Hawaii Green Business Standards Checklist For Hotels and Resorts
Checklist

In order to be recognized as a Hawaii Green Hotel or Resort, applicants must follow the instructions listed under each section or check N/A and skip that section if it does not apply. When completed, please submit this Checklist to travis.hiramoto@doh.hawaii.gov.

Each property must submit utility usage and recycling data (metrics) for at least two years (current year and previous year) with this checklist. If your property complies with Hawaii Green Business Program (HGBP) Checklist requirements, applicants may continue the process toward recognition by arranging a site verification check. In order to be recognized, properties must score a minimum of 116 credits and have all required items (if applicable) implemented. The guidelines for recognition are on the next page.

Timeline

1. January to June – Submittal of checklist, utility usage, and recycling metrics
2. July to August – Evaluation of checklist, utility usage, and recycling metrics (State, County, Partners)
3. September to October – Site verification and Green Hotel Forum
4. November to December – Green Business Recognition Ceremony

Note: For islands other than Oahu, please refer to your island’s corresponding utility/entity websites. A list of neighbor island utilities/entities has been provided at the end of this checklist.

Filling out the checklist is just the first step in becoming a Green Business. It does not stop there. Implementing policies and actually instituting them within your facility as well as ensuring that every employee respects and adheres to them is crucial to your property’s success with this program for years to come. Please review these policies with your employees, follow through and maintain them for your Green Business Certification.

See http://hawaii.gov/health/environmental/waste/p2wastemin/index.html for Pollution Prevention information

See opala.org for business recycling

See http://hawaii.gov/dbedt/info/energy/resource/green%20tips.pdf for Green Tips
The names for the rating levels were identified by Native Hawaiians as key cultural values, according to George Kanahele author of Ku Kanaka. These values along with: Aloha (love, reciprocity), ha ‘aha ‘a (humility), lokomaika‘i (generosity), ho ‘okipa (hospitality), haipule (spirituality), wiwo (obedience), laulima (cooperativeness), ma ‘ema’e (cleanliness), ‘oul ‘olu (graciousness), pa ‘ahana (diligence), ho ‘omanawanui (patience), le ‘ale ‘a (playfulness), ho‘okuku (competitiveness), ho ‘ohiki (keeping promises), huikala (forgiveness), na ‘auao (intelligence), kuha ‘o (self reliance), koa (courage), Kokua (helpfulness), hanoano (dignity), ohana (family), and ku pono (honesty), are identified as important Hawaiian values (Kanahele, 1987).

Guidelines for Certification
(283 maximum possible points including prerequisites):

116 credits - kulia i ka nu ‘u (strive to reach the summit)
117 - 151 credits - kaulike (to achieve balance)
152 - 226 credits - kela (excellence)
227 - 283 credits - po‘okela (excellence in leadership)
Each checked box is worth one credit, unless noted

SOLID WASTE REDUCTION AND RECYCLING STANDARDS

A: Paper Reduction Measures

Section N/A

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least five (5) credits within this section.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Date Implemented</th>
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1. Register, track and plot solid waste and recycled materials at the EPA’s WasteWise website - [http://wastewise.tms.icfi.com/](http://wastewise.tms.icfi.com/)
2. Make double sided printing and copying standard practice in your business (set all computers to print double sided default)
3. Conduct a waste assessment. Review annually to determine if additional measures can be implemented
4. Keep a stack of previously used paper near printers; use it for drafts or internal memos
5. Purchase a fax machine that uses plain (recyclable) paper
6. Use computer fax modems that allow faxing directly from computers without printing
7. Store and share documents, emails, and information electronically. Scan (PDF, images, etc.) documents with a scanner to save paper.
8. Eliminate all mailings that are unwanted, including:
   - Duplicate mailing and magazine subscriptions by sending back mailing labels requesting all but one removed
   - Remove your name/company from junk mail lists by writing to senders requesting removal from mailing. Write “refused” on first class mail and it will be return to sender. You can get help by writing Mail preference Service - Direct Marketing Association, PO Box 3861, NY, NY 10163-3861. Or stopjunkmail.org
   - Purge your own mailing lists to eliminate duplication
9. Develop report routing lists and minimize the number of employees who receive individual copies
10. Reuse envelopes as both send and return envelopes
11. Reuse Envelopes: Cover up old addresses and postage, affix new
12. Replace memos with email messages
13. Design marketing materials that require no envelope
14. Reduce office scrap paper (letters, faxes) by reusing as scratch paper
15. Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility
16. Other:
## B: Solid Waste Reduction Methods

### Section N/A □

If N/A, please explain in the box below:

