GREEN KEY

AN ECO-LABEL FOR

TOURISM ESTABLISHMENTS



APPLICATION FORM

FOR HOTELS AND HOSTELS

2022-2025

1. **Introduction**

This Green Key application form is valid for hotels and hostels in the **United Arab Emirates**

The Green Key hotel and hostel criteria are applicable for hotels and hostels having more than 15 bedrooms.

In order to be eligible for Green Key, the applicant establishment must be officially registered as a hotel/hostel with this function being officially registered as its main activity.

Criteria marked with (I) are imperative criteria, while criteria marked with (G) are guideline criteria. The applicant must comply with all imperative criteria and an increasing number of applicable guideline criteria according to the number of years for which the award has been held, as per the following table:

|  |  |
| --- | --- |
| **Year** | **Percentage of total guideline criteria** |
| 1 | 0% |
| 2 | 5% |
| 3 | 10% |
| 4 | 15% |
| 5-9 | 20% |
| 10+ | 50% |

The current set of criteria/explanatory notes is valid until 31 December 2025. Changes in criteria/explanatory notes will normally be announced with at least six months’ notice.

Some criteria will need to be documented in the application form, and you will find the information in Annex A. Other criteria will need to be documented in connection with the on-site audits (for each criterion in the criteria/explanatory notes document, there is a paragraph “During the audit….” where you can read about the expected check of compliance with criteria during on-site audits).

For any question about the criteria or the application, audit and award procedure, please do not hesitate to contact Green Key: **greenkey@emiratesgbc.org**

1. **Details about the applicant establishment**

|  |
| --- |
| Name of the establishment in the Trade License:  |
| Name of the establishment that will appear on the certificate: |
| Address:  |
| Latitude: |
| Longitude: |
| Country:  |
| Phone:  |
| E-mail: |
| Booking.com ID: |
| Website: |
| Social media links: |
| Number of rooms: |
| Number of guest nights/year: |
| Number of room nights/year:  |
| Number of employees (full-time, part-time and seasonal): |
| Number of suppliers: |
| Number of third-party operated businesses within the premises of the establishment:  |
| Name of General Manager:  |
| Name of Environmental/Sustainability Manager: |
| E-mail Environmental/Sustainability Manager: |

1. **Application form**

For each criterion, you will need to indicate the status of compliance with the criterion: Yes, No or N/A (non-applicable). Please use the comments field for any additional information to be provided.

If you need to know the understanding of a criterion, click on the link to access the explanatory notes for the relevant criterion.

