

# Virginia Green Application

## Hotels and Lodging Facilities

[www.deq.virginia.gov/p2/viriniagreen](http://www.deq.virginia.gov/p2/viriniagreen)



Hotels and other lodging facilities have many opportunities to minimize their environmental impact by making simple, common-sense changes, almost all of which can save money. Many Virginia facilities already have made significant strides toward “greening.”

### Use this as a Virginia Green Application Preview:

This is a preview of the online application. Take a few minutes to go through the items on this checklist and indicate any of the methods that you are already utilizing. You can then use the information you gather in this checklist to apply online to become a Virginia Green Lodging Facility. Instructions for submitting the online application are included at the end of this Application Preview.

**Core Activities** are the minimum requirements for Virginia Green. All facilities applying to be accepted into the program must indicate that they meet these general requirements. *Applicants are required to include information for any grey text field that is marked **(required for Virginia Green)** or your application will not be approved.*

**We pledge that we:** (click or mark **(X)** the box next to the techniques that your facility uses)

- Offer optional linen service.** Your facility must have a policy in place that sheets and towels are not automatically changed every day during your guests' stay.
- Recycle.** Your facility must provide an opportunity for guests to recycle cans, bottles, newspapers, etc., or, in areas of the state where a comprehensive recycling program is not be feasible, have a written explanation of the recycling opportunities that you do provide to guests.
- Reduce solid waste.** Your facility must be actively working to reduce its solid waste generation.
- Use water efficiently.** Your facility must have a plan in place and have taken steps toward reducing its water use.
- Conserve energy.** Your facility must have a plan in place and have taken steps toward reducing its energy use.
- Offer a green events package.** Your facility must offer a green or environmentally-friendly package for conferences, meetings, and other events (if you do host these activities).

Please provide additional detail about your greening activities. These will be included in your facility profile on the web. Please pay special attention to any requirements that are **highlighted**.

### Optional Linen Service – we pledge that we:

- [Have signage in each guest room explaining the linen reuse procedures](#) **(required for Virginia Green)**
- [Change linens only upon request](#)
- [Train housekeeping staff on our process for optional linen service](#) **(required for Virginia Green)**
- [Track optional linen participation rate](#)
- [Purchase water- and energy-efficient washers and dryers](#)
- [Use non-phosphate, non-toxic and biodegradable laundry detergents](#)
- Minimize the use of [bleach and chlorinated chemicals](#)
- Use an “[ozone laundry system](#)” that greatly minimizes the need for detergents and saves water
- Use a service that has environmentally-preferable “[wet cleaning](#)” for “dry-clean only” items

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- [Line dry](#) linens whenever possible
- Other actions taken related to laundry/linen service:

**Recycling – we pledge that we:**

- Have in place clearly marked recycling bins or provide convenient drop-off locations for guests.

Guests can recycle: (**minimum 2 required**)

- Glass bottles
- Plastic bottles
- Aluminum cans
- Steel cans
- Newspaper
- Office paper

Other items recycled by the facility:

- Office paper
- Printer/ copy machine toner cartridges
- Cardboard
- Fluorescent lamps (may be required by law)
- Batteries (may be required by law for NiCad and Lead-Acid)
- Electronics equipment such as computers, etc. (may be required by law)

- Other actions taken related to recycling:

Please identify your recycling vendor or service (the company and/or local government that collects your recyclables) (**required for Virginia Green**)

Please indicate how your guests are able to recycle (e.g., recycling cans in rooms, collection bin in lobby, recycling bins in parking lot, etc.) (**required for Virginia Green**)

**Solid waste reduction – we pledge that we (**minimum of 3 required**):**

- [Track overall solid waste costs](#) (**required for Virginia Green**)
- Have a [numeric goal](#) to reduce overall materials that go to the landfill

Guest rooms

- Use [bulk soap dispensers](#) instead of individual soaps/shampoos in guest rooms
- Use [refillable shampoo bottles](#) rather than single-use bottles
- [Instruct housekeeping staff to save and reuse unopened items](#)

Kitchen (or meetings/events)

- [Recycle fryer grease](#)
- [Donate excess food from events](#)
- [Compost food waste and other compostables](#)
- Have an effective [food inventory control system](#) to minimize waste

Dining room (or meetings/events)

