

# GREEN KEY

AN ECO-LABEL FOR  
LEISURE  
ORGANISATIONS



**Green Key**

**SELF-ASSESSMENT  
CHECKLIST FOR SMALL  
ACCOMMODATIONS  
(B&BS, GUESTHOUSES,  
ECO-LODGES ETC.)  
2022-2025**

## 1. Self-assessment Checklist

Please conduct your self-assessment against the National Green Key Criteria for small accommodation (a maximum of 15 rooms) and compile all supporting documents listed in Annex 1 for submission and review.

1. PRE-QUALIFYING CRITERIA *This does not apply if you are TTTIC certified	
Are you a registered business in Trinidad and Tobago?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>DOC</b>
Do you have the relevant land and building approvals for your property?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>DOC</b>
Do you have approval from the national Fire Service?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>DOC</b>
Do you have approval from the Ministry of Health?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> <b>DOC</b>
Do you have public liability insurance for the property?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>DOC</b>

1. ENVIRONMENTAL MANAGEMENT			
	1 Criteria	Validated	Comments
1.1	The management must be involved and appoint an environmental manager/officer/supervisor from amongst the staff of the establishment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.2	The establishment must formulate a sustainability policy. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.3	The establishment must formulate objectives and an annual action plan for constant improvement. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.4	All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

1.5	The establishment must establish active collaboration with relevant stakeholders. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.6	<i>The establishment will measure its carbon footprint through the use of a recognised CO<sub>2</sub> measurement tool. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.7	<i>The establishment sets a concrete target to reduce its carbon footprint. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.8	<i>The establishment is verified carbon neutral in line with scope 1 and 2 of the Greenhouse Gas Protocol Standard. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.9	<i>The establishment offers its guests a possibility to compensate their emissions through a carbon scheme. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.10	<i>The establishment indicates and adheres to its physical carrying capacity. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 2. STAFF INVOLVEMENT

2.1	The management must hold periodic meetings with the staff in order to brief them on issues concerning existing and new environmental initiatives. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.2	Staff members must receive yearly training on environmental and other sustainability issues. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.3	The housekeeping service must know and accept the procedures regarding towels and/or sheets use. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 3. GUEST INFORMATION

3.1	The Green Key award must be displayed in a prominent place. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
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3.2	Information material about Green Key must be visible and accessible for guests. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.3	Information about Green Key and environmental information must be available on the establishment's website/social media platform. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.4	The establishment must keep the guests informed and involved about its environmental work and encourage guests to participate in environmental initiatives. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.5	Staff in charge of welcoming guests must be able to inform the guests about Green Key and the current environmental/sustainability initiatives of the establishment. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.6	The establishment informs and encourages guests to use sustainable transportation alternatives. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.7	<i>The establishment provides its guests with the opportunity to evaluate its performance, especially its sustainability performance. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>4. WATER</b>			
4.1	The total water consumption must be registered at least once a month. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.2	Newly purchased toilets have a 3/ 6 litres dual flush. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.3	The staff and cleaning personnel must have a system in place to regularly check for dripping taps, leaky toilets and overflowing tanks. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.4	Water flow from at least 75% of the showers in the guest room must not exceed 9 litres per minute. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.5	Water flow from at least 75% of the taps in the guest room must not exceed 8 litres per minute. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.6	Urinals in public areas must have sensors, water saving devices, or be water free. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

4.7	Newly purchased cover or tunnel dishwashers do not consume more water than 3.5 litres per basket. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.8	All wastewater must be treated in accordance with national and local regulations. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.9	<i>The swimming pool is covered or has other systems in place to reduce water consumption. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.10	<i>The swimming pool is cleaned with chemical-free alternatives. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.11	<i>Separate water meters are installed in areas with a high degree of water consumption. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.12	<i>Water flow in at least 75% of taps must not exceed 5 litres per minute. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.13	<i>Wastewater is re-used (after treatment). (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.14	<i>Rainwater is collected and used for suitable purposes. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.15	<i>The establishment ensures that a water risk assessment is carried out and recommendations from the assessment are taken into consideration. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 5. WASHING AND CLEANING

5.1	There must be information in the rooms informing guests about the routine regarding the change of sheets. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.2	There must be information in the rooms informing guests about the routine regarding the change of towels. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

5.3	At least 75% of the chemical cleaning products for daily use have a recognised eco-label. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.4	Disinfection substances must only be used when necessary and in correspondence with the legislation on hygiene. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.5	<i>Paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.6	<i>The establishment uses eco-labelled dishwashing detergents. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.7	<i>The establishment uses eco-labelled laundry detergents. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.8	<i>Concentrated chemical cleaning products and dosing system are used for daily cleaning. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.9	<i>Fibre cloth made of natural fibres is used for cleaning. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.10	<i>Chemical-free cleaning and disinfection methods are used. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.11	<i>The establishment does not use fragrance spray and perfume in connection with washing and cleaning. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.12	<i>The establishment offers its guests the option to forego housekeeping/cleaning of the rooms. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>6. WASTE</b>			
6.1	The establishment must separate waste as per national legislation but with a minimum of three categories. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.2	The separated waste must be handled separately by the local or national waste management facilities, by a private entity or by the establishment's own facilities. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