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Implement the required measures (in bold) below and at least four (4) credits within this section.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
<tr>
<td>1. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt and pepper, etc. to avoid individual condiment packets</td>
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<tr>
<td>2. Eliminate the use of plastic bags (paper bags, preferably made with minimum 40% post consumer waste, or BPI (<a href="http://www.bpiworld.org">http://www.bpiworld.org</a>) certified compostable bags are acceptable)</td>
<td>✗</td>
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<tr>
<td>3. Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services</td>
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<tr>
<td>4. Eliminate plastic beverage bottles for employees</td>
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<tr>
<td>5. Demonstrate a:</td>
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<td></td>
<td>25% diversion of your annual solid waste stream (1 credit)</td>
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<tr>
<td></td>
<td>50% diversion of your annual solid waste stream (2 credits)</td>
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<tr>
<td>6. Switch to bulk-dispensed shampoo and other amenities in guest rooms (2 credits)</td>
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<tr>
<td>7. Use green caterers that use only reusable and/or compostable dishes, compost and recycle, and/or purchase produce from local, organic vendors</td>
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<td>8. Procure grains in bulk (e.g., rice, flour, salt) packaged in multi-walled paper bags, which can be recycled with your cardboard</td>
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<td>9. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels</td>
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<tr>
<td>11. Arrange with suppliers to ship orders in returnable/reusable items</td>
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<tr>
<td>12. Switch from individual condiment packets to refillable bottles. Refill from bulk (2 credits)</td>
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<tr>
<td>14. Work with vendors to minimize product packaging, use recyclable or reusable packaging and take-back packaging (2 credits)</td>
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<tr>
<td>15. Change amenity programs so that rarely used items are supplied only upon request</td>
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<tr>
<td>16. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies</td>
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<tr>
<td>17. Require corrugated cardboard boxes instead of wax cardboard for produce</td>
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</tbody>
</table>
| 18. Replace:  
   - Cocktail napkins with reusable coaster |    |    |
   - Plastic beverage bottles with reusable or complementary ones (glass, stainless, etc.) for guests. Bottles may be branded for marketing opportunities |    |    |
| 19. Use biodegradable garbage liners throughout your property |    |    |
| 20. Replace wire/plastic hangers with permanent hangers to lower theft and replacement costs |    |    |
| 21. Purchase reusable hats for kitchen employees instead of single use disposable paper ones |    |    |
| 22. Other |    |    |
C: Donations
Section N/A □

If N/A, please explain in the box below:

Implement at least two (2) credits within this section.

<table>
<thead>
<tr>
<th>Credit Description</th>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
<tr>
<td>1. Donate partially used amenity bottles to local shelters, nursing homes, and</td>
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<td>halfway houses (2 credits)</td>
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<tr>
<td>2. Donate old uniforms and linens to shelters or nonprofits: <a href="http://www.opala.org">http://www.opala.org</a></td>
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<tr>
<td>(2 credits)</td>
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<tr>
<td>3. Donate unwanted furniture, supplies, electronics, scrap material, etc. (2</td>
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<tr>
<td>credits)</td>
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<tr>
<td>4. Send unused toiletries to organizations such as Clean the Word -</td>
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<tr>
<td><a href="http://www.cleantheworld.org/donate-soap-and-shampoo.asp">http://www.cleantheworld.org/donate-soap-and-shampoo.asp</a> or the Global Soap</td>
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<tr>
<td>Project - <a href="http://www.globalsoap.org/">http://www.globalsoap.org/</a></td>
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<tr>
<td>Quick Tip - For more information on reusable items go to:</td>
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<td>City and County of Honolulu - <a href="http://www.opala.org">http://www.opala.org</a></td>
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</tbody>
</table>

D: Segregate, Reuse, or Recycle Materials
Section N/A □

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least seven (7) credits within this section.

<table>
<thead>
<tr>
<th>Credit Description</th>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
<tr>
<td>1. Implement a recovery and recycling program throughout the property</td>
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<tr>
<td>2. Recycle or reuse paper including: Cardboard (corrugated cardboard boxes),</td>
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<td>mixed paper (junk mail, scrap and colored paper), newspaper, office paper</td>
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<td>(white ledger, color paper, computer, large format and copier paper)</td>
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<tr>
<td>3. Recycle all glass, plastic, aluminum, and HI-5 containers for employees</td>
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<tr>
<td>4. Donate excess post consumer food to employees, local homeless shelters</td>
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<td>and animal feed farmers (covered under the Good Samaritan law) and/or have a</td>
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<tr>
<td>“employee use” policy for leftovers:</td>
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<tr>
<td><a href="http://www.hawaiifoodbank.org/page33.aspx">http://www.hawaiifoodbank.org/page33.aspx</a></td>
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<tr>
<td>5. Designate a building “Green Team” to take responsibility for monitoring</td>
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<td>disposal and maintaining recycling and composting programs</td>
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<tr>
<td>6. Have staff separate materials from guest rooms and aid in waste diversion</td>
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<tr>
<td>7. Recycle all construction and demolition debris (in accordance with</td>
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<td>Honolulu’s Recycling ordinance)</td>
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</tbody>
</table>
8. Designate space throughout the property to make recycling easier. This space can be used to store recyclables or serve as drop off points for employees and guests.

