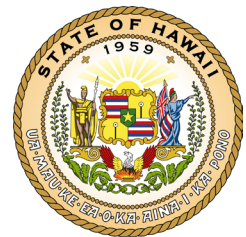
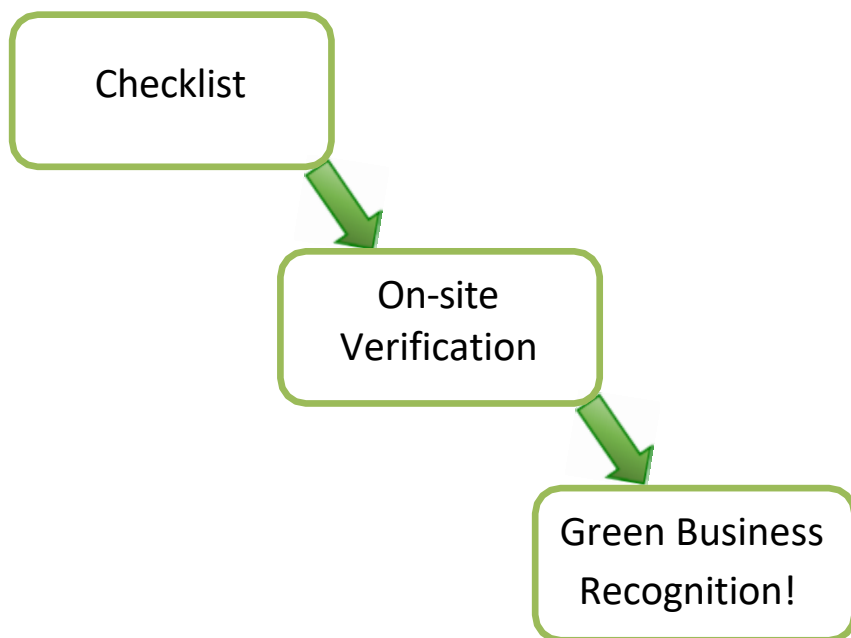


# Hawai'i Green Business Program Green Hotels and Resorts Checklist



**Board of Water Supply**



**HAWAI'I  
STATE  
ENERGY  
OFFICE**

# Checklist

To be recognized as a Hawai'i Green Hotel or Resort, applicants **must be in compliance with environmental regulations and follow the instructions listed under each section. Check N/A and skip that section, if it does not apply.** When completed, please submit this checklist at <https://greenbusiness.hawaii.gov/apply/hgbp-checklist-submission>.

In addition to this checklist, each property must submit utility (electricity, gas and water) usage and recycling and green waste data metrics for at least two years (current year and previous year). If your property complies with Hawai'i Green Business Program (HGBP) Checklist requirements, applicants may continue the process toward recognition by arranging an on-site verification visit. Properties must score a minimum of 121 credits and have all required items (if applicable) implemented.

Completing the checklist is just the first step in becoming a Green Business. Implementing policies and instituting them within your facility, as well as making sure every employee respects and adheres to them is crucial to your success in the program. Please review these policies with your employees and maintain them for your Green Business Certification.

## **Guidelines for Certification (328 Max Possible Points):**

**116 – 169 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)**

**169 – 223 credits – Kaulike (To Achieve Balance)**

**224– 277 credits – Kela (Excellence)**

**278 – 328 credits – Po'okela (Excellence in Leadership)**

### **For Business Recycling Info**

<http://www.opala.org>

### **For More Green Tips**

[https://greenbusiness.hawaii.gov/wp-content/uploads/2023/07/GREEN-TIPS\\_7.3.23.pdf](https://greenbusiness.hawaii.gov/wp-content/uploads/2023/07/GREEN-TIPS_7.3.23.pdf)

See

<http://health.hawaii.gov/shwb/p2/>  
for Pollution Prevention  
information

The names for the rating levels were identified by Native Hawaiians as key cultural values, according to George Kanaha 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), hanohano (dignity), ohana (family), and ku pono (honesty), are identified as important Hawaiian values.

*This document does not constitute State of Hawai'i (SOH) policy. Mention of trade names or commercial products does not constitute endorsement or recommendation of use. Links to non-SOH websites do not imply any official SOH endorsement of or a responsibility for the options, ideas, data or products presented at those locations or guarantee the validity of the information provided. Links to non-SOH servers are provided solely as a reference to information that might be useful to SOH staff and public.*

# I. Background

Please complete the information in this section.

## CONTACT INFORMATION

**Business Name:**

**Contact Name and Title:**

**Contact Phone:**

**Contact Email:**

## PROPERTY INFORMATION

1. Are you the property owner?
2. Are you the facility manager?
3. Are you the site engineer?
4. Are you a tenant in a rented space?
5. If yes, who is the owner / manager of your property?
6. How many square feet does your organization occupy?
7. Do you receive a monthly electricity bill?
8. If not, do you have a plan to be sub-metered?
9. Do you receive a monthly water bill?
10. Do you have any plans for major equipment/energy/water retrofits?
11. Please explain:

