

# ECOLODGE CHECKLIST

User's Guide to Environmentally Sustainable  
Accommodations for Protection of  
environment and Improvement of Local  
Community Welfare

エコロッジチェックリスト  
環境に配慮した地域振興型宿泊施設の手引き

April 2006



## ECOLOGDE CHECKLIST

### 1. SUBJECT COVERAGE

These guidelines include vital criteria for accommodations in operation offering ecotour service.

### 2. OBJECTIVE OF GUIDELINES

These guidelines are intended to promote environmentally sound management of accommodations with ecotour operations.

### ECOLOGDE CHECKLIST

#### <CATEGORY>

This checklist is comprised of six categories as following;

- I Environmental Sustainability
- II Food and Beverage
- III Reduction of Wastes and Recycling
- IV Saving Energy and Water
- V Green Purchasing/Chemicals/Misc.
- VI Care for environment as an ecolodge

\*The categories between I and V comply with Green Purchase Network 'Hotels and Inns Guidelines''

#### <POINT ALLOCATION>

In general, each criterion is worth one point with exceptions of 0.5 point and 2 point allocations as follows;

##### 0.5 point allocation

- A criterion with majority already qualified in general, yet considered important to be indicated in the checklist.

##### 2 point allocation

- A criterion with potential alleviation of large environmental impact.
- A criterion with potential repercussion and positive influence on pertinent body and other criteria.
- A criterion with innovative improvement requiring originality, ingenuity, and active capital investment.

\* These guidelines are subject to revision with change in social conditions and knowledge.

April, 2006  
Japan Ecolodge Association

## EKOLOGE CHECKLIST

### I ENVIRONMENTAL SUSTAINABILITY

#### 1) EFFORTS MADE ON ENTIRE FACILITY

No	CHECK ITEMS	Pts.
1	Do you have an environmental policy?	2
2	Do you know environmental impact(s) on your facility and try to minimize it (them) by making targets and plans? < EFFORT LEVEL > · I know one or two categories of impacts and working to minimize them. · I know three or more categories of impacts and working to minimize them.	1 2
3	Do you have a clear responsibility management on environmental issues?	2
4	Do you know environmental laws and policies enjoin a duty on your facility?	2
5	Do you monitor and verify your environmental policy once a year or more to make future actions more effective?	2
6	Do you train your employee(s) on environmental issues once a year or more often?	2
7	Do you display environmental policy where visible or have all your employee(s) carry to fully grasp and act on duty?	2

#### 2) EFFORTS MADE ON EACH CRITERION

8	<b>【FOOD AND BEVERAGE】</b> Do you calculate the food and beverage waste volume to reduce and recycle by setting concrete targets and plans?	2
9	<b>【WASTES OTHER THAN FOOD AND BEVERAGE】</b> Do you know the types and amount of waste that do not come from food and beverage (i.e. packages and room trash) to reduce and recycle by setting concrete targets and plans?	2
10	Do you explain your waste management policy to waste disposal companies on recycling and treatment in a proper manner to meet your needs?	2
11	<b>【ENERGY AND WATER】</b> Do you set concrete plans and targets to reduce energy consumptions by studying the amount used (electricity, heavy oil, gas, etc.)?	2
12	Do you know the amount of water consumption and treated water quality to set concrete targets and plans to reduce volume and alleviate contamination?	2
13	<b>【GREEN PURCHASING AND CHEMICALS】</b> Do you have a green purchasing policy with concrete targets and plans to reduce purchasing volume and shifting to choose more environmentally sound products?	2
14	Do you know the current dependency on chemicals (Herbicides, Insecticides, etc.) and set concrete targets and plans to reduce volume and minimize environment pollution?	2

#### 3) INFORMATION DISCLOSURE AND ENVIRONMENTAL COMMUNICATION

15	<b>【INFORMATION DISCLOSURE】</b> Are you positive about disclosure and provision of information on environmental policy both on and off-line?	2
16	<b>【CUSTOMERS】</b> Do you display or have a manner to indicate environmental policy where visible, such as reception area and rooms?	2
17	<b>【CUSTOMERS】</b> Do you have a system to effectively reflect the customers' voice including environmental issues within your premises?	2
18	<b>【ENVIRONMENTAL SERVICE FOR CUSTOMERS】</b> Do you offer programs such as local ecotours and/or environmental facility tours?	2
19	<b>【SUPPLIERS】</b> Do you explain environmental policy to suppliers to better procure environmentally sound products and services?	2

#### 4 ) EMS CERTIFIED BY THIRD PARTY ( OPEN-ENDED DESCRIPTION )

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#### 5 ) OTHERS ( OPEN-ENDED DESCRIPTION )

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### II FOOD AND BEVERAGE

#### 1) REDUCTION AND RECYCLING OF FOOD WASTE

No	CHECK ITEMS	Pts.
20	Do you try to minimize dead stock of foodstuffs, adjust cooking portion for number of reservations, make effective use of leftovers, and curb generating kitchen wastes?	1
21	Do you drain water or dehydrate food wastes to reduce volume?	0.5
22	Do you reuse food wastes (compost and/or animal feed)?	1
23	Do you reduce drained or strained food wastes by 20% or more by condensing (using garbage dehydrator, etc.) and/or reusing (for compost and animal feed)?	