9. Recycle:
   - Wood- pallets, wood from remodeling activities
   - Condiment containers
   - Packaging materials
   - Non-deposit containers

10. Do “grass cycling.” Rather than disposing, leave grass clippings on the ground (2 credits)

11. Use shredded paper for packaging needs instead of purchasing Styrofoam pellets, bubble wrap, other packaging materials

12. Require corrugated cardboard boxes instead of wax cardboard for produce

13. If you receive Styrofoam reuse it in your own packaging

14. Use stained or old guest towels and washcloths and rags

15. Provide recycling bins for glass, aluminum, plastic, and paper in common areas (eg. near vending machines, near elevators, in the lobby, inside or outside of conference rooms, etc.)

16. Provide recycling bins for glass, aluminum, plastic, and paper in all guest rooms (2 credits)

17. Use excess pre-consumer food, and any other food not eaten or donated for animal feed

18. Compost all other unused food, and any other unused food not donated or eaten by employees or used for animal feed

19. Require laundry service to use reusable bags to transport dirty and clean linen

20. Other


**COMMENTS**
If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here:

---

**Total for Solid Waste Reduction and Recycling Standards _____**
Each checked box is worth one credit, unless noted

**PURCHASING**

**A: Recycled Products**

Section N/A   

If N/A, please explain in the box below:

<table>
<thead>
<tr>
<th>Yes</th>
<th>Date Implemented</th>
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</table>

Implement at least three (3) credits within this section.

1. Implement procurement guidelines for purchase and the use of products with at least 30% post consumer recycled content. For more information on these products visit [http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm](http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm). These products include but are not limited to:
   - Pencils/ rulers and other desk accessories
   - Recycling containers
   - Refuse pails and bags (recycled HDPE trash liner bags instead of ones made of LDPE or LLDPE)
   - Rubber hoses made from tires
   - Toilet seat covers (public restrooms)
   - Take-out containers-paperboard and plastics (#1, #2, #6, #7)
   - Toilet paper nad paper towels
   - Office paper products
   - Other

2. Purchase mulch, soil amendments and compost made of plant trimmings, or green waste

3. Purchase at least 25% recycled content construction materials when building/remodeling
   - Plastic lumber for decking
   - Benches
   - Railing
   - Carpet
   - Carpet padding
   - Other

4. Purchase recycled oil and/or antifreeze for fleet vehicles

5. Use rechargeable batteries for TV remotes, pagers, etc

6. Use recyclable laser and copier toner cartridges

7. Purchase re-treaded tires for your fleet vehicles

8. Other

**Quick Tip** – For more information on rechargeable batteries got to the Rechargeable Battery Recycling Corporation at [http://www.rbrc.org](http://www.rbrc.org)
COMMENTS
If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here:

Total for Purchasing
Each checked box is worth one credit, unless noted

**ENERGY CONSERVATION**

**A: Equipment**  
Section N/A □

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least seven (7) credits within this section.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
<tr>
<td>1. Track and plot energy consumption using programs such as the Energy Star Portfolio Manager - <a href="http://www.energystar.gov/index.cfm?c=hospitality.bus_hospitality">http://www.energystar.gov/index.cfm?c=hospitality.bus_hospitality</a>. For properties reapplying, demonstrate energy savings from previous year</td>
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<tr>
<td>2. Complete regularly scheduled maintenance on your HVAC (heating and air conditioning) and refrigeration system at least twice a year</td>
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<td>3. Clean permanent filters with a mild detergent every two months (change replaceable filters every 2 months).</td>
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<td>4. Check entire air handling system each year for coolant and air leaks, duct sealing, clogs, and obstructions of air intake and vents</td>
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<td>5. Clean condenser coils of dust and lint as specified by the manufacturer's guidelines</td>
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<td>6. Inspect and repair economizers on AC system as specified by the manufacturer's guidelines</td>
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<td>7. Assign a person to monitor energy bills for sudden spikes in energy use</td>
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<tr>
<td>8. Have a commercial energy assessment of your facility done. Please indicate in the comments section if your property is Energy Star or is pursuing Energy Star certification.</td>
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<tr>
<td>9. Install sensors on vending and ice machines and place machines in shaded areas</td>
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</table>
| 10. Demonstrate a:  
15% reduction of your annual energy use (1 credit)  
25% reduction of your annual energy use (2 credits)  
35% reduction of your annual energy use (3 credits)  
50% reduction of your annual energy use (4 credits)  
75% or above reduction of your annual energy use (6 credits) |   |   |
| 11. Select and enable electrical equipment with energy saving features such as **Energy Star** qualified products |   |   |
| 12. Install and use computer hardware programs that save energy by automatically turning off when monitors and printers idle |   |   |
| 13. Install timers on hood fans, exhaust systems, and hood lights |   |   |
| 14. During low occupancy periods, group guests in zones for more efficient use of mechanical and electrical systems (Saves energy in unoccupied areas) |   |   |
| 15. Plug equipment and appliances into a time switch to ensure they are off after hours |   |   |
16. If the following equipment is not energy-efficient, create a policy or plan so that when equipment is replaced, energy-efficient equipment is purchased. Visit EPEAT for computer/monitor purchasing at http://www.epeat.net/, and Energy Star for room, office, kitchen, and laundry equipment at http://www.energystar.gov/index.cfm?c=products.pr_find_es_products:

