

# Accommodation Questionnaire



Event greening refers to making socially and environmentally responsible decisions when organising or participating in an event. It involves incorporating sustainable

The Event Greening Forum promotes the implementation of event greening whenever possible and kindly request that you complete the following questionnaire to assist us with recommending accommodation and in making our decision with regards to the accommodation.

<b>Hotel name</b>	
<b>Your name</b>	
<b>Your e-mail</b>	

Question	YES	NO
Do you have an Environmental Policy? If "yes" please provide a copy.		
Are you a member of a green rating system such as FTSA, Green Leaf, GreenStaySA, Green Globe or Heritage? Please provide information if "yes".		
Do you have an Environmental Management System (EMS) in place such as ISO 14000? Please provide certification / information if "yes".		
Do you have an Eco Procurement Policy in place, giving preference to environmentally friendly and locally sourced products / services?		
Do you use biodegradable and / or non-toxic cleaning chemicals?		
Do you have a recycling programme in place for major waste streams such as glass, tins, plastic, paper and organic waste? Please provide details if "yes".		
Do you provide soap and shampoo products in bulk refillable dispensers? If individual bathroom products are provided, do you ensure that they are not replaced before they are empty and that containers can be re-used?		
Do you implement a towel and sheet- re-use policy for guests and is this clearly indicated in all of the rooms?		
Do you have low-flow showers and aerators on taps for guest rooms?		
Are all toilets water efficient (e.g. fitted with interruptible flush systems, small cisterns, displacement devices or if flushmaster type, then set optimally) ?		
Do you have energy-efficient lighting such as CFLs (compact fluorescent light) or LEDs in all easy access areas?		
Do you issue guests with a key card <u>linked</u> to the lights and air-conditioning in the rooms to help save electricity?		
Do you make use of renewable energy sources such as solar, wind or RECs?		
Do you provide a paperless check-in, check-out and billing process?		
Do you use eco friendly paper that is FSC approved with recycled content?		
Do your staff members receive environmental training?		
Do you inform your guests about your environmental initiatives?		
Do you request guests to assist you in saving water and electricity?		
Do you promote the use of 'green' taxi operators or pedicabs (bicycle taxis)?		
Are you within safe walking distance of the conference centre?		
Do you use waterwise plants in your garden area?	N/A	