	< EFFORT LEVEL > · Reduction of more than 20% is achieved.	1
	· Reduction of more than 80% is achieved	2
24	Do you effectively reuse or recycle cooking oil as fuel and/or soap?	1
25	Do you encourage food suppliers to make use of returnable containers?	1
26	Do you use returnable containers for drinks such as sake, beer, etc. where feasible?	1
27	Do you use returnable containers for other drinks aforementioned and condiments? < EFFORT LEVEL > · Specifically requested to suppliers. · Returnable containers are used.	0.5 2
28	Do you try to simplify and/or reduce excess wrapping of disposable containers for food, beverage and condiments?	1
2) FOOD PURCHASE		
29	Do you prioritize purchase of organic (processed) food and low or chemical free agricultural produce?	1
30	Do you prioritize purchase of local and in-season food?	1
3) OTHERS ( OPEN-ENDED DESCRIPTION )		

### III REDUCTION OF WASTES AND RECYCLING

#### 1) ROOM SERVICE

No	CHECK ITEMS	Pts.
31	Do you limit your complimentary disposable amenity set to a maximum of 6 articles?	1
32	Do you minimize packaging? (No double-wrapping of amenity set)	1
33	Do you encourage guests to bring their own toothbrush, shaver, etc.?	1
34	Do you use refillable dispenser/bottles avoiding disposable shampoo and conditioner containers?	1
35	Do you use in-room slippers that stand long use and are not disposable?	1
36	Do you regulate per-container volume of disposable soap, shampoo, and conditioner in a proper manner?	1
37	Do you reuse solid soaps in back stage or recycle by caking?	1
38	Do you reuse disposable amenity set when unused by guests under certain condition?	1
39	Do you have a display on bedding and towel change service for multi-day guests?	1
40	Do you separate and recycle carried-in waste?	1
41	Do you restore and refurbish guestroom furniture (bed, chair, table, etc.) for long-term use?	1
2) ADMISTRATIVE AREA/ COMMON AREA/ STORE		
42	Do you separate and recycle papers? (copy paper, newspaper, magazine, cardboard)	1
43	Do you separate PET bottles, drink cans and glass bottles into three categories and recycle them?	1
44	Do you separate and dispose of fluorescent lamps properly?	1
45	Do you separate and dispose of batteries properly?	1
46	Do you dispose of refrigerators and HVACs with a proper route of extracting HCFC?	1
47	Do you use the verso side of paper in office such as by copying?	1
48	Do you simplify wrapping at store(s) within your facility?	1
3) OTHERS ( OPEN-ENDED DESCRIPTION )		

### IV SAVING ENERGY AND WATER

#### 1 ) HEAT SOURCE/HEAT TRANSFER

No	CHECK ITEMS	Pts.
49	Is your heat source facility equipped with any of the following: boiler waste heat recovery system, micro gas turbine, cogeneration equipment, fuel cell system, etc. to increase energy efficiency?	2
50	Are energy efficient pump(s) and fan(s) installed and piping insulated for heat transfer of steam, refrigerant, etc. within your facility?	2
51	Do you generate heated water and/or power by utilizing natural energy such as solar, wind, geothermal energy?	2
2 ) HVACs		
ENTIRE ESTABLISHMENT		
52	Do you try to improve building insulation by installing double door, pivoted door, double-glazed glass, insulated sash window, vegetated wall/rooftop etc.?	2
53	Do you regulate room temperature in office and back stage by controlling HVACs with your own rule?	1
GUESTROOM		
54	Does each guestroom have a control on air conditioning?	2
3) LIGHTING		
55	Have you changed from incandescent light bulbs to CFLs(Compact Fluorescent Lamp) and retrofit with energy efficient device such as high frequency inverter or VFD(Variable Frequency Drive)?	