| Room equipment: TVs, VCRs and DVD players, alarm clocks, hair dryers, irons, and coffee/tea makers | ☐ |
| HVAC Equipment: chillers, packaged terminal air conditioners, central air conditioners, central heat pumps, split ductless heat pumps, geothermal heat pumps, water heaters | ☐ |
| Office: fax machines, copiers, printers, computers, monitors | ☐ |
| Kitchen equipment: freezers, refrigerators, cook tops, ovens, and dishwashers | ☐ |
| Laundry equipment: boilers, washers, dryers, extractors | ☐ |

17. Leave air conditioning units off while guest rooms are unoccupied.

18. Install shading for rooftop HVAC systems


20. Other

Quick Tip – For more information on Energy Star power management visit the Energy Star power management site at http://energystar.gov/powermanagement

B: Lighting, Hot Water, Heating, Refrigeration

Section N/A ☐

If N/A, please explain in the box below:

Implement at least seven (7) credits within this section.

<table>
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<tr>
<th>Yes</th>
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1. Install daylight and/or occupancy sensors for low occupancy areas (2 credits)
2. Replace incandescent bulbs with CFLs, low voltage track lighting, LED, and other energy efficient lighting systems
3. Assess 24-hour lighting, upgrade fluorescent lighting with T-8 or T-5 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems)
4. Retrofit exit signs with LED or photo/bio-luminescent lighting
5. Install occupancy sensors to control light/AC/ heat and TVs (2 credits)
6. Clean fixtures, lighting, ceilings, walls, and windows (dirt can reduce efficiency by 50%)
7. Use light switch reminders to remind guests and staff to turn off lights
8. Institute a policy that all electronic devices and lighting be turned off in unoccupied rooms (2 credits)
9. Check pilot lights for proper adjustment
10. Insulate all major hot water pipes and storage tanks
11. Use weather-stripping to close air gaps around doors and windows
12. Set thermostat to 78 for cooling, and 68 for heating in unoccupied rooms (2 credits)
13. Drain and flush hot water tanks every 6 months to prevent scale build up/deposits (This can reduce efficiency)
14. Set hot water heaters to standard 125 -130°F (2 credits)
<p>| | |</p>
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<tbody>
<tr>
<td>15. Turn cooling units off when the weather is cooler</td>
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<td>16. Purchase walk-in refrigerators with open door buzzers or install open-door buzzers on all existing walk-in refrigerators</td>
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<tr>
<td>17. Install plastic air curtains and air blowers over walk-in refrigerator doors</td>
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<tr>
<td>18. Install solar water heating for the property</td>
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<tr>
<td>19. Install a renewable energy source for your property (wind, turbine, photovoltaic, etc. 2 credits)</td>
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<tr>
<td>20. Install daylight sensors, occupancy sensors, and timers in all common areas</td>
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<tr>
<td>21. For heated pools, saunas, and spas, install energy efficient heat pumps or reroute HVAC water, or solar water system for reutilization</td>
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<tr>
<td>22. Other</td>
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</table>

**COMMENTS**

If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here:

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Total for Energy Conservation: 11
Each checked box is worth one credit, unless noted

**WATER CONSERVATION**

**A: Water Use Control**  
Section N/A □

If N/A, please explain in the box below:

Implement the required measure (in bold) below and at least six (6) credits within this section.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
<tr>
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</table>