- Do not use [any disposable containers, dishware, cutlery, or cups](#)
- Use [disposable foodservice items that are made from bio-based, renewable materials](#) (corn, bamboo, potato starch, sugarcane, etc.)
- Use [disposable foodservice items that are made with recycled content](#)
- Use [disposable foodservice items that are recyclable](#) (in your area!)
- Use [compostable food service items and direct this material to available composting operations in your area](#)
- Use [cloth napkins](#)
- Use [reusable coffee filters](#)
- Use [non-bleached napkins and coffee filters](#)

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- Provide [condiments, cream and sugar, etc. in bulk](#)
- Use [water pitchers to minimize the use of single-use bottles](#)

*Restrooms*

- Use [bulk soap dispensers](#) in public restrooms
- Use [high-efficiency hand-dryers](#)
- Purchase [recycled-content paper-towels and toilet paper](#)

*Office*

- [Remove facility and staff names from junk mail lists](#) when possible
- [Reuse scrap paper for notes](#)
- [Reuse or donate shipping and packing supplies](#) (peanuts, bubble wrap, etc.)
- Use [refillable pens and toner cartridges](#)
- Purchase [recycled paper with a high-percentage recycled content](#)
- Make [double-sided photocopies](#) and avoid making extra photocopies
- Use [electronic correspondence and forms when possible](#)

*Buildings and grounds*

- Use [green cleaning products](#) that are dispensed in bulk
- Install [carpet with sustainable or recycled content and low-VOC adhesives](#)
- Use [reused building materials](#) or those from sustainable sources
- Use [latex low or no-VOC paints](#)
- [Re-use paint thinners](#)
- Properly [recycle and/or dispose of thinners and solvents](#) (required by law)
- Perform [preventative maintenance](#) on all appliances, HVAC systems, plumbing, and vehicles
- Use [integrated pest management](#) (IPM)
- [Minimize use of pesticides and herbicides in landscaping](#)
- Other actions taken to reduce solid waste:

**Water conservation – we pledge that we (*minimum of 3 required*):**

- [Track overall water usage and wastewater costs](#) (*required for Virginia Green*)
- Have established a [numeric goal to reduce water](#) consumption over time

*Activities indoors*

- Perform [preventative maintenance](#) to stop drips and leaks
- Use [water-flow metering](#) to discover leaks and areas of high use
- Have installed:
  - [High efficiency dishwashers](#)
  - [Low flow faucets and showerheads](#) (use less than 2.5 gallons per minute)
  - [Low flow toilets](#) (use 1.6 gallons per flush or less)
  - [Waterless urinals](#)
  - [Composting toilets](#)
  - [Automatic faucets or toilets in public restrooms](#)
- Use [microfiber technology mops](#)

*Activities outdoors*

- Have an effective [landscape management plan](#) that includes one or more of the following:
  - Utilizes [native species](#)
  - Utilizes [metering and rain gauges](#)
  - [Minimizes lawn areas](#)
- Have an effective stormwater management plan that includes one or more of the following:
  - [Rain gardens](#)
  - [Pervious pavement](#)
  - [Minimization of impervious areas \(paving, concrete, etc.\)](#)
- Have installed a [green roof](#)
- Have installed [cisterns](#)
- Have installed [rain barrels](#)

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- Have installed [drip line irrigation](#)
- Maintain [vegetative buffers](#) around streams and ponds
- Use a [nutrient management plan](#) that minimizes the use of fertilizers
- Other actions taken related to water conservation & efficiency:

**Energy Efficiency – we pledge that we (*minimum of 3 required*):**

- [Track overall energy bills](#) (*required for Virginia Green*)
- Have had an [energy audit](#) to identify efficiency opportunities within the past 12 months
- Have established a [numeric goal](#) to reduce energy usage over time
- Calculate the environmental impacts of the facility's energy usage by using a [pollution calculator](#)
- Use ENERGY STAR's [Benchmarking Tools for the Hospitality Industry](#)

*Heating and cooling*

- Have [individual thermostats](#) for each room; ensure they are correctly adjusted
- Have installed [ceiling fans](#)
- Have installed [ENERGY STAR-rated windows and doors](#)
- Regularly perform [preventative maintenance on HVAC system](#)
- Have installed a [high efficiency HVAC system](#)
- Keep office doors and windows closed if HVAC system is on
- Have installed [geothermal heating and cooling](#)