|  |
| --- |
| 1. **ENVIRONMENTAL MANAGEMENT**
 |
| *1* |  **Criteria** | **Validated** | **Comments** |
| 1.1 | [The management must be involved and must appoint an environmental manager from amongst the staff of the establishment.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=2) (I)  | Yes ¨ No ¨ N/A ¨ |  |
| 1.2 | [The establishment must formulate a sustainability policy.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=3) (I) | Yes ¨ No ¨N/A ¨ |  |
| 1.3 | [The establishment must formulate objectives and an annual action plan for continuous improvement.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=4) (I) | Yes ¨ No ¨N/A ¨ |  |
| 1.4 | [All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=5) (I) | Yes ¨ No ¨N/A ¨ |  |
| 1.5 | [The establishment establishes active collaboration with relevant local stakeholders.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=5) (I)  | Yes ¨ No ¨N/A ¨ |  |
| 1.6 | [The establishment calculates its carbon footprint using a carbon measurement tool.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=6) (I) | Yes ¨ No ¨N/A ¨ |  |
| 1.7 | [*The establishment sets a concrete target to reduce its carbon footprint.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=7) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1.8 | [*The establishment is verified carbon neutral in line with scope 1 and 2 of the Greenhouse Gas Protocol Standard.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=7) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1.9 | [*The establishment offers its guests a possibility to compensate their emissions through a carbon scheme.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=8) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **STAFF INVOLVEMENT**
 |
| 2.1 | [The management holds periodic meetings with the staff to brief them on issues concerning existing and new environmental initiatives.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=9) (I) | Yes ¨ No ¨N/A ¨ |  |
| 2.2 | [The environmental manager must participate in meetings with management for the purpose of presenting the environmental developments of the establishment.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=10) (I) | Yes ¨ No ¨N/A ¨ |  |
| 2.3 | [Staff members must receive yearly training on environmental and other sustainability issues.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=10) (I) | Yes ¨ No ¨N/A ¨ |  |
| 2.4 | [The housekeeping service must know and accept the procedures regarding change of towels and sheets.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=11) (I) | Yes ¨ No ¨N/A ¨ |  |
| 2.5 | [Information is displayed in the staff area to promote responsible behaviour.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=12) (I) | Yes ¨ No ¨N/A ¨ |  |
| 2.6 | [*The establishment provides its staff with the opportunity to evaluate its environmental and/or socio-cultural performance.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=12) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **GUEST INFORMATION**
 |
| 3.1 | [The Green Key award must be displayed in a prominent place.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=13) (I) | Yes ¨ No ¨N/A ¨ |  |
| 3.2 | [Information about Green Key must be visible and accessible for guests.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=13) (I) | Yes ¨ No ¨N/A ¨ |  |
| 3.3 | [Information about Green Key and environmental information must be available on the establishment’s website.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=14) (I) | Yes ¨ No ¨N/A ¨ |  |
| 3.4 | [The establishment must keep the guests informed about and involved in its environmental work and encourage guests to participate in environmental initiatives.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=14) (I) | Yes ¨ No ¨N/A ¨ |  |
| 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.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=15) (I) | Yes ¨ No ¨N/A ¨ |  |
| 3.6 | [The establishment informs and encourages guests to use sustainable transportation alternatives.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=15) (I) | Yes ¨ No ¨N/A ¨ |  |
| 3.7 | [*The establishment provides its guests with the opportunity to evaluate its performance, including the sustainability performance.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=16) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **WATER**
 |
| 4.1 | [The total water consumption must be registered at least once a month.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=17) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.2 | [Newly purchased toilets have a 3/6 litres dual flush.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=17) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.3 | [The staff must have a system in place to regularly check for dripping taps and leaky toilets as well as leaky swimming pools.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=17) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.4 | [Water flow in at least 75% of the showers must not exceed 9 litres per minute.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=18) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.5 | [Water flow in at least 75% of the taps must not exceed 8 litres per minute.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=19) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.6 | [Urinals have sensors, water saving devices, or are water-free.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=19) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.7 | [Newly purchased cover or tunnel dishwashers do not consume more water than 3.5 litres per basket.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=19) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.8 | [All wastewater is treated.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=20) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.9 | [Newly purchased dishwashers and laundry machines are not conventional domestic appliances.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=20) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.10 | [A grease trap is installed.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=21) (I) | Yes ¨ No ¨N/A ¨ |  |
| 4.11 | [*The swimming pool is covered or has other systems in place to reduce water consumption.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=21) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 4.12 | [*The swimming pool is cleaned with chemical-free alternatives.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=22) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 4.13 | [*Separate water meters are installed in areas with a high degree of water consumption.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=22) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 4.14 | [*Water flow in at least 75% of taps must not exceed 5 litres per minute.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=22) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 4.15 | [*Wastewater is treated and reused onsite.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=23) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 4.16 | [*Rainwater is collected and used for suitable purposes.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=23) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 4.17 | [*The establishment ensures that a water risk assessment is carried out and recommendations from the assessment are taken into consideration.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=23) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **WASHING AND CLEANING**
 |
| 5.1 | [There must be information in the rooms informing guests about the routine regarding the change of sheets.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=24) (I) | Yes ¨ No ¨N/A ¨ |  |
| 5.2 | [There must be information in the rooms informing guests about the routine regarding the change of towels.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=24) (I) | Yes ¨ No ¨N/A ¨ |  |
| 5.3 | [At least 75% of the chemical cleaning products for daily use have a recognised eco-label.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=25) (I) | Yes ¨ No ¨N/A ¨ |  |
| 5.4 | [Disinfection substances must only be used when necessary and in correspondence with the legislation on hygiene.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=26) (I) | Yes ¨ No ¨N/A ¨ |  |
| 5.5 | [Paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=26) (I) | Yes ¨ No ¨N/A ¨ |  |
| 5.6 | [*The establishment uses eco-labelled dishwashing detergents*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=27)*. (G)* | Yes ¨ No ¨N/A ¨ |  |
| 5.7 | [*The establishment uses eco-labelled laundry detergents.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=27) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 5.8 | [*Concentrated chemical cleaning products and dosing system are used for daily cleaning.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=27) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 5.9 | [*Fibre cloth made of natural fibres is used for cleaning.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=27) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 5.10 | [*Chemical-free cleaning and disinfection methods are used.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=27) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 5.11 | [*The establishment does not use fragrance spray and perfume in connection with washing and cleaning.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=28) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 5.12 | [*The establishment offers its guests the option to forego housekeeping/cleaning of the rooms.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=28) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **WASTE**
 |
| 6.1 | [The establishment must separate waste as per national legislation but with a minimum of three categories.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=29) (I) | Yes ¨ No ¨N/A ¨ |  |