1. Track and plot water consumption using the Energy Star Portfolio Manager
2. Install 1.5 gpm high efficiency pre-rinse spray valves for all dishwashing areas
3. Institute a water saving program. Check for leaks, drips, and running toilets throughout the day. Train employees on detecting and reporting leaks. Minimize water use when cleaning sinks and tubs
4. Demonstrate a:  
   - 15% reduction of your annual water use through any measure or combination of measures (1 credit)  
   - 25% reduction of your annual water use through any measure or combination of measures (2 credits)  
   - 35% reduction of your annual water use through any measure or combination of measures (3 credits)  
   - 50% reduction of your annual water use through any measure or combination of measures (4 credits)  
5. Install WaterSense labeled faucets and aerators (80psi) - 1.5 gpm for sink faucets (2.2 gpm is OK for kitchen) (2 credits) - [http://www.epa.gov/WaterSense](http://www.epa.gov/WaterSense)  
6. Install WaterSense labeled showerheads at 2.0 gpm or less (80 psi) (2 credits)  
7. Install WaterSense toilets at 1.28 gpf or more efficient (rebates available in some areas) (2 credits)  
8. Install quick closing toilet valves (2 credits)  
9. Institute an optional towel and linens reuse policy for guests  
10. Install water efficient washers (2 credits)  
11. Install WaterSense labeled urinals at 0.5 gpf or more efficient  
12. Replace water-cooled equipment with air-cooled equipment  
13. If local rules allow, install a grey water system to deliver reusable water for cooling, washing, and watering landscapes  
14. Reduce water levels in washing machines  
15. Soak dirty pots and pans verses cleaning with running water  
16. Implement a water conservation policy for food servers (2 credits)  
17. Install energy efficient washers and dryers  
18. Install booster heater for dishwashers and laundry equipment  
19. Check with manufacturer to see if dishwasher spray heads can be replaced with more efficient heads, or if flow regulators can be installed  
20. In conveyor type washer, ensure water flow stops when no dishes are in the washer. Install a sensing arm or ware gate to detect the presence of dishes
21. Install dryer dampness sensors
22. Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations
23. Operate dishwasher only when fully loaded
24. Clean lint filters after every drying load
25. Adjust boiler and cooling tower blowdown rate to maintain total dissolved solids (TDS) at levels recommended by the manufactures’ specifications
26. Install and monitor a conductivity controller and sub meter on the cooling tower, if it does not exist
27. Reuse cooling water (bleed off) for other needs
28. Use a high-efficiency hose spray nozzle to wash down the trash room
29. Other

B: Landscape
Section N/A

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least five (5) credits within this section.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
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</tbody>
</table>

1. Test irrigation sprinklers monthly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/ nozzles, lines and valves
2. Adjust sprinklers for proper coverage- optimize spacing, avoid runoff onto paved surfaces
3. Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm)
4. Plant native shrubs or trees near windows for shade
5. Modify existing irrigation system to include drip irrigation (or soaker hoses made from recycled rubber)
6. Clock irrigation usage on the water meter to monitor and prevent excessive use (2 credits)
7. Apply 2 to 4-inches of mulch in non-turf landscaped areas, preferably with recycled wood chips
8. Replace water intensive turf with woodchips, plant based mulch, loose stones or permeable pavers. Brick and cobblestones will block water from penetrating the ground since they are typically installed with concrete
9. If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads
10. Install rain shut-off devices or moisture sensors that turn off (or override) the irrigation system during rain. Maintain the area above the device/sensor to prevent obstructions
11. Plant (or renovate using) drought tolerant plants and ground cover, preferably native species. Assistance may be available from your local water department
<table>
<thead>
<tr>
<th>No.</th>
<th>Task Description</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>Group plants with similar water requirements together (hydrozones) on the same irrigation line, separating plants with different water requirements on separate irrigation lines. Group similar zones together instead of placing a high water zone right next to a low water zone.</td>
</tr>
<tr>
<td>13</td>
<td>Plant and maintain a street tree next to your business. If there is no space for a tree, install a sidewalk garden with drought tolerate plants (guidelines and permits are available with your City &amp; County).</td>
</tr>
<tr>
<td>14</td>
<td>Use a pool cover to reduce evaporation and heat loss when pool is not in use.</td>
</tr>
<tr>
<td>15</td>
<td>Reduce the water used to back flush pool filters, remain on site to watch the back-flush process.</td>
</tr>
<tr>
<td>16</td>
<td>Use reclaimed water for irrigation and other approved uses instead of potable water, if available.</td>
</tr>
<tr>
<td>17</td>
<td>Grasses that require irrigation are limited to areas where guest activities take place.</td>
</tr>
<tr>
<td>18</td>
<td>Implement sweeping, mopping or dry mopping practices instead of hosing or power washing to clean surfaces.</td>
</tr>
<tr>
<td>19</td>
<td>Use porous or pervious concrete when constructing or renovating your property.</td>
</tr>
<tr>
<td>20</td>
<td>Water in 2 to 3 short run time cycles for sloped areas.</td>
</tr>
<tr>
<td>20</td>
<td>Other</td>
</tr>
</tbody>
</table>

**COMMENTS**

If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here:

Total for Water Conservation ____
Each checked box is worth one credit, unless noted

**POLLUTION PREVENTION**

**A: Wastewater and Run Off**

*Section N/A [ ]*

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least three (3) credits within this section.