## II. SOLID WASTE REDUCTION AND RECYCLING STANDARDS

### A. Paper Reduction Measures

Section N/A ☐

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

**Each checked box is worth one credit, unless noted.**

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

	Yes	Date Implemented
<b>1. Register, track and plot solid waste and recycled materials at the EPA's WasteWise website <a href="https://www.epa.gov/smm/wastewise">https://www.epa.gov/smm/wastewise</a></b>	<input type="checkbox"/>	
<b>2. Make double-sided printing and copying standard practice (set all computers to print double-sided default)</b>	<input type="checkbox"/>	
<b>3. Conduct a waste assessment. Review annually to determine if additional measures should be implemented</b>	<input type="checkbox"/>	
4. Keep a stack of previously used paper near printers; use it for drafts or internal memos	<input type="checkbox"/>	
5. Purchase a fax machine that uses plain (recyclable) paper	<input type="checkbox"/>	
6. Use computer fax modems that allow faxing directly from computers without printing	<input type="checkbox"/>	
7. Store and share documents, emails, and information electronically. Scan (PDF, images, etc.) documents with a scanner to save paper.	<input type="checkbox"/>	
8. Eliminate all mailings that are unwanted, including:		
<b>a.</b> Duplicate or other unwanted mail and magazine subscriptions by sending back mailing labels, calling or going online to request removal	<input type="checkbox"/>	
<b>b.</b> 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 returned to sender. You can get help by writing Mail preference Service-Direct Marketing Association, PO Box 3861, NY, NY 10163-3861. Or <a href="http://www.ecocycle.org/junkmail">http://www.ecocycle.org/junkmail</a>	<input type="checkbox"/>	
<b>c.</b> Purge your own mailing lists to eliminate duplication	<input type="checkbox"/>	
9. Develop report routing lists and minimize the number of employees who receive individual paper copies	<input type="checkbox"/>	
10. Reuse envelopes as both send and return envelopes	<input type="checkbox"/>	
11. Replace memos with email messages	<input type="checkbox"/>	
12. Design marketing materials that require no envelopes	<input type="checkbox"/>	
13. Reduce office scrap paper (letters, faxes) by reusing as scratch paper	<input type="checkbox"/>	
14. Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility	<input type="checkbox"/>	
15. Other:	<input type="checkbox"/>	

**Section A Total** .....

## B. Solid Waste Reduction Methods

Section N/A

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

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

	Yes	Date Implemented
<b>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</b>	<input type="checkbox"/>	
<b>2. Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services</b>	<input type="checkbox"/>	
<b>3. Eliminate plastic beverage bottles for employees</b>	<input type="checkbox"/>	
<b>4. Within the last two years, demonstrate a:</b>		
<b>a. 25% diversion of your annual solid waste stream (1 credit)</b>	<input type="checkbox"/>	
<b>b. 50% diversion of your annual solid waste stream (2 credits)</b>	<input type="checkbox"/>	
<b>5. Switch to bulk-dispensed amenities in guest rooms:</b>		
<b>a. Soap</b>	<input type="checkbox"/>	
<b>b. Shampoo &amp; Conditioner</b>	<input type="checkbox"/>	
<b>6. Change amenity programs so that rarely used items are supplied only upon request</b>	<input type="checkbox"/>	
<b>7. Switch from individual condiment packets to refillable bottles (2 credits)</b>	<input type="checkbox"/>	
<b>8. Procure grains in bulk (e.g., rice, flour, salt) packaged in multi-walled paper bags, which can be recycled with your cardboard</b>	<input type="checkbox"/>	
<b>9. Use cloth napkins instead of paper <a href="http://health.hawaii.gov/">http://health.hawaii.gov/</a></b>	<input type="checkbox"/>	
<b>10. Replace:</b>		
<b>a. Cocktail napkins with reusable coaster</b>	<input type="checkbox"/>	
<b>b. Plastic beverage bottles with reusable or complimentary options (glass, stainless, etc.) for guests. Bottles may be branded for marketing opportunities.</b>	<input type="checkbox"/>	
<b>11. Eliminate the use of plastic bags (Replace with paper bags, preferably made with minimum 40% post-consumer waste, re-usable bags or BPI (<a href="http://www.bpiworld.org">http://www.bpiworld.org</a>) certified compostable bags are acceptable)</b>	<input type="checkbox"/>	
<b>12. Install air hand dryers or cloth roller towels in staff washrooms instead of paper towels</b>	<input type="checkbox"/>	
<b>13. Use green caterers that use only reusable and/or compostable dishware, compost and recycle, and/or purchase produce from local, organic vendors</b>	<input type="checkbox"/>	
<b>14. Work with vendors to minimize product packaging. Use recyclable, reusable and returnable packaging (2 credits)</b>	<input type="checkbox"/>	
<b>15. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies</b>	<input type="checkbox"/>	
<b>16. Use biodegradable garbage liners throughout your property (2 credits)</b>	<input type="checkbox"/>	
<b>17. Eliminate the use of plastic bags (Replace with paper bags, preferably made with minimum 40% post-consumer waste, re-usable bags or BPI (<a href="http://www.bpiworld.org">http://www.bpiworld.org</a>) certified compostable bags are acceptable)</b>	<input type="checkbox"/>	
<b>18. Replace wire/plastic hangers with permanent ones to lower theft/replacement costs</b>	<input type="checkbox"/>	
<b>19. Purchase reusable hats for kitchen employees instead of single use/disposable ones</b>	<input type="checkbox"/>	
<b>20. Other:</b>	<input type="checkbox"/>	