6.3	Instructions on how to separate and handle waste must be readily available to the staff in an understandable and simple format. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.4	Newly purchased pumps and refrigeration plants must not use CFC or HCFC refrigerants. All equipment must always comply with national legislation on phasing out refrigerants. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.5	Single-use tableware products related to food/beverage must not be used. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.6	Hazardous solid and liquid chemicals are stored safely. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.7	Hazardous waste must be transported safely to an approved reception facility. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.8	Each bathroom has a waste bin. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.9	<i>The establishment must register the total amount of waste. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.10	<i>A maximum of five food/beverage products are in individually packaged single servings. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.11	<i>Toiletries such as soap, shampoo and shower gel are provided in dispensers. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.12	<i>The packaging of travel-sized toiletries such as soap, shampoo and shower gel is being recycled, made of recycled plastic, ecolabelled or is biodegradable. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.13	<i>Toiletries, vanity kits and other single-use amenities for guests are only available on request. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.14	<i>At least five types of products are delivered in reusable packaging that is returned to the supplier. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

6.15	<i>The establishment has a waste plan in place to reduce and/or reuse waste. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.16	<i>Guests and staff are able to separate waste into categories that can be handled by the waste management facilities. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.17	<i>At least 75% of the soap, shower gel and shampoo have a nationally or internationally recognised eco-label. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.18	<i>At least five purchased products are either not packaged in plastic or packaged in plastic containing at least 50% recycled plastic. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.19	<i>Organic waste is composted or used for other purposes. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>7. ENERGY</b>			
7.1	Energy use must be registered at least once a month. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.2	Heating and air-conditioning control systems must be applied according to the seasonal changes or when the establishment's facilities are not in use. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.3	At least 75% of the light bulbs are energy efficient LED bulbs. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.4	Grease filters in the exhaust must be cleaned at least once a year. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.5	The heating, ventilation and air-conditioning system must be checked at least once a year and maintained if necessary, in order to be energy efficient at all times. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.6	Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact door seals. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	



7.7	Freezing equipment must be regularly defrosted. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.8	The establishment has set a standard temperature for cooling and heating in rooms. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.9	Newly purchased electronic devices in guest rooms are energy efficient. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.10	Outside lighting is minimised and/or has automatic turn off sensors installed (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.11	<i>The establishment uses or purchases at least 50% renewable and/or eco-labelled electricity. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.12	<i>The establishment uses or purchases 100% renewable and/or eco-labelled electricity. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.13	<i>The establishment does not use fossil fuels for the heating/cooling of the establishment. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.14	<i>At least 75% of all windows are energy efficient at a higher standard than the national/local regulation. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.15	<i>Newly purchased electric devices in the establishment are energy efficient. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.16	<i>An external energy audit is carried out at least once every five years. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.17	<i>At least 75% of the lighting in public areas and staff areas has motion detectors or is reduced when people are not present. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.18	<i>Separate electricity and gas meters are installed at strategically important places for energy monitoring. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.19	<i>Air-conditioning, ventilation, and heating automatically switch off in at least 75% of the rooms when windows and doors are open. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

7.20	<i>The establishment offers access to charge electric vehicles. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.21	<i>The kitchen hoods are equipped with supply/extract infrared fan controls. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.22	<i>The establishment does not use or only uses environmentally friendly outdoor heating or air-conditioning appliances. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.23	<i>If the establishment is not connected to the electrical grid, it generates electricity with energy efficient generators. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>8. FOOD AND BEVERAGE</b>			
8.1	The establishment must purchase and register at least five types of food/drink products that are organic, eco-labelled, fair trade labelled and/or locally produced. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.2	The establishment does not buy or promote products derived from threatened or protected species. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.3	A vegetarian/vegan alternative menu is offered in the restaurant. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.4	The establishment takes initiatives to reduce the level of food waste. (I)		
8.5	<i>Where the water quality is of an adequate standard, tap water is offered to guests in restaurants and meeting rooms. (I)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.6	<i>The establishment registers the amount of food waste. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.7	<i>The establishment offers halal meals in the restaurants (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

8.8	<i>The establishment indicates on the menu or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.9	<i>At least 25% of the main dishes in the establishment are vegetarian. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.10	<i>The establishment offers a vegan main dish. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.11	<i>At least 50% of all food/beverage products used in the establishment are organic, eco-labelled, fair-trade labelled and/or locally produced. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.12	<i>The establishment only purchases meat and seafood products that are certified with a sustainability label. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 9. INDOOR ENVIRONMENT

<b>9. INDOOR ENVIRONMENT</b>			
9.1	The restaurant should be non-smoking or at least have a non-smoking section. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.2	A minimum of 75% of the rooms must be non-smoking. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.3	<i>The establishment has a personnel policy concerning smoking during working hours. (I)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.4	<i>Indoor air quality in the establishment is regularly monitored. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.5	<i>In case of refurbishing or new building, the establishment uses environmentally friendly products. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.6	<i>Authentic elements of the local culture are considered in the operation and in connection with refurbishments or construction works. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