<table>
<thead>
<tr>
<th>Yes</th>
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1. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain
2. Regularly check and maintain storm drain openings and basins, clean them annually before the first rain and as needed afterward
3. Keep a spill kit handy to catch and clean spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill
4. Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/ parking areas clean
5. Do not use biological or chemical additives for your grease trap or interceptor. This passes grease from the trap to the sewer
6. Minimize kitchen grease from washing down sewer drains by scraping grease from trays, grills and pans into waste grease can. Consider installing grease trap if applicable-maintain trap and keep a maintenance log
7. Install a catch basin filter in your parking lot storm drains
8. Clean private catch basins once each year, before the first rain
9. Label all storm water inlets to prevent dumping
10. Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing property practices
11. Use landscaping to minimize erosion problems, especially during construction and demolition to protect storm drains, workers and the public
12. Locate all hazardous materials and waste storage away from storm drains. To capture spills, install secondary containment or berms around areas where liquids are stored or transferred
13. Install containment or berms around liquid storage and transfer areas to capture spills
14. During construction, confine, contain and properly dispose of construction and demolition to protect storm drains, workers and the public
15. Avoid placing leftover beverages and wet food in the garbage cans and dumpster
16. Disconnect all garbage disposals.
17. Place baskets in sink drains to catch solids that can be composted and/or materials that should go in the trash
18. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.
19. Have an outdoor ashtray or cigarette “butt” can for smokers
20. Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer) □

21. Clean spills in a way that minimizes water use (sweeping, damp mopping, hydrophobic spill clean up methods rather than hosing) and routes water to sanitary sewer rather than storm drains □

22. Maintain green waste and food composting areas to prevent leaks or spills to storm drain □

23. Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains □

24. Other □

B: Chemical Reduction
Section N/A □

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least three (3) credits within this section.

1. Evaluate and create an assessment of each area of your property to identify actual and potential sources of pollution, and ways to prevent it. Check Material Safety Data Sheets (MSDS) and labels for each product in use and identify safer alternatives

2. Review your pollution prevention assessment and replace harmful products with safer alternatives for cleaning products, paints, pesticides and solvents. Establish a list of acceptable products. List specific product placements in the comment box at the end of this section:
   - Cleaning products □
   - Paints □
   - Solvents □
   - Pesticides/ biocides □
   - Fertilizers □
   - Other □

3. Reduce or eliminate the use of chemical pesticides by implementing an Integrated Pest Management (IPM) program which utilizes good housekeeping, pest monitoring and exclusion as well as less toxic pesticides and/or non-chemical pest control □

4. Use natural or low emissions building materials, carpets, or furniture (2 credits). For more information on these products visit Green Seal (http://www.greenseal.org/) and Green Guard (http://www.greenguard.org/en/index.aspx) □

5. Use electric power tools rather than gas powered tools □

6. Use paint removal methods that minimize uncontrolled dust and debris (such as wet scraping, tenting, or HEPA-vac instrument) and avoid chemical paint stripping □

7. Use high-efficiency paint spray application equipment □

8. Use other certified Hawaii Green Businesses for services □

9. Buy recycled oil for your vehicles and equipment □

10. Switch from commercial air fresheners to potpourri or vinegar and lemon juice □

11. Switch from toxic permanent ink markers/pens to water-based markers □

12. Purchase laundry detergents that have little or no phosphates (2 credits) □
13. Purchase dishwashing detergent which reduces VOCs (a source of air pollution)

14. Become a “fragrance free” or “chemical free” facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens

15. Use an environmentally friendly garment cleaner (CO2, wet cleaner)

16. Replace chlorine for pools with bromine, ozone, or convert to salt water for water treatment of pools.

17. Other

**C: Recycling and Reusing Hazardous Materials**

Section N/A

If N/A, please explain in the box below:

Implement at least three (3) credits within this section.

<table>
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<tr>
<th>Yes</th>
<th>Date Implemented</th>
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</table>

1. Donate left over paint to local anti-graffiti program or paint exchange program (2 credits)

2. Recycle toner cartridges for copiers and printers through a reputable business or program (2 credits)

3. Dispose of non-alkaline batteries at local small quantity generator facility or through a reputable NICAD battery recycling program

4. Send spent fluorescent tubes to a reputable mercury recycling company avoiding export of the tubes

5. Recycle your used motor oil through a reputable program or business. Avoiding export of the oil (2 credits)

6. Other

**D: Emissions Reduction**

Section N/A

If N/A, please explain in the box below:

Implement the required measures (in bold) below and at least three (3) credits within this section.