**Section B Total**.....

## C. Donations

Section N/A ☐

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

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

	Yes	Date Implemented
1. Donate partially used amenity bottles to local shelters, nursing homes or halfway houses <b>(2 credits)</b>	<input type="checkbox"/>	
2. Donate old uniforms and linens to shelters or nonprofits: <a href="http://www.opala.org">http://www.opala.org</a> <b>(2 credits)</b>	<input type="checkbox"/>	
3. Donate unwanted furniture, supplies, electronics, scrap material, etc. <b>(2 credits)</b>	<input type="checkbox"/>	
4. Send unused toiletries to organizations such as Clean the World - <a href="https://cleantheworld.org/get-involved/hotel-recycling-program/">https://cleantheworld.org/get-involved/hotel-recycling-program/</a> or <a href="https://www.occ-usa.org/">https://www.occ-usa.org/</a>	<input type="checkbox"/>	
<b>Quick Tip</b> - For more information on reusable items see <a href="https://greenbusiness.hawaii.gov/resources/">https://greenbusiness.hawaii.gov/resources/</a>		

Section C Total.....

## 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.

	Yes	Date Implemented
1. <b>Implement a recovery and recycling program throughout the property.</b>	<input type="checkbox"/>	
2. <b>Recycle or reuse paper including: Cardboard (corrugated cardboard boxes), mixed paper (junk mail, scrap and colored paper), newspaper, office paper (white ledger, color paper, computer, large format and copier paper)</b>	<input type="checkbox"/>	
3. <b>Recycle all glass, plastic, aluminum, and HI-5 containers</b>	<input type="checkbox"/>	
4. <b>Donate excess post-consumer food to employees, local homeless shelters and animal feed/farmers (covered under the Good Samaritan law) and/or have an "employee use" policy for leftovers: <a href="http://www.hawaiifoodbank.org">http://www.hawaiifoodbank.org</a></b>	<input type="checkbox"/>	
5. <b>Have staff separate materials from guest rooms and aid in waste diversion.</b>	<input type="checkbox"/>	
6. <b>Recycle all construction and demolition debris (in accordance with Honolulu's Recycling ordinance)</b>	<input type="checkbox"/>	
7. <b>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</b>	<input type="checkbox"/>	
8. <b>Recycle:</b>		
a. <b>Wood- pallets and/or wood from renovtion projects</b>	<input type="checkbox"/>	
b. <b>Condiment containers</b>	<input type="checkbox"/>	
c. <b>Packaging materials</b>	<input type="checkbox"/>	

d. Non-deposit containers.	<input type="checkbox"/>	
9. Do “grass cycling.” Rather than disposing, leave grass clippings on the ground (2 credits)	<input type="checkbox"/>	
10. Do not purchase styrofoam. If you receive styrofoam and other packing material reuse it in your own packaging.	<input type="checkbox"/>	
11. Reuse stained or old guest towels and linens.	<input type="checkbox"/>	
12. 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.)	<input type="checkbox"/>	
13. Provide recycling bins for glass, aluminum, plastic & paper in all guest rooms (2 credits)	<input type="checkbox"/>	
14. Sign up and join the EPA Food Recovery Challenge (2 credits): <a href="https://www.epa.gov/sustainable-management-food/food-recovery-challenge-frc">https://www.epa.gov/sustainable-management-food/food-recovery-challenge-frc</a>	<input type="checkbox"/>	
15. Reduce over-purchasing of food by creating guidelines or implementing an inventory system to ensure that you only purchase what you need when you need it.	<input type="checkbox"/>	
16. Reduce plate waste (food left uneaten) by modifying menus and changing serving sizes and garnishes.	<input type="checkbox"/>	
17. Post informational signs at buffet-style food service venues to encourage guests to order or take only the food they can consume.	<input type="checkbox"/>	
18. Use excess pre-consumer food, and any other food not eaten or donated for animal feed.	<input type="checkbox"/>	
19. Compost all other unused food, and any other unused food not donated or eaten by employees or used for animal feed.	<input type="checkbox"/>	
20. Require laundry service to use reusable bags to transport dirty and clean linen.	<input type="checkbox"/>	
21. Other:	<input type="checkbox"/>	
<b>Quick Tip</b> Visit <a href="https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food#calculator">https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food#calculator</a> for the EPA’s food waste calculator and additional information.		