**10. GREEN AREAS**

10.1	Chemical pesticides and fertilisers must not be used unless there is no organic or natural equivalent. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.2	Newly purchased lawnmowers must be either electrically driven, use-unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.3	Smart flower and garden watering procedures are in place. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.4	<i>The establishment is taking initiatives to protect and support the local biodiversity on the premises (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.5	<i>The establishment only purchases native species of flora and fauna and actively eradicates invasive alien species from its premises. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.6	<i>The establishment has a fruit, herb, or vegetable garden on/near its premises. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

**11. CORPORATE SOCIAL RESPONSIBILITY**

11.1	The establishment is in compliance with international, national and local legislation and its CSR policy regarding environment, health, safety and labour. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.2	The establishment refrains from using/accepting child labour (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.3	Plants and animals, as well as historical and archaeological artefacts, are not sold, traded, or displayed, except those, which are permitted by law. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.4	If the establishment keeps animals on its premises, animal welfare guidelines must be followed. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

11.5	<i>The establishment provides access for people with additional needs. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.6	<i>The establishment is equitable in hiring women and local minorities, including in management positions. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.7	<i>The establishment actively supports at least two environmental or social community development activities. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.8	<i>The establishment offers the means for local small entrepreneurs to develop and sell sustainable products that are based on the area's nature, history, and culture. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.9	<i>The establishment does not offer entertainment, which involves domesticated or wild animals. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.10	<i>The establishment formulates a sustainable purchasing policy. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.11	<i>Material/supplies that are no longer used are collected and donated to charitable organisations. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>12. GREEN ACTIVITIES</b>			
12.1	Information about nearby parks, landscape and nature conservation areas must be available to the guests. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.2	The establishment must provide information about the nearest place to rent or borrow bicycles. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.3	<i>The guests have the opportunity non-motorised/electrically powered sustainable transport e.g., bicycles, scooters, kayaks, golf carts (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.4	<i>The establishment provides activities for raising awareness focused on sustainable development, environment and nature in or around the premises. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

12.5	<i>The establishment provides information to their guests awareness raising activities for its guests focused on sustainable development, the environment and nature within the premises or the local community</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>13. ADMINISTRATION</b>			
13.1	Third party operated shops and businesses located on the premises of the establishment must be informed about Green Key and the sustainability initiatives of the establishment and be encouraged to manage their activities in the same spirit. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.2	The stationery and brochures produced or ordered by the establishment must be eco-labelled, be recycled or produced by a company with an environmental management system. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.3	<i>The establishment takes initiatives to reduce the use of paper in offices, guest rooms and meeting rooms. (I)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.4	The establishment informs its suppliers about its sustainability commitments and strongly encourages the suppliers to follow the same sustainability commitments. (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.5	<i>The establishment ensures that at least 75% of the suppliers used are eco-certified, have a written environmental policy and/or are committed to sustainable development. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.6	<i>If the laundry service is outsourced to an external company, this company is located within 100 km from the establishment. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.7	<i>At least 75% of the newly purchased durables have an eco-label or must be produced by a company with an environmental management system. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.8	<i>The establishment refurbishes or upcycles own durables or purchases second-hand durables. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.9	<i>The establishment uses environmentally friendly motorised vehicles. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

13.10	<i>Vehicles entering the establishment are not idling for more than two minutes. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.11	<i>Vehicles with oil leaks are prohibited from entering the establishment (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.12	<i>The use of environmentally friendly means of transportation by the staff is encouraged. (G)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

### **Annex 1: Documents check list**

The documents related to imperative criteria must be enclosed. The documents related guideline criteria are enclosed if the establishment complies with the requirement.

<b>Criterion</b>	<b>Document</b>	<b>Attached? (yes/no)</b>
1.2	Sustainability policy	
1.3	Annual action plan	
1.7	<i>Carbon footprint calculated through the use of a recognised CO<sub>2</sub> measurement tool (GUIDELINE)</i>	
3.2	Information material for guests about Green Key (draft)	
3.4	Information material for guests about sustainability initiatives of the establishment (draft)	
4.1	Monthly water consumption of the past 12 months	
4.9	Confirmation from the local authorities or other responsible entity that the establishment is connected to an existing sewage system	
5.2	List of all daily cleaning products with indication of compliance (eco-labelled or no compounds from the blacklist) including proof of compliance	
6.1	Information about the different types of waste collected (photo of the waste reception facilities or other proof)	
6.10	<i>Monthly registration of waste of the past 12 months (GUIDELINE)</i>	
7.1	Monthly energy consumption of the past 12 months	
8.1	List a minimum of three food and/or beverage products that are organic, eco labelled, fair-trade labelled and/or locally produced	

8.4	<i>Monthly registration of food waste of the past year (GUIDELINE)</i>	
11.1	Corporate Social Responsibility policy	