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1. Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same

2. Maintain an inventory of the company fleet. The inventory must include make, model, model year, fuel type, annual vehicle miles traveled and gallons of fuel type for one year
3. Develop a fleet greening plan. Provide a copy of your plan
4. Provide the criteria used for buying new vehicles
5. Provide your vehicle’s retirement policy
6. Develop a plan that outlines strategies to reduce vehicle miles traveled (VMT) and provide a copy. If you do not have a plan, provide a description of how you will incorporate VMT reduction plans into your policies in the future. Include a no-idling policy for vehicles - [http://www.epa.gov/greenvehicles/Download.do](http://www.epa.gov/greenvehicles/Download.do)

7. Make information (transit schedules, commuter ride sign-up sheets etc.) available to employees
8. Offer lockers and showers for employees who walk, jog, or bicycle to work
9. Offer employee incentives for car pooling or using mass transit, such as a guaranteed ride home if needed
10. Set aside parking spaces for car/van pool and alternative fueled vehicles
11. Arrange for car transportation between your facility and remote events
12. Offer electric vehicle charging station(s) for visitors and employees using electric vehicles
13. Convert company vehicles to natural gas, alternative fuels, or electricity (low emissions vehicles)
14. Link your trips to accomplish all errands for your hotel in one outing
15. Provide commuter van.
16. Offer a shuttle service to and from bus, train and/or light rail stops.
17. Have a bike kit available for employees who may have bicycle emergencies or problems.
18. Provide secure bicycle storage areas for both guests and employees.
19. Provide loaner bicycles or rental bicycles for guests and employees.
20. Other

**COMMENTS**

If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here:

**Total for Pollution Prevention _____**
Each checked box is worth one credit, unless noted

COMMUNITY INVOLVEMENT AND SPECIAL ACTIVITIES
Section N/A □

If N/A, please explain in the box below:

Implement the required credits below and fill in the text box with additional community efforts

<table>
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<th>Yes</th>
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<td>7.</td>
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1. Assist and mentor at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program
   We are mentoring _________________________

2. Attend at least one Green Hotel Forum for the year in which you are applying

3. Employee incentives for volunteering at community organizations

4. Train all staff on environmental policy and procedures

5. Educate guests on your properties’ environmental efforts. For example, offer your guests a walk through of your property to show what you are doing to conserve resources.

6. Employ local companies when subcontracting labor force

7. For properties with beachfront access, offer beach shading equipment of plant trees to decrease the use of sun block which can damage nearby reefs. Inform guests of the damage sunblock can cause to the reefs and inform them of their options for sun protection

COMMENTS
Please list and describe your organizations community involvement projects. Points in this section are extra and will be added to your total score.
Each checked box is worth one credit, unless noted

CULTURAL PRACTICES
Section N/A □

If N/A, please explain in the box below:

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Hawaii has a distinct, valuable and very important culture that contributes to establish a unique sense of place. This sense of place attracts visitors to the islands and the tourism industry is responsible for preserving the integrity of the host culture through its actions. Visitors frequent the Hawaiian Islands to have a unique experience and engage with the local environment, people and culture. In the Hawaiian experience 'commodification' of the host culture can and should be avoided through communication, design and teaching. Representation of the Hawaiian culture should be authentic and respectful.

Implement the required measures (in bold) below and at least four (4) credits within this section.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Date Implemented</th>
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<tbody>
<tr>
<td>1. Host culturally relevant and respectful activities</td>
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<tr>
<td>2. Create a cultural point person that will oversee all cultural activities</td>
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<td>3. Have point person engage with Hawaiian cultural experts to ensure all practices are respectful and relevant to the host culture</td>
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<td>4. Work with community/cultural leaders to develop curriculum for educational seminars/activities (2 credits)</td>
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<tr>
<td>5. Implement host culture education seminars for employees (2 credits)</td>
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<td>6. Implement host culture educational events for visitors (2 credits)</td>
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<td>7. Create a training seminar for all employees that is culturally relevant (2 credits)</td>
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<td>8. Organize community outreach projects that give back to local communities (2 credits)</td>
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<td>9. Contract cultural kumus to conduct culturally relevant events/programs (2 credits)</td>
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<td>10. Ensure all practices regarding Hawaiian culture are: Relevant to Hawaii (please explain)</td>
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<tr>
<td>Respectful to the culture (please explain)</td>
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<tr>
<td>Responsible (please explain)</td>
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<tr>
<td>Ethically implemented (please explain)</td>
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<tr>
<td>Ecologically responsible (please explain)</td>
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<tr>
<td>Appropriate for the place (please explain)</td>
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<tr>
<td>Accurate to Hawaiian culture (please explain)</td>
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<tr>
<td>Authentic to Hawaiian culture (please explain)</td>
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<tr>
<td>Locally based (please explain)</td>
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</tbody>
</table>

Total for Cultural Practices ____

20
Total Points _____
(283 Max: 54 of which are prerequisites/required)

Guidelines for Certification
(283 Max Possible Points including prerequisites):

116 credits - kulia i ka nuʻu (strive to reach the summit)
117 - 151 credits - kaulike (to achieve balance)
152 - 226 credits - kela (excellence)
227 - 283 credits - poʻokela (excellence in leadership)
I ACKNOWLEDGE THAT:

1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.