*Lighting*

- Use [natural lighting](#)
- Use [lighting sensors](#) to turn on/off lights
- Use [occupancy sensors](#) to turn on/off lights
- Have adopted a policy/practice to turn off lights in unoccupied rooms
- Have installed [high efficiency fluorescent ballasts and lamps](#) (T-5 and T-8)
- Have installed [compact fluorescent light bulbs](#) in all rooms and canned lighting
- Have installed [LED Exit Signs](#)
- Have installed [directional \(downward-facing\) lighting](#) in parking areas and other outdoor areas
- Have adopted a policy/practice to minimize the use of lighting during night cleaning

*Appliances and electronic devices*

- Use [ENERGY STAR qualified appliances](#) (commercial kitchens, heating and cooling, consumer electronics)
- Use [ENERGY STAR qualified office equipment](#) (computers, monitors, copiers, printers, etc.)
- Have adopted a policy/practice to turn off fans, computers, monitors and other devices in unoccupied rooms at the end of the workday or when otherwise not being used
- Have joined ENERGY STAR's [Low Carbon IT Challenge](#)

*Transportation-related energy use*

- Use [alternative fuel, hybrid-electric, or electric vehicles](#)

*Source of energy*

- Generate electricity from [photovoltaic solar panels](#)
- Have installed a [solar water heating system](#)
- Generate electricity from a [wind turbine](#)
- Purchase [Green Tags or Renewable Energy Certificates](#) to support new renewable energy resources
- Purchase [Green Power](#) from utility
- Are an EPA [Green Power Partner](#)

*Building construction and renovation*

- Achieved [LEED certification](#) at the \_\_\_\_\_ level during the facility's construction
- Are working to or have achieved [LEED-EB \(existing building\) certification](#) through operational changes and renovations

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- Earned the [ENERGY STAR label](#) for our building
- Other actions taken related to energy conservation & efficiency:

**Green Conferences & Events – we pledge that we:**

- Include the availability of "green meetings/conferences" in marketing packages (see the [factsheet](#) on Environmentally-Responsible Conferences & Events)
- We do not host conferences or events

Please list standard services you offer for "green" conferences and events: **(Required if your facility hosts conferences and events)**

**Other Sustainability Actions** (such as purchase locally produced products and supplies, purchase organic or sustainably grown food, protect / enhance wildlife habitat on property, educate customers about efforts to reduce our environmental impacts, etc.). **This statement will be included on your profile.**

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**What type of facility are you?** Please provide a 1-2 sentence objective description of your facility (type of facility, number of rooms, etc.). **This statement will be included on your profile.**

**Why did your facility decide to join Virginia Green?** Please explain in a few sentences why your facility is committed to pollution prevention. **This statement will be included on your profile.**

**Logo & 2 Pictures!** Please email us your logo and 2 pictures that you would like for us to include in your profile.

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## Virginia Green Lodging Application Instructions

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To become a Virginia Green Lodging Facility, you must apply through the Virginia.org Administration Tool. (Please note: at this time lodging facilities, restaurants, attractions, and events must apply online)

**If your lodging facility is NOT already listed on Virginia.org**

1. Register for an account with Virginia.org here: <http://admin.virginia.org>  
After filling in the form you will receive an email confirmation from a VTC Electronic Marketing staff member to let you know when your account is activated. *This may take up to 1-2 days*
2. Once your account has been activated, log in here: <http://admin.virginia.org> and add your lodging facility under the Places to Stay Category.
3. After filling in the details of your lodging facility, go back to the Listings Page, look for the Virginia Green logo and click "Apply" to begin the application process for Virginia Green. Avoid using multiple tabs when completing the application.
4. Check off your green activities on the checklist; these items will also be used to create your Virginia Green profile.
5. You will be notified by email when your Virginia Green application has been accepted. *This may take 1-2 days after your Virginia Green Application has been submitted*

**If your lodging facility is already listed on Virginia.org**

1. Log in to the Virginia.org Administration Tool here: <http://admin.virginia.org>
2. From the Listings Page, see the Virginia Green logo and click "Apply" to begin the application process. Avoid using multiple tabs when completing the application.
3. Check off your green activities on the checklist; these items will also be used to create your Virginia Green profile.
4. You will be notified by email when your Virginia Green application has been accepted. *This may take 1-2 days after your Virginia Green Application has been submitted*

If you have any questions feel free to contact Virginia Green at [virginiagreen@deq.virginia.gov](mailto:virginiagreen@deq.virginia.gov)

Thank you for voluntarily committing to minimize your impact on the environment!

**Virginia Green** is a partnership program supported by