**Section D Total** .....

**Comments:** If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

### III. PURCHASING

#### E. Recycled Products

Section N/A

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

**Each checked box is worth one credit, unless noted.  
Implement at least three (3) credits within this section.**

	Yes	Date Implemented
<b>1.</b> Implement procurement guidelines for purchase and the use of products with at least 30% post-consumer recycled content. These products include but are not limited to:		
a. Pencils/ rulers and other desk accessories	<input type="checkbox"/>	
b. Recycling containers	<input type="checkbox"/>	
c. Refuse pails and bags (recycled HDPE trash liner bags instead of ones made of LDPE or LLDPE)	<input type="checkbox"/>	
d. Rubber hoses made from tires	<input type="checkbox"/>	
e. Toilet seat covers (public restrooms)	<input type="checkbox"/>	
f. Take-out containers-paperboard and plastics (#1, #2, #6, #7)	<input type="checkbox"/>	
g. Toilet paper and paper towels	<input type="checkbox"/>	
h. Office paper products	<input type="checkbox"/>	
i. Other	<input type="checkbox"/>	
<b>2.</b> Purchase mulch, soil amendments and compost made of plant trimmings, or green waste	<input type="checkbox"/>	
Purchase at least 25% recycled content construction materials when building/remodeling:		
a. Plastic lumber for decking	<input type="checkbox"/>	
b. Benches	<input type="checkbox"/>	
c. Railing	<input type="checkbox"/>	
d. Carpet	<input type="checkbox"/>	
e. Carpet padding	<input type="checkbox"/>	
f. Other	<input type="checkbox"/>	
<b>3.</b> Purchase recycled oil and/or antifreeze for fleet vehicles	<input type="checkbox"/>	
<b>4.</b> Use rechargeable batteries for TV remotes, pagers, etc	<input type="checkbox"/>	
<b>5.</b> Use recyclable laser and copier toner cartridges	<input type="checkbox"/>	
<b>6.</b> Purchase re-treaded tires for your fleet vehicles	<input type="checkbox"/>	
<b>7.</b> Other	<input type="checkbox"/>	
<b>Quick Tip</b> – For more information on rechargeable batteries got to the Rechargeable Battery Recycling Corporation at <a href="http://www.call2recycle.org/">http://www.call2recycle.org/</a>		

**Section E Total** .....

**Comments:** If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here.



## IV. ENERGY CONSERVATION

### F. Equipment

Section N/A

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

**Each checked box is worth one credit, unless noted.**

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

	Yes	Date Implemented
1. Track and plot energy consumption using programs such as the Energy Star Portfolio Manager - <a href="https://www.energystar.gov/buildings/benchmark">https://www.energystar.gov/buildings/benchmark</a> . For properties reapplying, demonstrate energy savings from previous year.	<input type="checkbox"/>	
2. Complete regularly scheduled maintenance on your HVAC (heating and air conditioning) and refrigeration system (at least twice a year)	<input type="checkbox"/>	
3. Clean permanent filters with a mild detergent every two months (change replaceable filters every 2 months)	<input type="checkbox"/>	
4. Check entire air handling system each year for coolant and air leaks, duct sealing, clogs, and obstructions of air intake and vents	<input type="checkbox"/>	
5. Clean condenser coils of dust and lint, as specified by the manufacturer's guidelines	<input type="checkbox"/>	
6. Inspect and repair economizers on AC system, as specified by the manufacturer's guidelines	<input type="checkbox"/>	
7. Assign a person to monitor energy bills for sudden spikes in energy use	<input type="checkbox"/>	
8. Have a commercial energy assessment of your facility done. Please indicate in the comments section if your property is ENERGY STAR-certified/labeled or is pursuing ENERGY STAR certification. <a href="https://www.energystar.gov/buildings/building_recognition/building_certification">https://www.energystar.gov/buildings/building_recognition/building_certification</a>	<input type="checkbox"/>	
9. Install sensors on vending and ice machines, and place machines in shaded areas	<input type="checkbox"/>	
Within the last two years, demonstrate a:		
a. 15% reduction of your annual energy use (1 credit)	<input type="checkbox"/>	
b. 25% reduction of your annual energy use (2 credits)	<input type="checkbox"/>	
c. 35% reduction of your annual energy use (3 credits)	<input type="checkbox"/>	
d. 50% reduction of your annual energy use (4 credits)	<input type="checkbox"/>	
e. 75% or above reduction of your annual energy use (6 credits)	<input type="checkbox"/>	
10. Select and enable electrical equipment with energy saving features such as ENERGY STAR-labeled products	<input type="checkbox"/>	
11. Install and use power management programs and settings that save energy by automatically turning off or powering down computers, monitors and idle printers	<input type="checkbox"/>	
12. Install timers on hood fans, exhaust systems, and hood lights	<input type="checkbox"/>	
13. During low occupancy periods, group guests in zones for more efficient use of mechanical and electrical systems (Saves energy in unoccupied areas)	<input type="checkbox"/>	
14. Plug equipment and appliances into a time switch to ensure they are off after hours	<input type="checkbox"/>	
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 <a href="http://www.epeat.net/">http://www.epeat.net/</a> , and ENERGY STAR, for room, office, kitchen, and laundry equipment at <a href="http://www.energystar.gov/products/certified-products">http://www.energystar.gov/products/certified-products</a> :		
15. Efficient equipment is purchased. Visit EPEAT for computer/monitor purchasing at <a href="http://www.epeat.net/">http://www.epeat.net/</a> , and ENERGY STAR, for room, office, kitchen, and laundry equipment at <a href="http://www.energystar.gov/products/certified-products">http://www.energystar.gov/products/certified-products</a> :		

a. Room equipment: TVs, DVD players, alarm clocks, hair dryers, irons, and coffee/tea makers	<input type="checkbox"/>	
b. HVAC Equipment: chillers, packaged terminal air conditioners, central air conditioners, central heat pumps, split ductless heat pumps, geothermal heat pumps, water heaters	<input type="checkbox"/>	
c. Office: fax machines, copiers, printers, computers, monitors	<input type="checkbox"/>	
d. Kitchen equipment: freezers, refrigerators, cook tops, ovens, and dishwashers	<input type="checkbox"/>	
e. Laundry equipment: boilers, washers, dryers, extractors	<input type="checkbox"/>	
16. Control air conditioning units while guest rooms are unoccupied.	<input type="checkbox"/>	
17. Install shading for rooftop HVAC systems	<input type="checkbox"/>	
18. Use cool roofs for energy efficiency <a href="https://www.epa.gov/heatislands/using-cool-roofs-reduce-heat-islands">https://www.epa.gov/heatislands/using-cool-roofs-reduce-heat-islands</a>	<input type="checkbox"/>	
19. Other	<input type="checkbox"/>	

