

# GREEN KEY

AN ECO-LABEL FOR  
TOURISM ESTABLISHMENTS



**Green Key**

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](mailto:greenkey@emiratesgbc.org)

## 2. Agreement between Green Key and applicant establishment

In connection with the first application for award or subsequent annual renewal of award, the applicant establishment and Green Key must mutually agree upon and sign the terms and conditions in the agreement (replacing any previous existing agreements between the applicant establishment and Green Key):

### ***Access to information about Green Key:***

- The applicant establishment confirms that it has had access to and read/understood the Green Key criteria and explanatory notes.
- The applicant establishment confirms that it has had access to and read/understood the Green Key application process.
- The applicant establishment confirm that it has had access to and read/understood the Green Key participation fees.

### ***Responsibilities of the applicant establishment***

- The applicant establishment will complete the Green Key application form with correct data and pay the Green Key fees.

- The applicant establishment acknowledges the costs associated with applying for Green Key certification and will ensure that the Green Key fees are paid.
- The applicant establishment understands that the Green Key certificate will not be issued unless the payment is complete.
- The applicant establishment will allow scheduled onsite audits to take place within the premises of the establishment by an auditor authorised by Green Key, and to provide all necessary information and arrangements in connection with these audits.
- The applicant establishment will allow unannounced control visits by an auditor authorised by Green Key; however, the auditor must notify the reception of the establishment on arrival to request to be followed around by the general manager/owner, environmental manager or other relevant person.
- The applicant establishment will ensure conformity with the Green Key criteria throughout the award period, including correct information and communication about the achieved Green Key award as set in the Green Key criteria/explanatory notes and the Green Key Branding Guidelines.
- The applicant establishment will inform Green Key of any changes that might affect compliance with Green Key criteria within ten days of them occurring.
- The applicant establishment will record, handle and inform Green Key of complaints and corrective actions taken relating to compliance with the Green Key requirements (in correspondence with the official complaint handling procedure).
- The applicant establishment will inform Green Key of any changes in contact details within 30 days after occurring.
- The applicant establishment can decide to terminate its Green Key award at any time without penalty by providing 30 days' written notice to Green Key (fees for the remainder of the award period will not be reimbursed).
- The applicant establishment will in case of termination of award ensure that all references to Green Key are removed.

### ***Responsibilities of Green Key***

- Green Key will carry out an effective and impartial certification procedure, which means that no person with a potential conflict of interest can be involved in the third-party verification of the Green Key award.
- Green Key will communicate any changes in the Green Key criteria/explanatory notes as well as overall procedures to the establishment with normally at least six months' notice.
- Green Key will treat all received and viewed documents with confidentiality.
- Green Key will keep the names, phone numbers and e-mail addresses for the establishment for the duration of the application and award period. When Green Key is informed about updated contact details, the previous information will immediately be deleted. The applicant/awarded establishment can at any time access information about the contact information. The contact details will be used in case of contact, information (including newsletters) and promotion (see point below) in relation to Green Key. Within two years after an establishment is not awarded or re-awarded, the contact details will be deleted. Green Key will not use the contact details for other purposes than described in this agreement.
- Green Key will promote the awarded establishment on the Green Key website (name and contact details). The same information will be sent to OTAs, tour operators and other tourism databases where Green Key has established a cooperation agreement.
- Green Key will not publish any data or other sensitive information with reference to the individual establishment without prior consent of the establishment.
- Green Key has the right to suspend/terminate the award in case of non-compliance with requirements being revealed during the award period through monitoring, notified changes, complaints, etc.

### ***Signing of the agreement***

For the applicant establishment:

Name of establishment: \_\_\_\_\_  
Name of establishment owner or operator: \_\_\_\_\_  
Name of person signing this agreement: \_\_\_\_\_  
Title of person signing this agreement: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Signature: \_\_\_\_\_

For Green Key:

Name of Green Key Office: Emirates Green Building Council  
Director: Abdullatif Al Bitawi  
E-mail address: greenkey@emiratesgbc.org  
Signature: \_\_\_\_\_

  
\_\_\_\_\_

### 3. Details about the applicant establishment

Name of the establishment:
Address:
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:

