

Florida *Green Lodging* Program DESIGNATION APPLICATION

The Florida Department of Environmental Protection (DEP) applauds your decision to participate in the Florida *Green Lodging* Program illustrating your commitment to protecting and conserving Florida's environment. For assistance completing this application, visit www.dep.state.fl.us/greenlodging.

HOTEL PROFILE

Name of Property:

(As it will appear on the Florida Green Lodging Web site)

Physical Address:

City:

Zip:

Main Phone Number:

Web Address:

General Manager:

First

MI

Last

Phone Number:

E-mail Address:

Primary Contact Responsible for *Green Lodging* Designation Effort

Name:

First

MI

Last

Title:

Phone Number:

E-mail Address:

Property Information

Type of lodging facility:

Hotel/Motel

Bed & Breakfast/Inn

Condo-hotel/Timeshare

Cabin

Total Building Square Feet:

Number of Restaurants:

Number of Guest Rooms/Units:

Total Guest Room Square Feet:

Number of Meeting/Conference Facilities:

Total Conference Square Feet:

Ownership:

Corporate

Franchise

Management Company

Individual/Partnership

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 and energy-use 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. Multiple the weekly average by 52 to get an estimated total for the year.			
Measurements must be ANNUAL totals in cubic feet.			
Volume to landfill		Estimate	N/A
Volume being reused, recycled or composted		Estimate	N/A
Total Cost ALL Waste Disposal			

ENERGY			
Measurements must be ANNUAL totals.			
	Consumption	Cost	N/A
Electricity Use (kWh)			
Natural Gas (cubic ft)			
Oil (gal)			
LPG (gal)			
Renewable Energy (type and unit)			
Other Energy (type and unit)			
Total Cost ALL Energy			

WATER	
Measurement must be ANNUAL total in gallons.	
	Consumption
Volume used (for all operations, including irrigation and pool)	
Total Cost ALL Water	

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 the required practices, plus a number of additional practices of your choosing in each area of sustainable operations:

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

You may include environmental practices your facility has already implemented. Each environmental practice is valued at one point. To count a practice, it must be implemented in at least 50 percent of the facility, or at least 50 percent of the time. For example, high efficiency light, 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.

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. One point will be awarded to each "Innovative Best Practice" listed.

You must obtain a minimum of 33 points to qualify for Florida Green Lodging designation.

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

Complete and submit the application, along with the required documentation. The Florida *Green Lodging* Program will evaluate your application and documentation, and notify you of your designation status.

TERMS & CONDITIONS

The [Terms and Conditions](#) apply to both the Florida *Green Lodging* Web site and participation in the program. *Please read carefully before proceeding with the application.*

ENVIRONMENTAL REQUIREMENTS

Communication and Education: 5 Points

Numbers 1-4 are REQUIRED for designation. 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](#).

1. Have hotel staff participate in online training and education provided by DEP.	Required
2. Discuss green practices and policies at staff meetings. • <i>Submit meeting dates, number of attendees and green topics for six meetings.</i>	Required
3. Provide a survey, suggestion box or online evaluation to guests and employees to allow feedback on your facility's environmental practices. • <i>Submit a survey sample, picture of suggestion box or link to online evaluation.</i> Link: _____	Required
4. Communicate your facility's environmental initiatives to guests and staff. • <i>Submit samples of communication. Submissions can be pictures, or digital files.</i>	Required
5. Host a community or guest event highlighting your facility's green practices. • <i>Submit supporting documentation</i> and describe event:	
6. Establish an environmental task force or "Green Team" and meet quarterly, at minimum, to evaluate and improve environmental initiatives.	
7. Provide staff with bilingual green education materials and training. • Languages: _____ • Departments: _____	
8. Include environmental policies in advertising materials and/or on Web site. • <i>Submit sample of advertising materials or link to Web information.</i> Link: _____	
9. Provide tours of your facility to guests and the public that highlight environmental improvement projects.	
10. Have staff and/or management serve as mentors to assist other facilities seeking designation. • List facilities mentored:	
11. Innovative Best Practice • Please describe any additional Communication and Education-related practice implemented. <i>Submit any supporting documentation.</i>	
Communication and Education Point Total	

Waste Reduction, Reuse and Recycling: 6 Points

Numbers 1-5 are REQUIRED for designation. 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](#).