| 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.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=30) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.3 | [Instructions on how to separate and handle waste must be readily available to the staff in an understandable and simple format.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=30) (I) | Yes ¨ No ¨N/A ¨ |  |
| 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.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=31) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.5 | [Single-use tableware products related to food/beverage must not be used.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=31) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.6 | [Hazardous solid and liquid chemicals are stored safely.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=31) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.7 | [Hazardous waste must be transported safely to an approved reception facility.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=32) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.8 | [Each bathroom has a waste bin.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=33) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.9 | [A maximum of five food/beverage products are in individually packaged single servings.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=34) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.10 | [The establishment registers the total amount of waste.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=34) (I) | Yes ¨ No ¨N/A ¨ |  |
| 6.11 | [*Toiletries such as soap, shampoo and shower gel are provided in dispensers.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=34) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.12 | [*The packaging of travel-sized toiletries such as soap, shampoo and shower gel is being recycled, made of recycled plastic, eco-labelled or is biodegradable.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=35) *(G)*  | Yes ¨ No ¨N/A ¨ |  |
| 6.13 | [*Toiletries, vanity kits and other single-use amenities for guests are only available on request.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=35) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.14 | [*At least five types of products are delivered in reusable packaging that is returned to the supplier.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=35) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.15 | [*The establishment has a waste plan in place to reduce and/or reuse waste.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=36) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.16 | [*Guests and staff are able to separate waste into categories that can be handled by the waste management facilities.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=36) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.17 | [*At least 75% of the soap, shower gel and shampoo have a nationally or internationally recognised eco-label.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=37) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.18 | [*At least five purchased products are either not packaged in plastic or packaged in plastic containing at least 50% recycled plastic.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=37) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 6.19 | [*Organic waste is composted or used for other purposes.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=37) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **ENERGY**
 |
| 7.1 | [Energy use must be registered at least once a month.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=38) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.2 | [Heating, ventilation, and air-conditioning control systems must be in place.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=38) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.3 | [At least 75% of all light bulbs are energy efficient and at least 50% of all light bulbs are LED bulbs.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=39) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.4 | [Grease filters in the exhaust must be cleaned at least once a year.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=39) (I) | Yes ¨ No ¨N/A ¨ |  |
| 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.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=40) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.6 | [Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact door seals.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=40) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.7 | [Freezing equipment must be regularly defrosted.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=40) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.8 | [Newly purchased mini bars must not have an energy consumption exceeding 1 kWh/day.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=41) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.9 | [There is a written procedure regarding energy in empty guest and meeting rooms.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=41) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.10 | [The establishment has set a standard temperature for cooling and heating in rooms.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=42) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.11 | [Newly purchased electronic devices in guest rooms are energy efficient.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=42) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.12 | [Outside lighting is minimised and/or has automatic turn off sensors installed.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=43) (I) | Yes ¨ No ¨N/A ¨ |  |
| 7.13 | [*The establishment uses or purchases at least 50% renewable and/or eco-labelled electricity.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=43) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.14 | [*The establishment uses or purchases 100% renewable and/or eco-labelled electricity.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=44) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.15 | [*The establishment does not use fossil fuels for the heating/cooling of the establishment.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=44) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.16 | [*There are no mini bars in at least 75% of the guest rooms.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=45) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.17 | [*At least 75% of all windows are energy efficient at a higher standard than the national/local regulation.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=45) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.18 | [*Newly purchased electric devices in the establishment are energy efficient.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=46) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.19 | [*An external energy audit is carried out at least once every five years.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=46) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.20 | [*The establishment has an internationally or nationally recognised green building rating system.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=47) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.21 | [*The establishment has an automatic system that turns off the lights and electrical appliances when leaving the guest/meeting room.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=47) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.22 | [*At least 75% of the lighting in public areas and staff areas has motion detectors or is reduced when people are not present.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=47) *(G)*  | Yes ¨ No ¨N/A ¨ |  |
| 7.23 | [*Separate electricity and gas meters are installed at strategically important places for energy monitoring.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=48) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.24 | [*Air-conditioning, ventilation, and heating automatically switch off in at least 75% of the rooms when windows and doors are open.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=48) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.25 | [*A heat recovery system for e.g. refrigeration systems, ventilators, swimming pools or sanitary wastewater is installed.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=49) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.26 | [*The establishment offers access to charge electric vehicles.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=49) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.27 | [*The kitchen hoods are equipped with supply/extract infrared fan controls.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=50) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.28 | [*The establishment does not use or only uses environmentally friendly outdoor heating or air-conditioning appliances.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=50) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 7.29 | [*If the establishment is not connected to the electrical grid, it generates electricity with energy efficient generators.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=50) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **FOOD AND BEVERAGE**
 |
| 8.1 | [The establishment must purchase and register at least five types of food/beverage products that are organic, eco-labelled, fair-trade labelled and/or locally produced.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=51) (I) | Yes ¨ No ¨N/A ¨ |  |
| 8.2 | [The establishment does not buy products derived from threatened or protected species.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=52) (I) | Yes ¨ No ¨N/A ¨ |  |
