

Checklist for hotels without restaurants*

* For checklist for hotel restaurants, see checklist for restaurants.

Energy saving tips

- Below are a number of energy saving tips.
- For further details on most of the tips included in the checklists, see "Description of energy saving tips"

Lighting

- Replace incandescent lamps by energy-saving lamps (A-lamps). [Energy-saving lamps]
- Replace fluorescent tube fixtures by high frequency electronic ballasts. [Improved fluorescent tubes]
- Install lighting control, movement sensors and time switches. [Lighting control]
- Remind guests to switch off the light. [Lighting control]
- Look into the possibility of using LED lighting.

Ventilation

- Install automatic shutdown of ventilation in rooms that are not used. [Ventilation]
- Make sure that mandatory ventilation inspection is undertaken. [Ventilation]
- Apply ventilation system heat recovery. [Ventilation system heat recovery]
- Adjust ventilation to match your requirements. [Ventilation]

Cooling

- Only use air conditioning when absolutely necessary. [Reduce cooling system consumption]
- Remember to close windows and doors, when the air-conditioning is on. Remind guests to do the same.
- Screen off windows and glass facades against the sun. [Use sunscreening]

Heating

- Turn off all thermostats before opening windows. [Airing]
- Set all thermostats to 3-3½ and use all radiators. [Setting of thermostats]
- Make sure that thermostat valves are not covered. [Setting of thermostats]
- Close doors to unused facilities to keep the heat in the rooms, you are using.
- Use low-energy panes. [Low-energy panes]
- Inspect central heating system for errors and defects [Central heating system inspection]
- Replace old circulation pumps by new A-pumps [Central heating system inspection]

Insulation

- Insulate hot water pipes in basements and in lofts. [Hot water pipe insulation]
- Insulate lofts. [building insulation]
- Insulate cavity walls. [building insulation]
- Electrical installations
- Switch to energy-efficient mini bars [Mini bars]
- Use energy-efficient multiple socket devices for all your office equipment. [Use energy-efficient multiple socket devices]
- Replace old monitors with flat-panel monitors. [Energy-efficient office machinery]
- Replace printers, computer, etc. with energy-efficient models. [Energy-efficient office machinery]

Behaviour

- Switch off electric appliances at the socket; do not leave them on standby.
- Switch off the light when no one is working in the hotel. [Lighting control]
- Use public transportation, bicycles, etc. whenever possible instead of cars to and from work. [Transportation]
- Make it easy for guests to switch off the light [Lighting control]
- Let guests decide when they need new sheets and towels.
- Indirect emission
- Use reusable and environmentally declared products whenever possible. [Environmental declaration]
- Limit packaging consumption. [Waste]
- Use green transportation whenever possible. [Transportation]
- Use IT for long-distance conferences and save on transportation. [Transportation]
- Minimise waste [Waste]
- Separate waste (such as cardboard, paper, bottles, organic waste, batteries, etc.) and make it easy for guests to do the same.
- Inquire into sub-supplier energy consumption. [Environmental declaration]
- Use reusable materials wherever possible [Waste]

Transportation

- Draw up a business travel policy on how staff is required to choose between public transport, car, rickshaw, train or plane.
- Encourage car pooling or car alternatives for travelling abroad.
- Improve staff bicycle parking.
- Own/leased corporate cars should be rated at least B.
- Make sure guests have easy access to public transportation.
- Offer rental bikes to guests.
- Demand that large diesel-engine vehicles used by your regular freight and courier companies are fitted with particulate filters.
- Demand that your suppliers account for the environmental impact of their deliveries or prove that their drivers have completed green driving courses.
- Schedule deliveries to reduce unnecessary transportation.
- Use bicycle couriers for down-town deliveries.

Checklist prepared by the City of Copenhagen