<p>1. Recycle ALL of the following materials, if generated and if services are available in your area. Indicate materials your facility currently recycles:</p> <table border="0" style="width: 100%;"> <tr> <td>Plastic</td> <td>Aluminum Cans</td> <td>Steel Cans</td> <td>Glass</td> </tr> <tr> <td>Cardboard</td> <td>Office Paper</td> <td>Newspapers</td> <td>Magazines</td> </tr> <tr> <td>Grease</td> <td>Batteries</td> <td>Ink Cartridges</td> <td>Fluorescent Bulbs</td> </tr> <tr> <td>Electronics</td> <td colspan="3">Other: _____</td> </tr> </table> <ul style="list-style-type: none"> • Name of Fluorescent Bulb/Battery Recycler: _____ • Name of Electronics Recycler: _____ 	Plastic	Aluminum Cans	Steel Cans	Glass	Cardboard	Office Paper	Newspapers	Magazines	Grease	Batteries	Ink Cartridges	Fluorescent Bulbs	Electronics	Other: _____			Required
Plastic	Aluminum Cans	Steel Cans	Glass														
Cardboard	Office Paper	Newspapers	Magazines														
Grease	Batteries	Ink Cartridges	Fluorescent Bulbs														
Electronics	Other: _____																
<p>2. Provide recycling bins for guests at multiple locations throughout the property. Indicate items guests can recycle:</p> <table border="0" style="width: 100%;"> <tr> <td>Aluminum Cans</td> <td>Plastic Bottles</td> <td>Office Paper</td> </tr> <tr> <td>Newspapers</td> <td>Magazines</td> <td>Other: _____</td> </tr> </table> <ul style="list-style-type: none"> • Location of guest recycle bins: _____ 	Aluminum Cans	Plastic Bottles	Office Paper	Newspapers	Magazines	Other: _____	Required										
Aluminum Cans	Plastic Bottles	Office Paper															
Newspapers	Magazines	Other: _____															
<p>3. Purchase 30% or higher post-consumer recycled content for one of the following products:</p> <table border="0" style="width: 100%;"> <tr> <td>Napkins</td> <td>Toilet Tissue</td> <td>Paper Towels</td> <td>Facial Tissue</td> </tr> <tr> <td>Envelopes</td> <td>Office Paper</td> <td colspan="2">Other: _____</td> </tr> </table> <ul style="list-style-type: none"> • Supplier and item number: _____ 	Napkins	Toilet Tissue	Paper Towels	Facial Tissue	Envelopes	Office Paper	Other: _____		Required								
Napkins	Toilet Tissue	Paper Towels	Facial Tissue														
Envelopes	Office Paper	Other: _____															
<p>4. Institute one of the following source-reduction activities:</p> <table border="0" style="width: 100%;"> <tr> <td>Bulk Purchasing</td> <td>Reduced Packaging</td> <td>Manufacturer Take-back</td> </tr> </table> <ul style="list-style-type: none"> • Enter item and describe: _____ 	Bulk Purchasing	Reduced Packaging	Manufacturer Take-back	Required													
Bulk Purchasing	Reduced Packaging	Manufacturer Take-back															
<p>5. Track waste usage.</p> <ul style="list-style-type: none"> • Documentation must be entered in Baseline Performance of Application. 	Required																
<p>6. Compost food waste.</p>																	
<p>7. Use reusable goods in place of disposable goods. Indicate items currently used:</p> <table border="0" style="width: 100%;"> <tr> <td>Refillable soap and shampoo dispensers</td> <td>Glass instead of plastic water glasses</td> </tr> <tr> <td>Products in returnable containers</td> <td>Cloth napkins and tablecloths</td> </tr> <tr> <td colspan="2">Reusable food service items (cutlery, plates, cups)</td> </tr> </table>	Refillable soap and shampoo dispensers	Glass instead of plastic water glasses	Products in returnable containers	Cloth napkins and tablecloths	Reusable food service items (cutlery, plates, cups)												
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<p>8. Use refillable containers instead of single-use packets/containers.</p>																	
<p>9. Set printers and copiers to duplex (print on two sides) by default.</p>																	
<p>10. Print advertising, educational and promotional pieces on recycled paper.</p> <ul style="list-style-type: none"> • <i>Submit samples of materials.</i> 																	
<p>11. Recycle used office paper for note pads.</p>																	
<p>12. Donate excess food, toiletry items, linens, furniture and/or other items to local charities and shelters, where available.</p>																	
<p>13. Provide newspapers to guests by request only.</p>																	
<p>14. Minimize or eliminate plastic bag use in retail operations.</p>																	
<p>15. Replace polystyrene (Styrofoam) with reusable, biodegradable or sustainable products.</p>																	
<p>16. Innovative Best Practice</p> <ul style="list-style-type: none"> • Please describe any additional Waste Reduction, Reuse and Recycling-related practice implemented. <i>Submit any supporting documentation.</i> 																	
Waste Reduction, Reuse and Recycling Point Total																	