| 8.3 | [A vegetarian/vegan alternative menu is offered in the restaurant.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=52) (I) | Yes ¨ No ¨N/A ¨ |  |
| 8.4 | [The establishment takes initiatives to reduce the level of food waste.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=53) (I) | Yes ¨ No ¨N/A ¨ |  |
| 8.5 | [Where the water quality is of an adequate standard, tap water is offered and/or promoted to guests.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=53) (I) | Yes ¨ No ¨N/A ¨ |  |
| 8.6 | [*The establishment registers the amount of food waste.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=54) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 8.7 | [*The establishment indicates on the menu or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=55) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 8.8 | [*At least 25% of the main dishes in the establishment are vegetarian.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=55) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 8.9 | [*The establishment offers a vegan main dish.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=55) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 8.10 | [*At least 50% of all food/beverage products used in the establishment are organic, eco-labelled, fair-trade labelled and/or locally produced.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=56) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 8.11 | [*The establishment only purchases meat and seafood products that are certified with a sustainability label.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=57) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **INDOOR ENVIRONMENT**
 |
| 9.1 | [The restaurant and all public areas must be non-smoking or have areas designated for smoking.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=57) (I) | Yes ¨ No ¨N/A ¨ |  |
| 9.2 | [A minimum of 75% of the rooms must be non-smoking.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=58) (I) | Yes ¨ No ¨N/A ¨ |  |
| 9.3 | [The establishment has a personnel policy concerning smoking during working hours.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=58) (I) | Yes ¨ No ¨N/A ¨ |  |
| 9.4 | [*Indoor air quality in the establishment is regularly monitored.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=59) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 9.5 | [*Environmentally friendly materials are used for refurbishments or construction works that started and/or were completed in the past 12 months.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=59) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 9.6 | [*Authentic elements of the local culture are considered in the operation and in connection with refurbishments or construction works.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=60) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **GREEN AREAS**
 |
| 10.1 | [Chemical pesticides and fertilisers must not be used unless there is no organic or natural equivalent.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=60) (I) | Yes ¨ No ¨N/A ¨ |  |
| 10.2 | [Newly purchased lawnmowers must either be electrically driven, be manually driven, or be awarded with an eco-label.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=61) (I) | Yes ¨ No ¨N/A ¨ |  |
| 10.3 | [Flower and garden watering procedures are in place to save water.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=61) (I) | Yes ¨ No ¨N/A ¨ |  |
| 10.4 | [The establishment is taking initiatives to protect and support the local biodiversity on the premises of the establishment.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=62) (I) | Yes ¨ No ¨N/A ¨ |  |
| 10.5 | [*The establishment only purchases native species of flora and fauna and actively eradicates invasive alien species from its premises.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=62) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 10.6 | [*The establishment has a fruit, herb, or vegetable garden on/near its premises.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=63) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **CORPORATE SOCIAL RESPONSIBILITY**
 |
| 11.1 | [The establishment confirms that it follows all relevant international, national, and local legislation, including the areas of environment, health, safety, and labour.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=64) (I) | Yes ¨ No ¨N/A ¨ |  |
| 11.2 | [The establishment refrains from using/accepting child labour.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=66) (I) | Yes ¨ No ¨N/A ¨ |  |
| 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.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=66) (I) | Yes ¨ No ¨N/A ¨ |  |
| 11.4 | [*The establishment provides access for people with additional needs.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=67) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 11.5 | [*The establishment is equitable in hiring women and local minorities, including in management positions.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=68) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 11.6 | [*The establishment actively supports at least two environmental or social community development activities.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=68) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 11.7 | [*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.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=69) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 11.8 | [*The establishment does not offer entertainment which involves domesticated or wild animals.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=70) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 11.9 | [*If the establishment keeps animals on its premises, animal welfare guidelines must be followed.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=70) *(G)*  | Yes ¨ No ¨N/A ¨ |  |
| 11.10 | [*The establishment formulates a sustainable purchasing policy.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=71) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 11.11 | [*Material/supplies that are no longer used are collected and donated to charitable organisations.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=71) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **GREEN ACTIVITIES**
 |
| 12.1 | [Information about nearby parks, landscape and nature conservation areas must be available to the guests.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=72) (I) | Yes ¨ No ¨N/A ¨ |  |
| 12.2 | [The establishment must provide information about the nearest place to rent or borrow bicycles.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=73) (I) | Yes ¨ No ¨N/A ¨ |  |
| 12.3 | [*The guests can borrow or rent bicycles from the establishment.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=73) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 12.4 | [*The establishment promotes responsible tourist behaviour in the destination.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=74) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 12.5 | [*The establishment provides awareness raising activities for its guests focused on sustainable development, the environment and nature within the premises or the local community.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=75) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 1. **ADMINISTRATION**
 |
| 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.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=76) (I) | Yes ¨ No ¨N/A ¨ |  |
| 13.2 | [A minimum of 75% of the purchases of printing paper, envelopes and printed material produced or ordered by the establishment is eco-labelled or produced by a company with an environmental management system.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=76) (I) | Yes ¨ No ¨N/A ¨ |  |
| 13.3 | [The establishment takes initiatives to reduce the use of paper at the front desk, in offices, and in guest/meeting rooms.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=77) (I)  | Yes ¨ No ¨N/A ¨ |  |
| 13.4 | [The establishment informs its suppliers about its sustainability commitments and strongly encourages the suppliers to follow the same sustainability commitments.](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=77) (I)  | Yes ¨ No ¨N/A ¨ |  |
| 13.5 | [*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.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=78) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 13.6 | [*At least three product categories of purchased or rented textiles are environmentally friendly.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=78) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 13.7 | [*If the laundry service is outsourced to an external company, this company is located within 100 km from the establishment.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=79) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 13.8 | [*At least 75% of the newly purchased durables have an eco-label or must be produced by a company with an environmental management system.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=79) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 13.9 | [*The establishment refurbishes or upcycles own durables or purchases second-hand durables.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=79) *(G)*  | Yes ¨ No ¨N/A ¨ |  |
| 13.10 | [*The establishment uses environmentally friendly motorised vehicles.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=79) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 13.11 | [*Vehicles entering the establishment are not idling for more than two minutes.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=80) *(G)* | Yes ¨ No ¨N/A ¨ |  |
| 13.12 | [*The use of environmentally friendly means of transportation by the staff is encouraged.*](https://www.greenkey.global/s/Green-Key-criteria-and-explanatory-notes-2022-2025-hotels-and-hostels.pdf#page=80) *(G)* | Yes ¨ No ¨N/A ¨ |  |