**Quick Tip** – For more information on Energy Star power management visit the Energy Star power management site at [http://www.energystar.gov/index.cfm?c=power\\_mgt.pr\\_power\\_mgt\\_low\\_carbon](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon)

Section F Total ..... \_\_\_\_\_

**Comments:** If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

G. 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.

	Yes	Date Implemented
1. Install daylight and/or occupancy sensors for low/variable occupancy areas (2 credits)	<input type="checkbox"/>	
2. Replace incandescent bulbs & CFLs with LED, & other energy efficient lighting systems	<input type="checkbox"/>	
3. Assess 24-hour lighting, upgrade fluorescent lighting with T-8 or T-5 lamps with electronic ballasts (T-8 systems consume up to 20% less energy than conventional T-12 systems)	<input type="checkbox"/>	
4. Retrofit exit signs with LED or photo/bio-luminescent lighting	<input type="checkbox"/>	
5. Install occupancy sensors to control light/AC/ heat and TVs (2 credits)	<input type="checkbox"/>	
6. Clean fixtures, lighting, ceilings, walls, & windows (dirt can reduce efficiency by 50%)	<input type="checkbox"/>	
7. Use light switch reminders to remind guests and staff to turn off lights	<input type="checkbox"/>	
8. Institute a policy that all electronic devices and lighting be turned off in un-occupied rooms or install key card system that deactivates lighting (2 credits)	<input type="checkbox"/>	
9. Check pilot lights for proper adjustment	<input type="checkbox"/>	
10. Insulate all major hot water pipes and storage tanks	<input type="checkbox"/>	
11. Use weather-stripping to close air gaps around doors and windows	<input type="checkbox"/>	
12. Set thermostat to 76° F for cooling, and 68° F for heating in unoccupied rooms (2 credits)	<input type="checkbox"/>	
13. Drain and flush hot water tanks every 6 months to prevent scale build up/deposits (This can reduce efficiency)	<input type="checkbox"/>	
14. Set hot water heaters to standard 125 -130° F (2 credits)	<input type="checkbox"/>	
15. Turn cooling units off when the weather is cooler	<input type="checkbox"/>	
16. Purchase walk-in refrigerators with open door buzzers or install open-door buzzers on all existing walk-in refrigerators	<input type="checkbox"/>	
17. Install plastic air curtains and air blowers over walk-in refrigerator doors	<input type="checkbox"/>	
18. Install solar water heating for the property	<input type="checkbox"/>	
19. Install a renewable energy source for your property (wind,/turbine, photovoltaic, etc. (2 credits)	<input type="checkbox"/>	
20. Install daylight sensors, occupancy sensors, and timers in all common areas	<input type="checkbox"/>	
21. For heated pools, saunas, and spas, install energy efficient heat pumps or reroute HVAC water, or solar water system for reutilization	<input type="checkbox"/>	
22. Other	<input type="checkbox"/>	

**Section G Total** .....

**Comments:** If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

See The Department of Health's  
E-waste Website for recycling:  
<http://health.hawaii.gov/ewaste/>

## V. WATER CONSERVATION

### H. Water Use Control

Section N/A?

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

**Each checked box is worth one credit, unless noted.**

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

	Yes	Date Implemented
<b>1. Track and plot water consumption using the Energy Star Portfolio Manager</b>	<input type="checkbox"/>	
<b>2. Install 1.5 gpm high efficiency pre-rinse spray valves for all dishwashing areas</b>	<input type="checkbox"/>	
<b>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</b>	<input type="checkbox"/>	
Demonstrate a:		
a. 15% reduction of your annual water use through any measure or combination of measures (1 credit)	<input type="checkbox"/>	
b. 25% reduction of your annual water use through any measure or combination of measures (2 credits)	<input type="checkbox"/>	
c. 35% reduction of your annual water use through any measure or combination of measures (3 credits)	<input type="checkbox"/>	
d. 50% reduction of your annual water use through any measure or combination of measures (4 credits)	<input type="checkbox"/>	
<b>4. Install WaterSense labeled faucets and aerators (80psi) -1.5 gpm for sink faucets (2.2 gpm is OK for kitchen) (2 credits)</b> <a href="http://www.epa.gov/WaterSense">http://www.epa.gov/WaterSense</a>	<input type="checkbox"/>	
<b>5. Install WaterSense labeled showerheads at 2.0 gpm or less (80 psi) (2 credits)</b>	<input type="checkbox"/>	
<b>6. Install WaterSense toilets at 1.28 gpf or more efficient (rebates available in some areas) (2 credits)</b>	<input type="checkbox"/>	
<b>7. Install quick closing toilet valves (2 credits)</b>	<input type="checkbox"/>	
<b>8. Install WaterSense labeled urinals at 0.5 gpf or more efficient</b>	<input type="checkbox"/>	
<b>9. Institute an optional towel and linens reuse policy for guests</b>	<input type="checkbox"/>	
<b>10. Install water efficient washers (2 credits)</b>	<input type="checkbox"/>	
<b>11. Reduce water levels in washing machines</b>	<input type="checkbox"/>	
<b>12. Replace water-cooled equipment with air-cooled equipment</b>	<input type="checkbox"/>	
<b>13. If local rules allow, install a grey water system to deliver reusable water for cooling, washing, and watering landscapes</b>	<input type="checkbox"/>	
<b>14. Soak dirty pots and pans versus cleaning with running water</b>	<input type="checkbox"/>	
<b>15. Install energy efficient washers and dryers</b>	<input type="checkbox"/>	
<b>16. Install dryer dampness sensors</b>	<input type="checkbox"/>	
<b>17. Clean lint filters after every drying load</b>	<input type="checkbox"/>	
<b>18. Install booster heater for laundry equipment and dishwashers</b>	<input type="checkbox"/>	
<b>19. Operate dishwasher only when fully loaded</b>	<input type="checkbox"/>	
<b>20. Check with manufacturer to see if dishwasher spray heads can be replaced with more efficient heads, or if flow regulators can be installed</b>	<input type="checkbox"/>	
<b>21. Replace worn and missing water jets on dishwashers</b>	<input type="checkbox"/>	