Water Conservation: 8 Points

Numbers 1-5 are REQUIRED for designation. 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](#).

1. Use a preventative maintenance schedule to find and repair leaky faucets, toilets and pipes. • <i>Submit current schedule.</i>	Required
2. Track water and wastewater usage. • Documentation must be entered in Baseline Performance of Application.	Required
3. Have a water assessment conducted by local utility company, local water management district or other appropriate organization. • Assessment date:_____/_____/_____ Conducted by:_____	Required
4. Offer a towel reuse program in guest rooms. • <i>Submit a copy of guest room signage.</i>	Required
5. Offer a linen reuse program in guest rooms. • <i>Submit a copy of guest room signage.</i>	Required
6. Participate in the Water Champ program, where available.	
7. Use low-flow faucets, 1.5 gallons or less per minute, in guest rooms. • Manufacturer:_____	
• Product number: _____	
8. Use low-flow showerheads, 2.0 gallons or less per minute, in guest rooms. • Manufacturer:_____	
• Product number: _____	
9. Use low-flow toilets, 1.6 gallons or less per flush, in guest rooms. • Manufacturer:_____	
• Product number: _____	
10. Use waterless urinals in male public restrooms.	
11. Use low-flow, pre-rinse spray nozzles, 1.25 gallons or less per minute, in kitchens. • Manufacturer:_____	
• Product number: _____	
12. Use final rinse water as pre-rinse water for subsequent cycles in washing machines.	
13. Use counter-current rinsing OR High-efficiency, ENERGY STAR®, dishwashers. Manufacturer: _____	
Model number: _____	
14. Practice Florida friendly landscaping, including, drought-tolerant plants, rain gauges and/or moisture sensors and efficient irrigation.	
15. Inspect, clean and adjust cooling towers, ice machines, boilers/hot water heater, dishwashers and washing machines to maximize efficiency. Current Year Inspection Dates:_____	
16. Innovative Best Practice • Please describe any additional Water Conservation-related practice implemented. <i>Submit any supporting documentation.</i>	
Water Conservation Point Total	

Energy Efficiency: 7 Points

Numbers 1-4 are REQUIRED for designation. 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](#).

1. Have your local utility or other provider conduct an energy assessment. • Date Completed: _____/_____/_____ Conducted by: _____	Required
2. Have a preventative maintenance schedule to clean and maximize efficiency in appliances. • <i>Submit current schedule.</i>	Required
3. Track energy usage. • Documentation must be entered in Baseline Performance of Application.	Required
4. Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent tubes). • Percentage of property using energy efficient lighting: _____	Required
5. Use programmable thermostats for HVAC. • Manufacturer: _____ Product number: _____	
6. Use sensors or timers on outdoor lighting. • Manufacturer: _____ Product number: _____	
7. Install Low E, Thermal-rated or tinted windows. • Percentage of property with energy efficient windows: _____	
8. Use on-site renewable energy power source (solar panels, solar hot water heater, other). • Enter items used: _____	
9. Purchase at least 5% green power or renewable energy certificates from a green power generation source in Florida. • Green Power Source: _____ Date: _____	
10. 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: _____	
11. Use two or more ENERGY STAR® products from each category: <i>Front of House Equipment</i> Printers Televisions Copiers Monitors Refrigerators Computers VCRs/DVDs Cordless Phones <i>Heating/Cooling Equipment</i> Ceiling Fans Boilers/Water Heaters Dehumidifier Ventilation Programmable Thermostat Central A/C Units <i>Laundry and Kitchen Equipment</i> Washing machines Refrigerator Freezer Ice machine Dishwashers Steam Cookers Hot Food Holding Fryers • Enter manufacturers and model numbers:	
12. Innovative Best Practice • Please describe any additional Energy Efficiency- related practice implemented. <i>Submit any supporting documentation.</i>	
Energy Efficiency Point Total	

Indoor Air Quality: 6 Points

Numbers 1-5 are REQUIRED for designation. 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](#).

