

1) Raise the hotel's staff awareness of the environment

How?

Through at least an annual presentation to all the hotel employees on the environmental impacts of the hotels, the charter and the actions already implemented and the priorities for the year. The charter is posted on the board in the employee break room.

Compliance

When all these actions have been implemented.

2) Integrate the preservation of the environment in all jobs

How?

Through simple actions ("turn off the light when leaving an empty room") and specific practices depending on the job (i.e. for housekeeping: "don't leave the water running if you are not using it"). Each Head of Department reviews them and is responsible for their good application.

Through a training to every new employee so all team members know what the Environmental Charter is and where it is posted.

Compliance

When the simple actions, specific practices, company policies (HVAC, Irrigation, Earth Guest Day Checklist, Battery and Bulb recycling) and charter are known by all and applied in the hotel.

3) Make our guests aware of the environmental issues

How?

By making sure the "Save Energy" card is placed on the bed in every room and all team members know what the program consists of

Compliance

When this action is implemented throughout the motel and all team members can explain the program

8) Organize preventive maintenance

How?

By using the PM calendar

Compliance

When the hotel is using the PM calendar on a weekly basis (documentation must be on file), keeps it up to date and sign offs are present

12) Use low energy lamps in bedrooms

How?

By replacing incandescent lightbulbs by compact fluorescent ones (low energy type)

Compliance

When 100% of the bulbs used in bedrooms (excluding bathroom, toilets) are low energy type.

16) Insulate pipes carrying hot/chilled fluids

2008 M6 Environmental Charter

Mandatory Points

How?

By insulating all pipes that carry hot and chilled water/fluids (coordinate with your Regional Maintenance Engineer and Area Manager)

Compliance

When all the easily accessible pipes carrying hot/chilled fluids (including the mechanical room) are properly insulated.

26) Install water flow regulators on basin faucets/taps

How?

By installing regulators / aerators on all taps/faucets

Compliance

When all the accommodation vanity faucets/taps (excluding baths) are fitted with at max 1.5 US gallons/min (5.6 liters/min) flow regulators. Aerators must be clean, in good condition and replaced if not in compliance.

27) Install low flow shower heads

How?

By installing low flow showerheads

Compliance

When 100% of the bathroom showerheads are fitted with flow regulators of max 1.75 US gpm (12 liters/min).

30) Propose to guest to reuse towels

How?

By communicating this option to the guests: i.e. environmental card on bed.

Training for housekeeping team is in place and all property team members are aware of the program

Compliance

When this option is communicated to guests and is consistently implemented by the housekeepers.

31) Propose to guests to reuse sheets

How?

By communicating this option to the guests: i.e. environmental card on bed

Training for housekeeping team is in place and all property team members are aware of the program

Compliance

When this option is communicated to guests and is consistently implemented by the housekeepers.

48) Dispose safely of hotel batteries

How?

By recycling all the batteries the hotel is generating (television remote controls, door locks, ...)

Compliance

When all batteries from the hotel are collected and disposed of properly and in line with company procedures and standards

51) Recycle ink cartridges

How?

By collecting the ink cartridges used in the hotels (photocopier, printers, fax machine,...).

Cartridges are disposed of according to company standard (TO BE ROLLED OUT IN 2008; MEANWHILE YOU CAN STORE THEM IN A SAFE PLACE)

Compliance

When all ink cartridges are recycled

52) Dispose safely of fluorescent bulbs/tubes

How?

By recycling all the fluorescent bulbs/tubes

Compliance

When all fluorescent bulbs/tubes from the hotel are collected and disposed of properly and in line with company procedures and standards

59) Minimize water used for irrigation

How?

By following the company irrigation policy all year long and making sure it is known by the management and maintenance team.

Compliance

When the policy is implemented and known by the appropriate personnel