**Hotel Assessment form**

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| **Name of the package** |  |

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| **HOTEL SUSTAINABILITY ASSESSMENT**  **(Assessment for all the hotels included in the package)** | | | | |
| **Description of Indicators and criteria**  **from the ASEAN Green Hotel Standard** | **Answers of applicant**  **(1 point / question)** | | **Verification of**  **ASTA Assessors** | |
| **YES** | **NO** | **YES** | **NO** |
| **Environmental policy and actions for hotel operation** |  | | | |
| 1.The organization shall communicate environmental policy practice to staff, clients and suppliers to participate in (posters, email’s signature, etc.). |  |  |  |  |
| 2. The organization shall establish environmental activity plan to encourage staffs, (clients) and suppliers to participate (written plan, signposting, communication at the reception). |  |  |  |  |
| **Use of Green products** |  | | | |
| 3.The rooms, restaurants, lobbies, and etc. shall be mostly decorated with local products (curtains, fabrics, etc.). |  |  |  |  |
| 4.The organization shall use local food products (50% of dishes must be local). |  |  |  |  |
| 5.The organization shall use environmentally friendly products and biodegradable (biodegradable trash bags, recycled plastics and papers, ‘eco-friendly’ detergents and washing powders in refillable containers) |  |  |  |  |
| **Collaboration with the community and local the organizations** |  | | | |
| 6.The organization shall establish plans or arrange activities for improving quality of life for example, health and education in local areas. (Report of activities) |  |  |  |  |
| 7.The organization shall establish awareness programs/ activities on environmental protection for the local community. (Report of activities) |  |  |  |  |
| 8.The organization shall support or create job opportunities for its local community. (% of local staff) |  |  |  |  |
| **Solid Waste management** |  | | | |
| 9.The organization shall apply 3R’s principles for solid waste management (reduce, reuse, recycle). |  |  |  |  |
| 10.The organization shall have activities encouraging client to support waste management of the hotel, for example giving the options of using recyclable/ biodegradable plastics /fabric bags to the clients. |  |  |  |  |
| **Energy efficiency** |  | | | |
| 11.The organization shall selectively utilize electrical appliances and equipment with energy savings efficiency, for example, energy efficient lighting, or low loss ballast and other appliances certified with the highest energy saving rated as NO.5.[[1]](#footnote-1) |  |  |  |  |
| 12.The organization shall encourage staff to be involved in energy efficiency activities (posters in local language, training, manuals, etc.) |  |  |  |  |
| **Water efficiency and water quality** |  | | | |
| 13. The organization shall promote for encouraging clients to participate in water saving campaign, for instance of water saving friendly reminder in guest room and advertisement board. |  |  |  |  |
| 14. The organization shall have contingency plan in case the water consumed does not meet the standard. |  |  |  |  |
| **Air quality management (indoor and outdoor)** |  |  |  |  |
| 15. The organization shall provide separate smoking area from centre area and post the symbol. |  |  |  |  |
| 16. The organization shall establish a maintenance plan of the generator and air conditioning system. (Records of maintenance plan) |  |  |  |  |
| **Wastewater treatment and management** |  | | | |
| 17. The organization shall provide wastewater treatment system suitable for size and activities of hotel where there is no support of waste water treatment system outside. |  |  |  |  |
| 18. The organization shall install a grease trap system in kitchen, restaurant and grease contaminated area. |  |  |  |  |
| **Toxic and chemical substance disposal management** |  | | | |
| 19. The organization shall have a safe place isolated from its staff and clients for storing hazardous and toxic substances. |  |  |  |  |
| 20.The organization shall communicate information about hazardous waste disposal management to clients and hotel staff, for example, using friendly reminder, brochures, advertisement boards, etc. |  |  |  |  |
| **The overall state, hygiene and cleanliness of the hotel** |  | | | |
| 21.The structure of the house shall be in good, stable and safe condition such as roof, walls, doors, floor, etc. |  |  |  |  |
| 22. All rooms, kitchen and toilets shall be kept clean and free of malodour, dirt, dust, cobwebs etc. |  |  |  |  |
| **Total points** |  |  |  |  |
| **Maximum points** | **22** | **22** | **22** | **22** |
| **Rural package minimum points** | **11** | | | |
| **Urban package minimum points** | **13** | | | |
| **Do the hotels respond to the ASTA Hotel sustainability criteria ? (Answer by YES or NO)** |  | |  | |

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| **ASSESSOR COMMENTS** | |
| **If the service provider(s) do not fully comply with the sustainability criteria, what should be improved ?** |  |

1. (i) Turn the thermostat of mini bar fridges to the lowest setting when room not occupied, (ii) the use of solar heating to assist with hot water, (iii) Ensure laundry machines operate at maximum capacity only. [↑](#footnote-ref-1)