22. 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	<input type="checkbox"/>	
23. Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations	<input type="checkbox"/>	
24. Adjust boiler and cooling tower blowdown rate to maintain total dissolved solids (TDS) at levels recommended by the manufactures' specifications	<input type="checkbox"/>	
25. Install and monitor a conductivity controller and sub-meter on the cooling tower, if it does not exist	<input type="checkbox"/>	
26. Reuse cooling water (bleed off) for other needs	<input type="checkbox"/>	
27. Use a high-efficiency hose spray nozzle to wash down the trash room	<input type="checkbox"/>	
28. If ice is being wasted, adjust ice machines to dispense less ice	<input type="checkbox"/>	
29. Restrict the serving of drinking water to any customer unless expressly requested at any restaurant, hotel, café, cafeteria, or any other place where food is sold, served, or offered for sale	<input type="checkbox"/>	
30. Educate employees and guest about the importance and benefits of water conservation (i.e. signs)	<input type="checkbox"/>	
31. Install signs in restrooms, restaurants and guest rooms encouraging water conservation.	<input type="checkbox"/>	
32. Other	<input type="checkbox"/>	

**Section H Total** .....

### I. 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.

	Yes	Date Implemented
1. <b>Test irrigation sprinklers monthly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/ nozzles, lines and valves</b>	<input type="checkbox"/>	
2. <b>Adjust sprinklers for proper coverage- optimize spacing, avoid runoff onto paved surfaces</b>	<input type="checkbox"/>	
3. <b>Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm)</b>	<input type="checkbox"/>	
4. Plant native shrubs or trees near windows for shade	<input type="checkbox"/>	
5. Modify existing irrigation system to include drip irrigation (or soaker hoses made from recycled rubber)	<input type="checkbox"/>	
6. Clock irrigation usage on the water meter to monitor & prevent excessive use ( <b>2 credits</b> )	<input type="checkbox"/>	
7. Apply 2 to 4-inches of mulch in non-turf landscaped areas, preferably with recycled wood chips	<input type="checkbox"/>	
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	<input type="checkbox"/>	

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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
11. Plant (or renovate using) drought tolerant plants and ground cover, preferably native species. Assistance may be available from your local water department	<input type="checkbox"/>	
12. 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	<input type="checkbox"/>	
13. 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 & County)	<input type="checkbox"/>	
14. Use a pool cover to reduce evaporation and heat loss when pool is not in use	<input type="checkbox"/>	
15. Reduce the water used to back flush pool filters, remain on-site to watch the back-flush process	<input type="checkbox"/>	
16. Use reclaimed water for irrigation and other approved uses, instead of potable water, if available	<input type="checkbox"/>	
17. Grasses that require irrigation are limited to areas where guest activities take place	<input type="checkbox"/>	
18. Implement sweeping, mopping or dry mopping practices instead of hosing or power washing to clean surfaces	<input type="checkbox"/>	
19. Use porous or pervious concrete when constructing or renovating your property	<input type="checkbox"/>	
20. Water in 2 to 3 short run time cycles for sloped areas	<input type="checkbox"/>	
21. Other	<input type="checkbox"/>	

