California Green Lodging Program
Field Survey

Property Name: _____________________________________________________________

Property Address: ___________________________________________________________________________________________

City/State/Zip: __________________________________________________________________________________________________

Phone: __________________ Fax: __________________

E-mail: __________________ Website: __________________

Contact Person: ____________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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Number of Floors: ______ Number of Guest Rooms: ______ State Rate Offered: $_____

INTERVIEWER INFORMATION

Name: __________________________________________________

Signature: __________________________________________________

Date of Visit: _____________________________

Notes: __________________________________________________

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Updated 06/2017
### 1.0 ORGANIZATION

1.1 Year of property construction: ________________

1.2 Most recent year property renovated: __________
   - Continuous Cycle

1.3 Type of renovation:
   - 1.3.1 Building exterior: ________________
   - 1.3.2 Building interior: ________________
   - 1.3.3 Grounds/parking: ________________

### 2.0 WASTE MINIMIZATION, REUSE AND RECYCLING

2.1 Property has a recycling program in the administrative (back of house) areas for at least the following types of materials:
   - 2.1.1 Aluminum
   - 2.1.2 Glass
   - 2.1.3 Plastic
   - 2.1.4 Mixed Paper
   - 2.1.5 Newspaper

2.2 The recycling receptacles are clearly marked for:
   - 2.2.1 Aluminum
   - 2.2.2 Glass
   - 2.2.3 Plastic
   - 2.2.4 Mixed Paper
   - 2.2.5 Newspaper

2.3 Property has a recycling program in the common areas (lobby, registration) for at least the following materials:
   - 2.3.1 Aluminum
   - 2.3.2 Glass
   - 2.3.3 Plastic
   - 2.3.4 Mixed Paper
   - 2.3.5 Newspaper

2.4 The recycling receptacles are clearly marked for:
   - 2.4.1 Aluminum
   - 2.4.2 Glass
   - 2.4.3 Plastic
   - 2.4.4 Mixed Paper
   - 2.4.5 Newspaper

Total Points: ______
2.5 Property has a recycling program in the guest rooms
   for at least the following materials:
   2.5.1 Aluminum
   2.5.2 Glass
   2.5.3 Plastic
   2.5.4 Mixed Paper
   2.5.5 Newspaper

2.6 The recycling receptacles are clearly marked for:
   2.6.1 Aluminum
   2.6.2 Glass
   2.6.3 Plastic
   2.6.4 Mixed Paper
   2.6.5 Newspaper

2.7 Property donates to charitable organizations and/or comports
   at least some of its left-over food.

2.8 Property purchases sustainable food grown from local farms.

2.9 Property grows a sustainable food or herb garden
   on-site where the food is provided to the guests.

2.10 Property recycles kitchen oil.

2.11 Property recycles or comports landscape waste.

2.12 Property donates or recycles used amenity containers.

2.13 Property uses organic/natural amenities in biodegradable
   and/or compostable bottles.

2.14 Property uses refillable amenity dispensers in guest rooms
   rather than individual containers.

2.15 Property purchases amenities in smallest practical size.

2.16 Property donates towels, linens and blankets.

2.17 Property uses sustainable bedding or furniture, i.e. hemp,
   bamboo, and other natural fibers.

2.18 Property uses e-faxing and scans documents.

2.19 Property has double-sided copying as the default setting
   on the photocopiers and printers.

2.20 Property demonstrates recycling of universal waste items
   such as fluorescent lamps, bulbs, batteries, televisions,
   monitors, etc.

3 Total Points: ______
2.21 Property uses recyclable key cards.

2.22 Property recycles toner cartridges.

2.23 Property properly disposes of aerosol spray cans.

### 3.0 ENERGY EFFICIENCY, CONSERVATION AND MANAGEMENT

3.1 Property has the following energy-efficient equipment:

<table>
<thead>
<tr>
<th>3.1.1 Fax machines</th>
<th>3.1.2 Copiers</th>
<th>3.1.3 Computers/Monitors</th>
<th>3.1.4 Printers</th>
<th>3.1.5 Televisions</th>
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3.2 Property has energy-efficient heating/cooling equipment such as:

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<tr>
<th>3.2.1 Chiller or cooling tower</th>
<th>3.2.2 PTAC units</th>
<th>3.2.3 Central air conditioners</th>
<th>3.2.4 Heat pumps</th>
<th>3.2.5 Water heaters</th>
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3.3 Property has installed sensors on HVAC or PTAC equipment.