2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR BUSINESS.

3. ALL THE INFORMATION CONTAINED HEREIN AND INFORMATION ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.

4. ANY QUESTIONS REGARDING THE ABOVE PROVISIONS OR CHECKLIST MAY BE DIRECTED TO gsuzuki@dbedt.hawaii.gov or travis.hiramoto@doh.hawaii.gov.

Name of Property Representative

Property Name

Title

Address of Property

Phone Number

Fax Number

Email Address

Signature

Date
RESOURCES

Bus
thebus.org (Oahu)
co.hawaii.hi.us/mass_transit/heleonbus.html (Big Island)
co.maui.hi.us/bus/ (Maui)
kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx (Kauai)

Electronic Product Environmental Assessment Tool (EPEAT)
epeat.net

Energy Star
energystar.gov

Environmental Defense Fund
edf.org

Environmental Protection Agency (EPA) – Pollution Prevention
ea.gov/opptinfr/p2home

Department of Business, Economic Development & Tourism (DBEDT), State of Hawaii
hawaii.gov/dbedt

Department of Health (DOH), State of Hawaii
hawaii.gov/health
hawaii.gov/health/environmental/waste/sw/wastemin.html (Pollution Prevention)

Hawaii Beef Industry Council
hibeef.org

Hawaiian Electric
hawaiielectric.com
heco.com (Oahu)
helcohi.com (Big Island)
mauielectric.com (Maui, Lanai and Molokai)
kiuc.coop (Kauai)


Recycling
opala.org or envhonorlulu.org (Oahu)
recyclehawaii.org (Big Island)
co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm (Maui)
kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx (Kauai)

Re-use
baseyard.com or reusehawaii.org (Oahu)
hiloarc.org (Big Island)
alohashares.org (Maui)
kauaihabitat.org/subcat.php?sub_cat_id=9 (Kauai)
leewardhabitat.org/

San Francisco Green Business Program
sfgreenbusiness.org
United States Green Building Council (USGBC)
usgbc.org

Water Supply
hbws.org (Oahu)
hawaiidws.org (Big Island)
mauiwater.org (Maui)
kauaiwater.org (Kauai)
Important sites for future reference

Purchase local and/or certified organic beef: [http://www.hicattle.org](http://www.hicattle.org)

Purchase fish that are low in contaminants: [http://www.edf.org](http://www.edf.org)

Energy Star power management site: [http://energystar.gov/powermanagement](http://energystar.gov/powermanagement)

Buy EPEAT certified computers: ([EPEAT.net](http://EPEAT.net))

Renewable energy Use or invest in renewable energy: (ask your local Utility or Center for Resource Solutions at 415-561-2100 or [http://www.resource-solutions.org](http://www.resource-solutions.org))

Renovate landscape to include drought tolerant plants (xeriscaping or water efficient guidelines available from [http://www hbws org](http://www hbws org)).

Info on Native plants: [state hi us/health/oeqc/garden/index html](http://state hi us/health/oeqc/garden/index.html)

Batteries: (see the Rechargeable Battery Recycling Corp [http://www.rbrc.org](http://www.rbrc.org))

Provide a commuter van. See Vanpool Hawaii at [vanpoolhawaii.com/vanpool/index.htm](http://vanpoolhawaii.com/vanpool/index.htm) or call 596-VANS.

Reduce unwanted mail: Visit [http://www.stop junkmail.org](http://www.stop junkmail.org)

For shipping items, use shredded paper for packaging instead of Styrofoam. If you receive Styrofoam reuse it in your own packaging. The Plastic Loose Fill Council at [http://www.loosefillpackaging.com](http://www.loosefillpackaging.com) will direct you to businesses accepting polystyrene peanuts for reuse.

Donate excess food: non-perishable foods [http://www.hawaii.org/health](http://www.hawaii.org/health)

Use cloth instead of paper and tablecloths [http://www.hawaii.org/health](http://www.hawaii.org/health)

Donate old uniforms and linens to shelters or nonprofits, or simply recycle them [http://www.opala.org](http://www.opala.org)

Donate or exchange unwanted furniture, supplies, electronics, scrap material, etc. To check places that accept reusable items go to City and County of Honolulu-[http://www.opala.org](http://www.opala.org). Or Department of Health-[http://www.hawaii.org/health](http://www.hawaii.org/health)