**Section I Total** .....

**Comments:** If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

## VI. POLLUTION PREVENTION

### J. Wastewater and Run Off

Section N/A ☐

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

**Each checked box is worth one credit, unless noted.**

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

	Yes	Date Implemented
<b>1. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain</b>	<input type="checkbox"/>	
<b>2. Regularly check and maintain storm drain openings and basins, clean them annually before the first rain and as needed afterward</b>	<input type="checkbox"/>	
<b>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</b>	<input type="checkbox"/>	
<b>4. Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/ parking areas clean</b>	<input type="checkbox"/>	
<b>5. Do not use biological or chemical additives for your grease trap or interceptor. This passes grease from the trap to the sewer</b>	<input type="checkbox"/>	
<b>6. Minimize kitchen grease from washing down sewer drains by scraping grease from trays, grills and pans into waste grease can. Install grease traps, maintain traps and keep a maintenance log</b>	<input type="checkbox"/>	
7. Install a catch basin filter in your parking lot storm drains	<input type="checkbox"/>	
8. Clean private catch basins once each year	<input type="checkbox"/>	
9. Label all storm water inlets to prevent dumping	<input type="checkbox"/>	
10. Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing property practices	<input type="checkbox"/>	
11. Use landscaping to minimize erosion problems, especially during construction and demolition to protect storm drains, workers and the public	<input type="checkbox"/>	
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	<input type="checkbox"/>	
13. Install containment or berms around liquid storage and transfer areas to capture spills	<input type="checkbox"/>	
14. During construction, confine, contain and properly dispose of construction and demolition to protect storm drains, workers and the public	<input type="checkbox"/>	
15. Avoid placing leftover beverages and wet food in the garbage cans and dumpster	<input type="checkbox"/>	
16. Disconnect all garbage disposals	<input type="checkbox"/>	
17. Place baskets in sink drains to catch solids that can be composted and/or materials that should go in the trash	<input type="checkbox"/>	
18. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids	<input type="checkbox"/>	
19. Have an outdoor ashtray or cigarette "butt" can for smokers	<input type="checkbox"/>	

20. Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer)	<input type="checkbox"/>	
21. Clean spills in a way that minimizes water use (sweeping, damp mopping, hydrophobic spill clean up methods rather than hosing) and route water to sanitary sewer rather than storm drains	<input type="checkbox"/>	
22. Maintain green waste and food composting areas to prevent leaks or spills to storm drain	<input type="checkbox"/>	
23. Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains	<input type="checkbox"/>	
24. Other	<input type="checkbox"/>	

**Section J Total**.....

### K. 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.

	Yes	Date Implemented
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 Safety Data Sheets (SDS) and labels for each product in use and identify safer alternatives	<input type="checkbox"/>	
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 replacements in the comment box at the end of this section: <i>[Choose at least one]</i>		
a. Cleaning products	<input type="checkbox"/>	
b. Paints	<input type="checkbox"/>	
c. Solvents	<input type="checkbox"/>	
d. Pesticides/ biocides	<input type="checkbox"/>	
e. Fertilizers	<input type="checkbox"/>	
f. Other	<input type="checkbox"/>	
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	<input type="checkbox"/>	
4. Use natural or low emissions building materials, carpets, or furniture ( <b>2 credits</b> ). For more information on these products visit Green Seal ( <a href="http://www.greenseal.org/">http://www.greenseal.org/</a> ) and Green Guard ( <a href="http://www.greenguard.org/en/index.aspx">http://www.greenguard.org/en/index.aspx</a> )	<input type="checkbox"/>	
5. Use electric power tools rather than gas powered tools	<input type="checkbox"/>	
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	<input type="checkbox"/>	
7. Use high-efficiency paint spray application equipment	<input type="checkbox"/>	
8. Buy recycled oil for your vehicles and equipment	<input type="checkbox"/>	
9. Switch from commercial air fresheners to potpourri or vinegar and lemon juice	<input type="checkbox"/>	
10. Switch from toxic permanent ink markers/pens to water-based markers	<input type="checkbox"/>	
11. Purchase laundry detergents that have little or no phosphates ( <b>2 credits</b> )	<input type="checkbox"/>	
12. Purchase dishwashing detergent which reduces VOCs (a source of air pollution)	<input type="checkbox"/>	



13. 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	<input type="checkbox"/>	
14. Use an environmentally friendly garment cleaner (ozone or wet cleaner)	<input type="checkbox"/>	
15. Replace chlorine for pools with bromine, ozone, or convert to salt water for water treatment of pools.	<input type="checkbox"/>	
16. Other	<input type="checkbox"/>	

**Section K Total**.....

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

## L. 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.**

	Yes	Date Implemented
1. Donate left over paint to local anti-graffiti program or paint exchange program (2 credits)	<input type="checkbox"/>	
2. Recycle toner cartridges for copiers and printers through a reputable business or program (2 credits)	<input type="checkbox"/>	
3. Dispose of non-alkaline batteries at local small quantity generator facility or through a reputable NICAD battery recycling program	<input type="checkbox"/>	
4. Send spent fluorescent tubes and CFLs to a reputable mercury recycling company which does not export the tubes	<input type="checkbox"/>	
5. Recycle your used motor oil through a reputable program or business. Avoid exporting of the oil (2 credits)	<input type="checkbox"/>	
6. Other	<input type="checkbox"/>	