1. **Annex A: Documents check list**

The documents related to imperative (I) criteria must be enclosed. The documents related guideline (G) criteria are enclosed if the establishment complies with the criteria concerned.

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Document** | **Attached? (yes/no)** |
| 1.2 | Sustainability policy. (I) |  |
| 1.3 | Annual action plan for the coming period. (I) |  |
| 1.3 | Annual action plan for the past year and indication of held activities. (I)NB. Only for re-applicant establishments |  |
| 1.6 | Carbon footprint data (total tons, kg per guest room and kg per meeting hour of the past year) (I) |  |
| 3.2 | Information material for guests about Green Key (draft). (I)NB. Only for first-time applicant establishments |  |
| 3.4 | Information material for guests about sustainability initiatives of the establishment (draft). (I)NB. Only for first-time applicant establishments |  |
| 4.1 | Monthly water consumption of the past year. (I) |  |
| 4.8 | Confirmation from the local authorities or other responsible entity that the establishment is connected to an existing sewage system. (I) |  |
| 5.3 | List of all daily cleaning products with indication of eco-label. (I) |  |
| 6.1 | Information about the different types of waste collected (photo of the waste reception facilities or other proof). (I) |  |
| 6.10 | Monthly registration of waste of the past year. (I) |  |
| 7.1 | Monthly energy consumption of the past year. (I) |  |
| 8.1 | List of a minimum of five food/beverage products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (I) |  |
| 8.6 | *Monthly registration of food waste of the past year. (G)* |  |