Yes
56. Window coverings in recently cleaned rooms left 50% open.	4	☐ Yes
57. Installation of green roofs and walls.	5	☐ Yes
58. Real time energy monitoring.	5	☐ Yes
59. Periodic thermal imaging.	5	☐ Yes
60. Onsite electrical generation	5	☐ 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	☐ Yes
62. Provide bicycles for guest rental or use.	3	☐ Yes
63. Provide preferred parking locations for guests and staff driving fuel efficient vehicles.	3	☐ Yes
64. Encourage and reward staff for carpooling or using public transportation.	3	☐ Yes
65. Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based vehicles.	5	☐ Yes
66. Innovative Best Practice • *Please describe any additional Energy Efficiency-related practice implemented. Submit any supporting documentation.*		☐ Yes
Energy Efficiency Point Total		

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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 shave 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 *or* two cleaners that have a third-party green cleaning designation. • *Enter products & brands:* _____	5	☐ Yes
2. Use air filters with a Minimum Efficiency Reporting Value (MERV) of 8 or better. • *Manufacturer:* _____ • *Submit receipt or proof-*of-purchase	5	☐ Yes
3. Clean all air handler units and coils, at minimum, annually. Keep and follow a preventative maintenance schedule and a record of activities. • *Submit current schedule*	4	☐ Yes
4. Properly label and store all chemicals.	3	☐ Yes
5. No visible mold or mildew is present.	4	☐ Yes
6. Ceiling tiles, wallpaper, shower curtain or other absorbent surfaces are routinely monitored for signs of mold and replaced as necessary.	3	☐ Yes
7. Waterlogged carpets are immediately lifted and dried, or immediately replaced.	3	☐ Yes
8. Maintain HVAC inspection records for the following: ☐ Mold and bacteria ☐ Obstruction to air flow ☐ Clean drip pans • *Submit copy of current records*	5	☐ 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	☐ Yes

10. Maintain a relative humidity between 35% and 55% throughout the property.	3	☐ Yes
11. Use an integrated pest management systemto controll indoor pests. • Enter vendor: _____	3	☐ Yes
12. Vent all exhaust fans to outside.	3	☐ Yes
13. Use dehumidifiers.	3	☐ Yes
14. Properly ventilate and filter all smoking guest rooms. Minimize or eliminate using deodorizers to mask smells.	3	☐ Yes
15. Facility is 100% smoke-free indoors, including all guest rooms.	4	☐ Yes
16. Ensure high moisture areas, such as kitchen and laundry are well ventilated.	3	☐ Yes
17. Use low or No-VOC paints and finishes. • *Enter brand*: _____	3	☐ Yes
18. Regularly conduct tests for gases such as carbon monoxide and radon, and materials such as lead paint and asbestos.	4	☐ 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	☐ Yes
20. Innovative Best Practice • *Please describe any additional Indoor Air Quality-related practice implemented. Submit any supporting documentation.*		☐ Yes
Indoor Air Quality Point Total		

Florida Department of Environmental Protection
Florida *Green Lodging* Program Designation Application

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 hotel, I accept the Terms and Conditions of designation.

☐ No false or misleading information is presented in this application.

☐ My property 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