<p>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.</p> <ul style="list-style-type: none"> • Enter products & brands: 	Required
<p>2. Use air filters with a Minimum Efficiency Reporting Value (MERV) of 8 or better. Enter manufacturer: _____</p> <ul style="list-style-type: none"> • <i>Submit receipt or proof- of- purchase.</i> 	Required
<p>3. Clean all air handler units and coils, at minimum, annually. Keep and follow a preventative maintenance schedule and a record of activities.</p> <ul style="list-style-type: none"> • <i>Submit current schedule.</i> 	Required
<p>4. Properly label and store all chemicals.</p>	Required
<p>5. No visible mold or mildew is present.</p>	Required
<p>6. Check the HVAC system regularly for the following: Mold and bacteria Obstructions to air flow Clean drip pans</p>	
<p>7. 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 detention pond.)</p>	
<p>8. Maintain a relative humidity between 35% and 55% throughout the facility.</p>	
<p>9. Use an integrated pest management system to control indoor pests.</p> <ul style="list-style-type: none"> • Enter vendor: _____ 	
<p>10. Vent all exhaust fans to outside.</p>	
<p>11. Use Dehumidifiers.</p>	
<p>12. Properly ventilate and filter all smoking guest rooms and minimize or eliminate using deodorizers to mask smells.</p>	
<p>13. Facility is 100% smoke-free indoors, including all guest rooms.</p>	
<p>14. Ensure high moisture areas, such as kitchen and laundry are well ventilated.</p>	
<p>15. Use low or No-VOC paints and finishes.</p> <ul style="list-style-type: none"> • Enter brand: _____ • VOC content: _____ 	
<p>16. Regularly conduct tests for gases such as carbon monoxide and radon, and materials such as lead paint and asbestos.</p> <ul style="list-style-type: none"> • Enter hazardous materials and gases tested: _____ 	
<p>17. Eliminate or minimize use of ozone depleting chlorofluorocarbons (CFCs) such as refrigerants and aerosols. Existing CFC products are recovered, recycled and properly disposed.</p>	
<p>18. Innovative Best Practice</p> <ul style="list-style-type: none"> • Please describe any additional Indoor Air Quality-related practice implemented. <i>Submit any supporting documentation.</i> 	
Indoor Air Quality Point Total	

Transportation: 1 Point

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](#).

1. Encourage guests and staff to walk, bus and bicycle to and from the hotel by providing bus schedules, reduced- rate transit passes, routes and/or maps.	
2. Provide bicycles for guest rental.	
3. Property uses hybrid-electric, biodiesel, E85 (Ethanol), electric or other non-petroleum gasoline/ diesel-based vehicles. • Enter makes and models:	
4. Reserve prime parking locations for guests and staff driving hybrid-electric, biodiesel, E85(Ethanol), electric or other energy efficient vehicles. • <i>Submit photo of green parking signage.</i>	
5. Encourage and reward staff for carpooling or using public transportation. • Describe incentives offered:	
6. Purchase carbon credits or green tags from nonprofits to off-set CO ₂ emissions. • <i>Submit receipts or proof-of-purchase.</i>	
7. Offer guests information about purchasing carbon off-sets or green tags to voluntarily off-set their CO ₂ emissions.	
8. Innovative Best Practice: • Please describe any additional Transportation-related practice implemented. <i>Submit any supporting documentation.</i>	
Transportation Point Total	
TOTAL POINTS	
All Areas	

VERIFICATION AND AUTHORIZATION

Florida *Green Lodging* Designation requires the lodging facility to verify regulatory compliance with the Florida Department of Environmental Protection (DEP) and to authorize posting its environmental practices on the Florida *Green Lodging* Program Web site. 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* Web site; and makes its practices available to the public, guests and others upon request.

As authorizing agent for this property, 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 submit the application using the button below, an email window will appear and the application will be attached. Be sure to attach all required documentation listed in the above sections. Attachments should be in pdf form, clearly titled with your property's name. Documents should be no larger than 250KB in size. Your application will not be reviewed for designation without the supporting documents.

SAVE A COPY OF THIS APPLICATION BEFORE SUBMITTING