3.4 Property has a regular preventive maintenance schedule for HVAC or PTAC equipment (filter cleaning/changing, leak checks, clearing vents and intake obstructions.)

3.5 Property uses an energy management/building system to manage HVAC and/or lighting controls.

3.6 Property purchases Energy Star labeled appliances.

3.7 Property has energy-efficient kitchen equipment such as:

<table>
<thead>
<tr>
<th>3.7.1 Freezers</th>
<th>3.7.2 Refrigerators</th>
<th>3.7.3 Cook-tops</th>
<th>3.7.4 Ovens</th>
<th>3.7.5 Dishwashers</th>
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3.8 Property has energy-efficient laundry equipment such as:

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<tr>
<th>3.8.1 Boilers</th>
<th>3.8.2 Washers</th>
<th>3.8.3 Dryers</th>
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3.9 Property demonstrates use and/or promotion of tax credits, rebates, and other incentive programs that help finance sustainability projects. 

3.10 Property demonstrates the use and/or promotion of appropriate solar, wind, and bio-generated sources of renewable energy, i.e. solar panels, fuel cells, etc.

3.11 Property manages the hotel’s environmental performance by monitoring the electric, gas, water, and waste usage information on a monthly and annual basis.

3.12 Property purchases carbon offsets (renewable energy credit).

3.13 Property has:
   3.13.1 Energy-efficient or low-E windows
   3.13.2 Film-covered windows

4.0 EFFICIENT LIGHTING

4.1 Property has energy-efficient lighting in all indoor areas illuminated for more than 8 hours a day.
   4.1.1 T-8 or lower lamps
   4.1.2 CFL (Compact Fluorescent Light)
   4.1.3 LED (Light Emitting Diode) lighting

4.2 Property uses occupancy sensors or programmable timers for lighting in low traffic areas.

4.3 Property uses natural light substituting for electrical light.

4.4 Exterior lighting in parking areas and around the property are on photocell timers and only provide lighting when needed.

5.0 LANDSCAPE/WATER CONSERVATION

5.1 Property landscapes with trees that tolerate climate, soil, and water availability.

5.2 Landscape watering, where needed, is conducted in early morning or late evening.

5.3 Property uses automatic sprinkler system with moisture sensors.

5.4 Plant beds are mulched to prevent water evaporation.

5.5 Soaker hoses or drip systems are used in plant beds.

Total Points: ______
Property Name: ______________________________

5.6 Lawns are limited to areas where special events are conducted. 

5.7 Property uses artificial grass or turf. 

5.8 Property specifies that sidewalks, driveways and parking lots are swept rather than power washed. 

5.9 Property offers a towel and linen reuse program for multiple night guests. 

5.10 Property has a policy that clothes washers, dryers and dishwashers are filled to recommend capacity for each cycle. 

5.11 Property uses an ozone system in the laundry. 

5.12 Property has active system to detect and repair leaking toilets, faucets, and showerheads. 

5.13 Property uses water conserving fixtures or retrofits: 
   5.12.1 Faucets and aerators (2.2 GPM or lower) 
   5.12.2 Showerheads (2.5 GPM or lower) 
   5.12.3 Toilets (1.6 GPF or lower) 

5.14 Property has automatic faucets or toilets in public restrooms. 

6.0 PEST MANAGEMENT 

6.1 Property is aware of the nature of the pest management techniques used for the hotel property. 

6.2 Property uses organic insecticides and biocides or IPM techniques for the interior of the hotel property. 

6.3 Property uses organic insecticides and biocides or IPM techniques for the exterior of the hotel property. 

7.0 HAZARDOUS AND TOXIC SUBSTANCES 

7.1 Property uses “green” cleaning products that are biodegradable and do not contain hazardous chemicals. 

7.2 Dishwashing detergent is biodegradable and does not contain hazardous chemicals. 

7.3 Laundry detergent is non-phosphate, non-toxic & biodegradable. 

7.4 Purchase of hazardous materials is based on a current inventory to prevent over purchase and unnecessary storage. 

6 Total Points: _______
7.5 Property has replaced hazardous substances, such as paints and adhesives with non-toxic substances.  
☐ ☐ ☐ ☐ ☐