	< EFFORT LEVEL > • Installation of CFL and inverter comprise more than 20% of total lighting fixture. • Installation of CFL and inverter comprise more than 80% of total lighting fixture.	1 2
56	Do you have override control device to reduce energy consumption of guestroom(s) not in use?	2
57	Do you have dark sensor, occupancy sensor, and/or auto timer fitted?	1
4) OTHERS on SAVING ENERGY		
58	Do you maintain equipments to maximize energy savings?	0.5
59	Do you divide facility in terms of effective individual energy management?	2
5) CO2 REDUCTION		
60	Do you calculate amount of CO2 emission of your facility from energy consumption and measures are taken to reduce CO2 with a comparison of standard year you set?	2
6) SAVING WATER		
61	Do you have water pressure regulator, water saving showerhead, sensor faucet etc. fitted to save water?	1
62	Do you reuse purified wastewater (gray water)?	2
63	Do you collect and use rainwater?	1
7) OTHERS ( OPEN-ENDED DESCRIPTION )		

## V GREEN PURCHASING/CHEMICALS/MISC.

### 1) GREEN PURCHASING

No	CHECK ITEMS	Pts.
CONSUMABLE SUPPLIES		
< EFFORT LEVEL > Do you have a purchasing policy and more than 80 % of following products are environmentally-sound?		1 Pt.
64	Copy paper	1
65	Toilet paper	1
66	Tissue paper	1
67	Ball point pen	1
68	Memo pad and envelope	1
69	Other office and stationery supplies	1
70	Pamphlet/Catalog	1
71	Employee uniform	1
CONSUMER DURABLES		
< EFFORT LEVEL > • Do you have a purchasing policy and less than 50 % of following products are environmentally sound?		0.5 Pt.
• Do you have a purchasing policy and more than 50 % of following products are environmentally sound?		1 Pt.
72	Automobile	0.5 1
73	Computer, copier, printer, and other office equipment	0.5 1
74	Refrigerator in guestrooms	0.5 1
75	HVAC	0.5 1
76	TV set in guestrooms	0.5 1
77	Office furniture	0.5 1
78	Guestroom furniture, interior accessory, bedclothes, linen supply, wall paper	0.5 1
BUSINESS PARTNER AND SHIPPING		
79	Do you request information on environmentally sound product(s) and its delivery to supplier?	1
80	Do you request business partner(s) to stop engine when not in use and/or use low emission automobile?	1
81	Do you talk about load efficiency, delivery time and route with carriers to be more efficient?	1
82	Do you recommend guests to use public transportation on catalog and/or other media?	1
2 ) CHEMICALS, GREENING		
83	Do you constrain the use of insecticides, herbicides, and chemical fertilizers to use more environmentally sound alternatives?	1
84	Do you constrain the use of detergents or switch to environmentally sound detergents?	1
85	Do you use cleaners with no volatile organic compounds in guestrooms?	1
86	Do you assist recharging of rainwater by greening property (includes rooftop) or fitting permeable pavements in open-air parking lot?	1

87	Is more than 20% of your property set aside for greening (includes rooftop) and pervious area?	1
88	Do you offer environmental protection programs locally (cleaning and/or nature conservation) or actively participate (including employees) in programs provided by local government and organization?	2

3) OTHERS ( OPEN-ENDED DESCRIPTION )

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## VI CARE FOR ENVIRONMENT AS AN ECOLOGDE

### 1 ) Ecotour

No	CHECK ITEMS	Pts.
89	Do you have a resident naturalist/nature guide versed in surrounding nature or in a reach with prior notice?	1
90	Do you offer activities to learn local nature, culture, history, etc. or positively refer to a third party?	1
91	Do you offer ecotour programs constantly or periodically? < EFFORT LEVEL > <ul style="list-style-type: none"> <li>• Programs are offered periodically.</li> <li>• Programs are offered constantly.</li> </ul>	1  2
92	Do you have a mechanism to improve program quality?	1
93	Do you use reusable lunch box?	1

### 2) Care for surrounding nature

94	Do you have lighting system not distracting nocturnal animals?	1
95	Is your vegetation on a property comprised mainly by local plants and bringing invasive species are carefully done?	1
96	Do you have well-defined rules on artificial feeding of wild animals?	1
97	Do you have well-defined rules on accompanying pets?	1

### 3) CONTRIBUTION TO LOCAL COMMUNITY

98	Do you hire employees locally?	1
99	Do you return some benefits to local community or for environmental protection?	1

### 4) ENERGY CONSERVATION

100	Do you know all equipments that consume energy in facility?	1
101	Do you know how much energy is consumed when above equipments function?	1
102	Do you keep records and measurements of facility energy consumption?	1
103	Do you have concrete energy saving action plan with goals and implement it?	1
104	Do you actually reduce energy consumption in accordance with action plan?	1
105	Do you verify energy savings achieved by implementation of action plan?	1

### 5) OTHER ACTION ITEMS

106	Do you display in guestroom/common space or inform on guest arrival the local nature, safety issues, recycling, energy conservation etc.?	1
107	Do you make efforts to prepare food with local gastronomy using local produce?	1
108	Do you sell local food, craftwork, and produce in a shop?	1
109	Do you have a compliance statement on Japan Ecolodge Association guidelines in website/catalog?	1
110	Can you prepare meals with dietary restriction for people with allergy, vegetarianism, and/or for religious reasons when informed ahead of time?	1