



## HOSPITALITY CHECKLIST

### Business Resource Champion of Cuyahoga County

*Checklist for restaurants, bars, hotels, and motels*

For certification, follow the checklist to note the points earned for each category including:

- Best Practices
- Waste Reduction/Reuse
- Recycling
- Purchasing
- Food Service Related
- Organics/Food Donation
- Landscaping

Certification Levels	
Platinum	61-92 points
Gold	46-60 points
Silver	41-45 points
Green	35-40 points

CATEGORY: BEST PRACTICES (Minimum Requirements)		POINTS	
<u>ALL</u> items in this section are required.		Available	Earned
	Have support from administration/management for waste reduction/recycling/composting initiatives.	1	
	Established staff Green Team.	1	
	Perform a waste audit (where applicable).	3	
	Elicit input from staff regarding waste reduction priorities/strategic planning.	1	
	Identify the metrics for the priorities you have established.	1	
	Have a published waste reduction/recycling/composting plan in place.	1	
	Offer regular waste reduction training for staff.	1	
	Incorporate waste reduction policies into new staff orientations and training.	1	
	Have an incentive program for staff to reduce waste/recycle/compost.	1	
	Have a succession plan for your program – make it sustainable long term.	1	
<b>TOTAL POINTS</b>		<b>12</b>	





CATEGORY: WASTE REDUCTION/REUSE		POINTS	
		Available	Earned
	Paperless policy.	1	
	All copiers/printers set to double sided printing.	1	
	Print only as needed.	1	
	Office supply reuse policy and program in place.	1	
	Office equipment and furniture repair and donation policy.	1	
	Repair and donation program for office and other furniture.	1	
	Donation program for guest room furniture and mattresses.	1	
	Refillable water bottles for each guest upon check in.	1	
	Refillable water bottle refill stations throughout facility for hotel/motel.	1	
	Reusable service ware, cups, mugs, plates, and cutlery in staff break room.	1	
	Reusable service ware and cutlery policy in house.	1	
	High efficiency hand dryers to replace paper towel dispensers in restrooms.	1	
	Refillable soap at sinks.	1	
	Guest room shower/bath – refillable bottles of shampoo, conditioner, body wash.	1	
	Online magazine subscriptions.	1	
	Encourage staff to pack their lunches in reusable containers.	1	
	Eliminate offering disposable bottled water.	1	
	Provide recycling program for K-cups, Nespresso coffee pods, or Alterra Coffee Service.	1	
	Pallet reuse/donation where applicable.	1	
	Eliminate use of K-cups, Nespresso coffee pods, or Alterra Coffee Service.	3	



<b>TOTAL POINTS</b>	<b>22</b>	
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CATEGORY: RECYCLING		POINTS	
		Available	Earned
	Paper	1	
	Cardboard	1	
	Batteries	1	
	Electronics	1	
	Ink/toner cartridges	1	
	Hazardous waste (where applicable)	1	
	Fluorescent light bulbs/tube recycling, recycling of universal waste	1	
	Plastic film recycling	1	
	Bottle and jug recycling	1	
	Carton recycling	1	
	Glass recycling	1	
	Can recycling	1	
	Scrap metal recycling	1	
	Pallet recycling, where applicable	1	
	Clear, concise, easy to read compost, landfill, and recycling signage on bins.	1	
	Recycling information in guest packets left in rooms.	1	
	Donation program for lost and found items.	1	
	Track waste and recycling over time.	2	
	Deskside recycling bins (1), extra point for waste sidecar (1).	1 or 2	



Make available at the venue the ability to host a zero or reduced waste event upon request.	2	
Centralized recycling station rather than at desks.	3	
<b>TOTAL POINTS</b>	<b>26</b>	

CATEGORY: PURCHASING		POINTS	
		Available	Earned
Sustainable purchasing policy, ex. copy paper must have 30% or more recycled content, purchasing items with recycled content.	1		
Purchase only EPEAT electronics.	1		
Buy reusable over disposable.	1		
Centralized office supply ordering and bulk buying when possible.	1		
Purchase remanufactured ink and toner cartridges.	1		
Purchase Green Seal or other 3 <sup>rd</sup> party certified green cleaning products.	1		
Dilution system for cleaning in janitorial closet.	1		
Furniture must have recycled content.	2		
Deliveries must have minimal and all recyclable packaging.	2		
<b>TOTAL POINTS</b>	<b>11</b>		

CATEGORY: FOOD SERVICE RELATED		POINTS	
		Available	Earned
Use refillable containers for condiments.	1		
For to-go orders, offer condiment packages, napkins, and disposable cutlery upon request.	1		
Serve water only upon request.	1		
Straws provided only upon request.	1		



No beverages sold in plastic bottles.	1	
No plastic bags for to-go orders. Paper bags available upon request.	1	
Discount for customers if they bring their own bags for takeout.	1	
Email receipts if possible.	1	
No EPS (Styrofoam) for takeout orders.	1	
Use QR code for menus or use reusable menus if possible.	1	
Use reusable plates, mugs, glasses, service ware, napkins.	1	
<b>TOTAL POINTS</b>	<b>11</b>	

<b>CATEGORY: ORGANICS/FOOD DONATION</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
Communicate waste diversion success to staff/guests.	1		
Review stock management and inventory procedures to reduce the amount of expired or spoiled food.	1		
Track food waste through Leanpath or other software program.	3		
Compost program for back of house.	3		
<b>TOTAL POINTS</b>	<b>8</b>		

<b>CATEGORY: LANDSCAPING</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
Mulching mower – leave grass clippings on lawn.	1		
Mulch leaves and leave on grass or compost other leaves and yard waste.	1		
<b>TOTAL POINTS</b>	<b>2</b>		



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**BUSINESS RESOURCE CHAMPION OF CUYAHOGA COUNTY  
CERTIFICATION LEVEL FOR HOSPITALITY**

[CHECKLIST SUMMARY]		POINTS	
		Available	Earned
	CATEGORY: BEST PRACTICES	12	
	CATEGORY: WASTE REDUCTION/REUSE	22	
	CATEGORY: RECYCLING	26	
	CATEGORY: PURCHASING	11	
	CATEGORY: FOOD SERVICE RELATED	11	
	CATEGORY: ORGANICS/FOOD DONATION	8	
	CATEGORY: LANDSCAPING	2	
	CATEGORY: OTHER		
<b>[GRAND TOTAL POINTS]</b>		<b>92</b>	

**Other:** Please list any other metrics you have achieved not previously listed for which you would like to have considered as credits.

**Vendors:** Name all vendors you are using for waste, recycling, and composting and what they are picking up.

<u>MATERIAL TYPE</u>	<u>VENDOR NAME</u>