7.6 Property uses low or no VOC paint.  
☐ ☐ ☐ ☐ ☐

7.7 All chemical storage and mixing areas shall allow for adequate and secure product storage.  
☐ ☐ ☐ ☐ ☐

7.8 All chemical storage areas shall have water in the space for mixing chemicals and drains for the appropriate disposal of waste products.  
☐ ☐ ☐ ☐ ☐

7.9 All chemical areas shall be properly ventilated.  
☐ ☐ ☐ ☐ ☐

7.10 Drums and storage containers for chemicals are properly marked and hazardous materials are stored and locked in a flammable closet.  
☐ ☐ ☐ ☐ ☐

7.11 All storage areas use spill containment measures to collect chemical spills and all areas are regularly checks for chemical leaks.  
☐ ☐ ☐ ☐ ☐

8.0 PURCHASING POLICIES

8.1 The property has an environmental policy that contains the following elements:

8.1.1 Committee that includes staff responsible for overseeing the environmental program.  
☐ ☐ ☐ ☐ ☐

8.1.2 Environmental mission and distinct purchasing targets.  
☐ ☐ ☐ ☐ ☐

8.1.3 Environmental preferences are incorporated into purchasing documents and discussions with vendors.  
☐ ☐ ☐ ☐ ☐

8.1.4 Consideration of life-cycle costs of buying environmentally responsible products and services.  
☐ ☐ ☐ ☐ ☐

8.1.5 Purchase and test potentially environmentally responsible products and services.  
☐ ☐ ☐ ☐ ☐

8.1.6 Conduct a regular evaluation and modification of the environmental purchasing policy.  
☐ ☐ ☐ ☐ ☐

8.2 Property purchases paper, envelopes and forms with a minimum of 30% post-consumer recycled content.  
☐ ☐ ☐ ☐ ☐

8.3 Property purchases toilet tissue with a minimum of 20% post-consumer recycled content.  
☐ ☐ ☐ ☐ ☐

8.4 Property purchases facial tissue with a minimum of 10% post-consumer recycled content.  
☐ ☐ ☐ ☐ ☐

8.5 Property purchases napkins and paper towels with a minimum of 40% post-consumer recycled content.  
☐ ☐ ☐ ☐ ☐

7 Total Points: ______
8.6 Property purchases biodegradable, compostable or recycled paper products, i.e. cups, plates, to-go boxes, utensils, etc.   

8.7 Property purchases durable goods of sufficient quality to allow reuse, refinishing and/or reupholstering.

8.8 Purchase preferences are given to reusable, minimal, or recyclable packaging and shipping pallets.

8.9 Property purchases cleaning products, paper products and plastic goods in bulk.

8.10 Preferences are given to environmentally responsible services and suppliers such as:
   8.10.1 Alternative fuel, hybrid taxis and/or shuttles
   8.10.2 Bicycle rentals and/or racks
   8.10.3 Charging station(s) for electric vehicles

9.0 EDUCATION AND COMMITMENT

9.1 Property communicates environmental efforts to guests, vendors, and the public, i.e. lobby signage, direct mail, in-room material, website, advertising, annual report, etc.

9.2 Property has a management system in place to ensure employees are properly trained, and processes monitored and evaluated to improve environmental performance.

9.3 Property provides employee incentives for successful environmental implementation and suggestions.

9.4 Property is an active participant in an environmental partnership or other certification program, such as LEED, Energy Star, County Green Business Program, Green Seal, GreenLeaders, Green Key, etc.

9.5 Property gives back to the local community (i.e. toy drives, beach clean ups, sponsorships, local events, etc.)