



Application Appendix: Lodging

Section 1: Optional Linen Service

The following activities are required for all Virginia Green Lodging members.

- We train housekeeping staff on our process for optional linen service.
- We have signage in each guest room explaining the linen reuse procedures. (For example: "If you would like to reuse your towels, please hang them up", or "We only change bed linens upon request".)

Virginia Green members are encouraged to provide the following information:

Check the activities that you have implemented:

- We change linens only upon request.
- We minimize the use of bleach and chlorinated chemicals.
- We use an "ozone laundry system" that greatly minimizes the need for detergents and saves water.
- We use a service that has environmentally preferable "wet cleaning" for "dry-clean only" items.
- We line dry linens whenever possible.
- Other: Click or tap here to enter text.

Participation Rate

Do you track the optional linen participation rate? If so, what is it and are you realizing cost savings from reduced labor, water/energy, detergents, and reduced linen purchases?

Click or tap here to enter text.

Section 2: Training

The following activities are required for all Virginia Green Lodging members.

- Housekeepers and housemen are trained on recycling procedures to ensure that recyclables from guests are being collected separate from trash and being transferred into the recycling dumpster/compactor/container).

Virginia Green members are encouraged to provide the following information:

- Housekeeping carts contain two bags to keep trash and recycling separate.
- Recycling procedures are part of the housekeeping job description.
- Our staff has been instructed to empty all recyclables from the central collection bags into the recycling dumpster so that plastic bags do not contaminate recycling.
- Other: Click or tap here to enter text.

Section 3: In-Room Recycling

Virginia Green partners must provide for guest recycling. Please check applicable options below:

It is ****REQUIRED**** that you check at least one of the boxes below.

- Separate trash and recycling containers are provided in the room.
- Guests are informed that they can leave recycling on counters.
- Guests are informed where they can find a central recycling container.
- Guests are informed that housekeeping will remove recycling from trash.
- Recycling is provided in central areas such as near elevators or vending areas.
- Other: Click or tap here to enter text.

Section 4: Green Conferences & Meetings

The following activities are required for all Virginia Green Lodging members.

- Information on Green Meetings and Virginia Green Certification is included in sales marketing materials.
- Meeting planners are trained on Virginia Green commitments and ready to plan green meetings.
- Comprehensive recycling is in place.
- A policy prohibiting the release of balloons is in place.

Virginia Green members are encouraged to provide the following information:

Check the activities that you have implemented:

- Incorporating green meeting aspects is part of planners' job descriptions.
- Green transportation options are communicated to attendees (mass transit, electric vehicle charging, bike-friendly, etc.).
- Sustainable, organic, and local food and beverage offerings are available.
- Disposable cups, plates, etc. are not used.
- Compostable disposables are used.
- Polystyrene items are not used.
- Condiments are purchased in bulk.
- No single-use water bottles are provided.
- Digital messaging is utilized instead of printed materials.

Use the [Virginia Green Sustainable Event Guide](#) for tips on greening your events.

- All food wastes are composted through a hauler (standard practice).
- An option to have conference food wastes composted is available.
- Prohibit the outdoor use of balloons.
- Designated area for smoking and urns for cigarette butt collection.
- Herbs and vegetables are grown on-site.
- Calculate or estimate the recycling rate or landfill diversion rate for events.
- Calculate greenhouse gases generated from conference and participant travel.
- Optional purchase of Renewable Energy Credits to offset impacts from conference.
- Serve on-tap wine.
- Serve on-tap beer.
- Avoid box lunches.
- Support collection of nametags for reuse.
- Other: Click or tap here to enter text.

[Joyful Send-off](#) has alternatives to balloon releases.