#### 4. 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			
	Criteria	Validated	Comments
1.1	<a href="#">The management must be involved and must appoint an environmental manager from amongst the staff of the establishment.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.2	<a href="#">The establishment must formulate a sustainability policy.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.3	<a href="#">The establishment must formulate objectives and an annual action plan for continuous improvement.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.4	<a href="#">All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.5	<a href="#">The establishment establishes active collaboration with relevant local stakeholders.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.6	<a href="#">The establishment calculates its carbon footprint using a carbon measurement tool.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.7	<a href="#">The establishment sets a concrete target to reduce its carbon footprint.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.8	<a href="#">The establishment is verified carbon neutral in line with scope 1 and 2 of the Greenhouse Gas Protocol Standard.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.9	<a href="#">The establishment offers its guests a possibility to compensate their emissions through a carbon scheme.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. STAFF INVOLVEMENT			
2.1	<a href="#">The management holds periodic meetings with the staff to brief them on issues concerning existing and new environmental initiatives.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.2	<a href="#">The environmental manager must participate in meetings with management for the purpose of presenting the environmental developments of the establishment.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.3	<a href="#">Staff members must receive yearly training on environmental and other sustainability issues.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

2.4	<a href="#">The housekeeping service must know and accept the procedures regarding change of towels and sheets. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.5	<a href="#">Information is displayed in the staff area to promote responsible behaviour. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.6	<a href="#">The establishment provides its staff with the opportunity to evaluate its environmental and/or socio-cultural performance. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

### 3. GUEST INFORMATION

3.1	<a href="#">The Green Key award must be displayed in a prominent place. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.2	<a href="#">Information about Green Key must be visible and accessible for guests. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.3	<a href="#">Information about Green Key and environmental information must be available on the establishment's website. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.4	<a href="#">The establishment must keep the guests informed about and involved in its environmental work and encourage guests to participate in environmental initiatives. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.5	<a href="#">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)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.6	<a href="#">The establishment informs and encourages guests to use sustainable transportation alternatives. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.7	<a href="#">The establishment provides its guests with the opportunity to evaluate its performance, including the sustainability performance. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

### 4. WATER

4.1	<a href="#">The total water consumption must be registered at least once a month. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.2	<a href="#">Newly purchased toilets have a 3/6 litres dual flush. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.3	<a href="#">The staff must have a system in place to regularly check for dripping taps and leaky toilets as well as leaky swimming pools. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

4.4	<a href="#">Water flow in at least 75% of the showers must not exceed 9 litres per minute. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.5	<a href="#">Water flow in at least 75% of the taps must not exceed 8 litres per minute. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.6	<a href="#">Urinals have sensors, water saving devices, or are water-free. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.7	<a href="#">Newly purchased cover or tunnel dishwashers do not consume more water than 3.5 litres per basket. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.8	<a href="#">All wastewater is treated. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.9	<a href="#">Newly purchased dishwashers and laundry machines are not conventional domestic appliances. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.10	<a href="#">A grease trap is installed. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.11	<a href="#">The swimming pool is covered or has other systems in place to reduce water consumption. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.12	<a href="#">The swimming pool is cleaned with chemical-free alternatives. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.13	<a href="#">Separate water meters are installed in areas with a high degree of water consumption. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.14	<a href="#">Water flow in at least 75% of taps must not exceed 5 litres per minute. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.15	<a href="#">Wastewater is treated and reused onsite. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.16	<a href="#">Rainwater is collected and used for suitable purposes. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.17	<a href="#">The establishment ensures that a water risk assessment is carried out and recommendations from the assessment are taken into consideration. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>5. WASHING AND CLEANING</b>			
5.1	<a href="#">There must be information in the rooms informing guests about the routine regarding the change of sheets. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.2	<a href="#">There must be information in the rooms informing guests about the routine regarding the change of towels. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.3	<a href="#">At least 75% of the chemical cleaning products for daily use have a recognised eco-label. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	



5.4	<u>Disinfection substances must only be used when necessary and in correspondence with the legislation on hygiene.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.5	<u>Paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.6	<u>The establishment uses eco-labelled dishwashing detergents.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.7	<u>The establishment uses eco-labelled laundry detergents.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.8	<u>Concentrated chemical cleaning products and dosing system are used for daily cleaning.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.9	<u>Fibre cloth made of natural fibres is used for cleaning.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.10	<u>Chemical-free cleaning and disinfection methods are used.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.11	<u>The establishment does not use fragrance spray and perfume in connection with washing and cleaning.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.12	<u>The establishment offers its guests the option to forego housekeeping/cleaning of the rooms.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>6. WASTE</b>			
6.1	<u>The establishment must separate waste as per national legislation but with a minimum of three categories.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.2	<u>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.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.3	<u>Instructions on how to separate and handle waste must be readily available to the staff in an understandable and simple format.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.4	<u>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.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.5	<u>Single-use tableware products related to food/beverage must not be used.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.6	<u>Hazardous solid and liquid chemicals are stored safely.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.7	<u>Hazardous waste must be transported safely to an approved reception facility.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