**Section L Total** .....

## M. 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.

	Yes	Date Implemented
1. <b>Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same</b>	<input type="checkbox"/>	
2. <b>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</b>	<input type="checkbox"/>	
3. <b>Develop a fleet greening plan and provide a copy of your plan</b>	<input type="checkbox"/>	
4. <b>Provide the criteria used for buying new vehicles</b>	<input type="checkbox"/>	
5. <b>Provide your vehicle's retirement policy</b>	<input type="checkbox"/>	
6. <b>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. <a href="http://www.epa.gov/greenvehicles/">http://www.epa.gov/greenvehicles/</a></b>	<input type="checkbox"/>	
7. Make information on public transit and carpooling (transit schedules, commuter ride sign-up sheets etc.) available to employees	<input type="checkbox"/>	
8. Offer lockers and showers for employees who walk, jog, or bicycle to work	<input type="checkbox"/>	
9. Offer employee incentives for car pooling or using mass transit, such as a guaranteed ride home if needed	<input type="checkbox"/>	
10. Set aside parking spaces for car/van pool and alternative fueled vehicles	<input type="checkbox"/>	
11. Arrange for car transportation between your facility and remote events	<input type="checkbox"/>	
12. Offer electric vehicle charging station(s) for visitors and employees using electric vehicles	<input type="checkbox"/>	
13. Convert company vehicles to natural gas, alternative fuels, or electricity (low emissions vehicles)	<input type="checkbox"/>	
14. Link your trips to accomplish all errands for your hotel in one outing	<input type="checkbox"/>	
15. Provide commuter van	<input type="checkbox"/>	
16. Offer a shuttle service to and from bus and/or light rail stops when demand is high	<input type="checkbox"/>	
17. Have a bike repair kit available for employees who may have bicycle emergencies or problems	<input type="checkbox"/>	
18. Provide secure bicycle storage areas for both guests and employees	<input type="checkbox"/>	
19. Provide loaner bicycles or rental bicycles for guests and employees	<input type="checkbox"/>	
20. Other	<input type="checkbox"/>	

**Section M Total** .....

**Comments:** If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

## VII. COMMUNITY INVOLVEMENT AND SPECIAL ACTIVITIES

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

**Each checked box is worth one credit, unless noted.**

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

	Yes	Date Implemented
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 _____	<input type="checkbox"/>	
2. Attend at least one Green Hotel Forum for the year in which you are applying	<input type="checkbox"/>	
3. Designate a building "Green Team" to take responsibility for monitoring disposal and maintaining recycling and composting programs	<input type="checkbox"/>	
4. Offer employee incentives for volunteering at community organizations	<input type="checkbox"/>	
5. Train all staff on environmental policy and procedures	<input type="checkbox"/>	
6. Educate guests on your properties' environmental efforts. For example, offer your guests a walkthrough of your property to show what you are doing to conserve resources.	<input type="checkbox"/>	
7. Employ local companies when subcontracting labor force	<input type="checkbox"/>	
8. For properties with beachfront access, offer beach shading equipment or 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	<input type="checkbox"/>	
9. Use other certified Hawai'i Green Businesses for services	<input type="checkbox"/>	

Section VII Total .....

**Comments:** If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

## VIII. CULTURAL PRACTICES

Hawai'i has a distinct, valuable and very important culture that contributes to establishing 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.

**Each checked box is worth one credit, unless noted.**

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

Attach additional pages if you need more space to explain 10a - 10i.

	Yes	Date Implemented
<b>1. Host culturally relevant and respectful activities</b>	<input type="checkbox"/>	
<b>2. Create a cultural point person that will oversee all cultural activities</b>	<input type="checkbox"/>	
<b>3. Have point person engage with Hawaiian cultural experts to ensure all practices are respectful and relevant to the host culture</b>	<input type="checkbox"/>	
4. Work with community/cultural leaders to develop curriculum for educational seminars/activities <b>(2 credits)</b>	<input type="checkbox"/>	
5. Implement host culture education seminars for employees <b>(2 credits)</b>	<input type="checkbox"/>	
6. Implement host culture educational events for visitors <b>(2 credits)</b>	<input type="checkbox"/>	
7. Create a training seminar for all employees that is culturally relevant <b>(2 credits)</b>	<input type="checkbox"/>	
8. Organize community outreach projects that give back to local communities <b>(2 credits)</b>	<input type="checkbox"/>	
9. Contract cultural kumus to conduct culturally relevant events/programs <b>(2 credits)</b>	<input type="checkbox"/>	
10. Ensure all practices regarding Hawaiian culture are:		
a. Relevant to Hawai'i (please explain)	<input type="checkbox"/>	
b. Respectful to the culture (please explain)	<input type="checkbox"/>	
c. Responsible (please explain)	<input type="checkbox"/>	
d. Ethically implemented (please explain)	<input type="checkbox"/>	
e. Ecologically responsible (please explain)	<input type="checkbox"/>	
f. Appropriate for the place (please explain)	<input type="checkbox"/>	
g. Accurate to Hawaiian culture (please explain)	<input type="checkbox"/>	
h. Authentic to Hawaiian culture (please explain)	<input type="checkbox"/>	
i. Locally based (please explain)	<input type="checkbox"/>	
11. Other	<input type="checkbox"/>	

Uncheck all

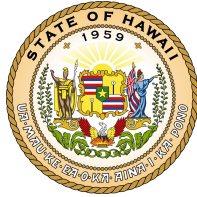
**Section VIII Total** .....

**Total Points** \_\_\_\_\_

**(328 Max: 116 of which are prerequisites/required)**



**HAWAII  
STATE  
ENERGY  
OFFICE**



I ACKNOWLEDGE THAT:

1. OUR EVENT COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR EVENT.
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: Gail Suzuki-Jones at [gail.suzuki-jones@hawaii.gov](mailto:gail.suzuki-jones@hawaii.gov).

NAME OF PROPERTY REPRESENTATIVE

PROPERTY NAME

PROPERTY ADDRESS

CONTACT'S PHONE/FAX

CONTACT'S EMAIL

POSITION OF PROPERTY REPRESENTATIVE

SIGNATURE OF PROPERTY REPRESENTATIVE

DATE



**HAWAII  
GREEN BUSINESS  
PROGRAM**

*The HGBP logo may only be used by recognized businesses and by the State of Hawai'i.*