



Green Key Meetings Self-Assessment Overview

The Green Key Meetings Program is a rating system designed to recognize conference and event facilities committed to improving their sustainable initiatives. Based on the results of the comprehensive online assessment, facilities are awarded a Green Key Rating from 1 to 5. Further guidance is provided in the form of a Performance Report and access to multiple online tools.

The questions within the assessment cover the following areas of operations: Core Areas; Communications; Activities; People; Exhibition; and Audiovisual.

This document provides an overview of the questions contained within the Green Key Meetings Self-Assessment. The full online assessment consists of 82 questions and provides users with a combination of answer formats including Yes/No, multiple-choice and 'select all that apply'.

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Core Areas

- 1 Do you have individual cooling/heating controls in rooms with minimum and maximum settings?
- 2 Do you have the ability to measure energy by individual meeting room and report to user groups?
- 3 Do you have light sensors in meeting rooms?
- 4 Do you have an annual energy audit?
- 4a Are energy audit results available to planners on the web?
- 4b Do you track percent improvement annually?
- 5 Do you turn off lights and HVAC in unused rooms?
- 6 Are there strategies in place to reduce energy based on occupancy?
- 7 Is your communication with the planner sent electronically?
- 8 Is in-room information provided electronically?
- 9 Are guests given the option of receiving the bill by email?
- 10 Do you ensure recycling bins are placed next to waste receptacles in meeting rooms?
- 11 Do you recycle back-of-house?
- 12 Do you provide information about acceptable materials to recycle in meeting rooms next to the recycle bins (words or pictures)?
- 13 Is china service standard (except when a safety issue, i.e. around a pool)?
- 14 Do you provide sustainable options if china service cannot be used?
- 15 If you offer these options, are you able to actually recycle or compost the items in the facility or by using local services?
- 16 Is your standard meeting package waste free?
- 17 Do you offer electronic or sustainable signage options?
- 18 Do you have a recycling program for hazardous materials found in fluorescent bulbs and batteries through licensed service providers?
- 19 Are recycling bins standard in meeting areas?

- 20** Do you serve water in pitchers?
- 21** Do you pre-fill water glasses?
- 22** Do you have low-flow water fixtures in guestrooms?
- 23** Do you have low-flow fixtures in public access areas serving meeting rooms?
- 24** Do you use left-over water to water plants or fill fountains?
- 25** Are you a smoke-free venue?
- 26** Do you enforce the anti-idling bylaws?
- 27** Do you use low VOC (volatile organic compounds) materials for paints and carpets?
- 28** Do you have a noise control policy within your venue?
- 29** Do you have a carbon offset program?
- 29a** What kind of offset program do you use?
- 30** Do you measure your carbon footprint?
- 30a** We measure our carbon footprint through:
- 30b** We use an approved methodology such as the Carbon Disclosure Project methodology to measure our carbon footprint.
- 30c** Can you supply estimated carbon footprints for specific groups?

Communication

- 1** Do you have a sustainability policy?
- 1a** Do you have a standard sustainability clause in your contract in any of the following areas?
- 1b** Do you include your sustainability policy in planner communications?
- 2** Do you provide an electronic list of local suppliers to planners on request or make this available on the website?
- 3** Are you a LEED or BOMA certified building?

- 4 Do you have relevant environmental certifications or accreditations?
- 5 Do you provide training/education to your staff on your sustainability policy?
- 5a Does training include third-party suppliers?
- 5b How often does training happen?
- 6 Do you have an inter-departmental "green team" or sustainability team?
- 7 Do you have a champion at the senior management level?

Activities

- 1 Do you purchase environmentally friendly chemicals (i.e. Green Seal, non-toxic) for cleaning and other purposes?
- 1a What percentage of your cleaning products are non-toxic and/or Green Seal Certified?
- 2 Are any of the following standard for meeting rooms? Select all that apply.
- 3 Do you buy products in bulk and use re-fillable containers to serve them?
- 4 Do you purchase locally, within 100 km / 60 miles of your location?
- 5 Do you purchase Fair Trade products?
- 6 Do you purchase organic foods?
- 7 Does your brand standard support using local, Fair Trade and organic items?
- 8 Do you have any of the following purchasing strategies?
- 9 Do you audit your sustainability program annually?
- 9a Which categories do you audit?
- 9b Does the plan use measureable criteria?
- 9c Is this information available on your website?
- 9d Is this a third-party audit or completed internally?
- 10 Do you have a long-term plan in place to improve?

People

- 1 What percentage of your meeting space has natural light?
- 2 Do you offer flexible menus based on dietary preferences and restrictions (i.e. vegetarian, vegan, kosher, gluten free)?
- 3 Do you use mercury-free thermostats in meeting rooms?
- 4 Do you clean carpets, ducts and air filters regularly (annually or more frequently)?
- 5 Do you offer opportunities for groups to volunteer in the community?
- 6 Do you have references from local community groups available to planners?
- 7 Do you donate unused materials to community groups?
- 7a What type of materials are donated?
- 8 Do you have a charitable/community partner?
- 8a Is community, charitable partnership information communicated to planners?
- 9 Do you support local educational institutions? (co-ops, volunteer programs)

Exhibition

- 1 Do you have a policy on waste management for exhibitors?
- 1a Do you provide this policy to planners?
- 2 Do you have a policy on quantity of materials that can be shipped to your property based on the size of the group?
- 3 Do you work with local suppliers?
- 4 Do you have a policy defining the types of materials that can be brought in?

Audiovisual

- 1** Do you have a sustainability policy for AV equipment?
- 1a** What equipment is covered by your sustainability policy?
- 1b** Does the policy enforce energy-efficient purchases (i.e. LED, Energy Efficiency) for new capital equipment (i.e. monitors, projectors)?
- 2** Do you donate used AV equipment to local charities or community groups?
- 3** Do you require your in-house AV provider to have a sustainability policy?
- 3a** Is this in your contract/service agreement?