6.8	<a href="#">Each bathroom has a waste bin.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.9	<a href="#">A maximum of five food/beverage products are in individually packaged single servings.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.10	<a href="#">The establishment registers the total amount of waste.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.11	<a href="#">Toiletries such as soap, shampoo and shower gel are provided in dispensers.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.12	<a href="#">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.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.13	<a href="#">Toiletries, vanity kits and other single-use amenities for guests are only available on request.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.14	<a href="#">At least five types of products are delivered in reusable packaging that is returned to the supplier.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.15	<a href="#">The establishment has a waste plan in place to reduce and/or reuse waste.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.16	<a href="#">Guests and staff are able to separate waste into categories that can be handled by the waste management facilities.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.17	<a href="#">At least 75% of the soap, shower gel and shampoo have a nationally or internationally recognised eco-label.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.18	<a href="#">At least five purchased products are either not packaged in plastic or packaged in plastic containing at least 50% recycled plastic.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.19	<a href="#">Organic waste is composted or used for other purposes.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 7. ENERGY

7.1	<a href="#">Energy use must be registered at least once a month.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.2	<a href="#">Heating, ventilation, and air-conditioning control systems must be in place.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.3	<a href="#">At least 75% of all light bulbs are energy efficient and at least 50% of all light bulbs are LED bulbs.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.4	<a href="#">Grease filters in the exhaust must be cleaned at least once a year.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.5	<a href="#">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.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

7.6	<a href="#">Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact door seals. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.7	<a href="#">Freezing equipment must be regularly defrosted. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.8	<a href="#">Newly purchased mini bars must not have an energy consumption exceeding 1 kWh/day. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.9	<a href="#">There is a written procedure regarding energy in empty guest and meeting rooms. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.10	<a href="#">The establishment has set a standard temperature for cooling and heating in rooms. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.11	<a href="#">Newly purchased electronic devices in guest rooms are energy efficient. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.12	<a href="#">Outside lighting is minimised and/or has automatic turn off sensors installed. (I)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.13	<a href="#">The establishment uses or purchases at least 50% renewable and/or eco-labelled electricity. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.14	<a href="#">The establishment uses or purchases 100% renewable and/or eco-labelled electricity. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.15	<a href="#">The establishment does not use fossil fuels for the heating/cooling of the establishment. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.16	<a href="#">There are no mini bars in at least 75% of the guest rooms. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.17	<a href="#">At least 75% of all windows are energy efficient at a higher standard than the national/local regulation. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.18	<a href="#">Newly purchased electric devices in the establishment are energy efficient. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.19	<a href="#">An external energy audit is carried out at least once every five years. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.20	<a href="#">The establishment has an internationally or nationally recognised green building rating system. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.21	<a href="#">The establishment has an automatic system that turns off the lights and electrical appliances when leaving the guest/meeting room. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.22	<a href="#">At least 75% of the lighting in public areas and staff areas has motion detectors or is reduced when people are not present. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.23	<a href="#">Separate electricity and gas meters are installed at strategically important places for energy monitoring. (G)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

7.24	<u>Air-conditioning, ventilation, and heating automatically switch off in at least 75% of the rooms when windows and doors are open.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.25	<u>A heat recovery system for e.g. refrigeration systems, ventilators, swimming pools or sanitary wastewater is installed.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.26	<u>The establishment offers access to charge electric vehicles.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.27	<u>The kitchen hoods are equipped with supply/extract infrared fan controls.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.28	<u>The establishment does not use or only uses environmentally friendly outdoor heating or air-conditioning appliances.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.29	<u>If the establishment is not connected to the electrical grid, it generates electricity with energy efficient generators.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 8. FOOD AND BEVERAGE

8.1	<u>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.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.2	<u>The establishment does not buy products derived from threatened or protected species.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.3	<u>A vegetarian/vegan alternative menu is offered in the restaurant.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.4	<u>The establishment takes initiatives to reduce the level of food waste.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.5	<u>Where the water quality is of an adequate standard, tap water is offered and/or promoted to guests.</u> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.6	<u>The establishment registers the amount of food waste.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.7	<u>The establishment indicates on the menu or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.8	<u>At least 25% of the main dishes in the establishment are vegetarian.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.9	<u>The establishment offers a vegan main dish.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.10	<u>At least 50% of all food/beverage products used in the establishment are organic, eco-labelled, fair-trade labelled and/or locally produced.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.11	<u>The establishment only purchases meat and seafood products that are certified with a sustainability label.</u> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

		N/A <input type="checkbox"/>	
<b>9. INDOOR ENVIRONMENT</b>			
9.1	<a href="#">The restaurant and all public areas must be non-smoking or have areas designated for smoking.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.2	<a href="#">A minimum of 75% of the rooms must be non-smoking.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.3	<a href="#">The establishment has a personnel policy concerning smoking during working hours.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.4	<a href="#">Indoor air quality in the establishment is regularly monitored.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.5	<a href="#">Environmentally friendly materials are used for refurbishments or construction works that started and/or were completed in the past 12 months.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.6	<a href="#">Authentic elements of the local culture are considered in the operation and in connection with refurbishments or construction works.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>10. GREEN AREAS</b>			
10.1	<a href="#">Chemical pesticides and fertilisers must not be used unless there is no organic or natural equivalent.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.2	<a href="#">Newly purchased lawnmowers must either be electrically driven, be manually driven, or be awarded with an eco-label.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.3	<a href="#">Flower and garden watering procedures are in place to save water.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.4	<a href="#">The establishment is taking initiatives to protect and support the local biodiversity on the premises of the establishment.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.5	<a href="#">The establishment only purchases native species of flora and fauna and actively eradicates invasive alien species from its premises.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.6	<a href="#">The establishment has a fruit, herb, or vegetable garden on/near its premises.</a> (G)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>11. CORPORATE SOCIAL RESPONSIBILITY</b>			
11.1	<a href="#">The establishment confirms that it follows all relevant international, national, and local legislation, including the areas of environment, health, safety, and labour.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.2	<a href="#">The establishment refrains from using/accepting child labour.</a> (I)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

11.3	<u>Plants and animals, as well as historical and archaeological artefacts, are not sold, traded, or displayed, except those which are permitted by law. (I)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.4	<u>The establishment provides access for people with additional needs. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.5	<u>The establishment is equitable in hiring women and local minorities, including in management positions. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.6	<u>The establishment actively supports at least two environmental or social community development activities. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.7	<u>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)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.8	<u>The establishment does not offer entertainment which involves domesticated or wild animals. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.9	<u>If the establishment keeps animals on its premises, animal welfare guidelines must be followed. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.10	<u>The establishment formulates a sustainable purchasing policy. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.11	<u>Material/supplies that are no longer used are collected and donated to charitable organisations. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 12. GREEN ACTIVITIES

12.1	<u>Information about nearby parks, landscape and nature conservation areas must be available to the guests. (I)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.2	<u>The establishment must provide information about the nearest place to rent or borrow bicycles. (I)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.3	<u>The guests can borrow or rent bicycles from the establishment. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.4	<u>The establishment promotes responsible tourist behaviour in the destination. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.5	<u>The establishment provides awareness raising activities for its guests focused on sustainable development, the environment and nature within the premises or the local community. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 13. ADMINISTRATION

13.1	<u>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</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
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	<u>activities in the same spirit. (I)</u>		
13.2	<u>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. (I)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.3	<u>The establishment takes initiatives to reduce the use of paper at the front desk, in offices, and in guest/meeting rooms. (I)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.4	<u>The establishment informs its suppliers about its sustainability commitments and strongly encourages the suppliers to follow the same sustainability commitments. (I)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.5	<u>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)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.6	<u>At least three product categories of purchased or rented textiles are environmentally friendly. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.7	<u>If the laundry service is outsourced to an external company, this company is located within 100 km from the establishment. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.8	<u>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)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.9	<u>The establishment refurbishes or upcycles own durables or purchases second-hand durables. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.10	<u>The establishment uses environmentally friendly motorised vehicles. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.11	<u>Vehicles entering the establishment are not idling for more than two minutes. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.12	<u>The use of environmentally friendly means of transportation by the staff is encouraged. (G)</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

## 5. 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)	