



BRING

reduce | reuse | recycle | rethink

Hotels and Hospitality checklist

Please indicate which sustainability actions you are currently taking at your business. Measures **highlighted in red** are required for **Rethink Certified** recognition, if applicable. Remaining measures are elective measures. Businesses must also comply with a minimum of 50% of all applicable elective measures for recognition.

Once completed, a **Rethink coordinator** will review your checklist, answer questions, and schedule an onsite visit to walk through your business. Please be prepared to show evidence or documentation for all practices.

energy

Equipment

	Yes	No	N/A
Do you: Set computer and laptops to go into hibernate/sleep mode after 15 minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Conducted an energy audit with your local utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed energy-efficient windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase the 100% renewable option from your energy provider or utility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use ENERGY STAR-qualified refrigerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Track energy costs and monitor consumption history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Replaced (or commit to replace) outdated printers, monitors, and desktop computers with ENERGY STAR or EPEAT-registered products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed plastic strip curtains, gaskets, and/or automatic door closers on your walk-in refrigerators and freezers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Set refrigerator temperature to meet minimum health requirements and maintain equipment regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use clothes washers that are energy and water efficient, such as those rated by ENERGY STAR or CEE (Consortium for Energy Efficiency)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed electric vehicle (EV) charging stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating and Cooling Controls

	Yes	No	N/A
Do you: Ensure that unoccupied rooms aren't heated or cooled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use a 365-day programmable thermostat to control heating and air conditioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hot Water

	Yes	No	N/A
Have you: Set hot water heaters to 120 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Replaced your gas or electric water heater with an electric heat pump water heater, or obtained a quote for future replacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HVAC Systems

	Yes	No	N/A
Do you: Clean and/or replace air filters regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Perform regular maintenance on all heating and cooling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed window awnings, shades, blinds, or film to prevent heat gain or loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lighting

	Yes	No	N/A
Do you: Use energy-efficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use lighting controls, such as dual technology occupancy sensors, bypass/delay timers, photocells, or time clocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed LED exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use daylighting wherever appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

pollution prevention

Operations

	Yes	No	N/A
Do you: Give employees specific roles and responsibilities to prevent waste and encourage efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Introduced employee training protocols to improve recycling, waste prevention, energy conservation, water conservation, water quality, and/or transportation efficiency practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Developed stormwater protection procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Instituted a no-idling policy for employees and visitors, including deliveries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Purchasing

	Yes	No	N/A
Do you: Purchase office paper with a minimum of 30% post-consumer recycled content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Developed Environmentally Preferred Purchasing procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Require contracts with suppliers and contractors to address waste prevention and efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase paper products (such as office paper, envelopes, paper towels, and toilet paper) made from at least 30% post-consumer recycled content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use remanufactured copier toner cartridges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Committed to using zero VOC paint over regular paint to paint interior spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Committed to including intentionally designed plant-based menu items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

solid waste

Food and Organics

	Yes	No	N/A
Do you: Reduce the use of prepared food (e.g. Boxed lunches) that contains excessive packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase foods and beverages in bulk form, rather than in single-serving containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Monitor left-over food to prevent over-ordering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Participate in a commercial food waste collection program through your waste hauler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Collect landscaping waste and yard debris to be composted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Paper

	Yes	No	N/A
Have you: Made two-sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Collect and reuse paper with blank sides to use for draft and less important documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Switched paper communication (brochures, newsletters, etc.) to electronic versions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Switched paper ordering, invoicing, and reservations systems to electronic forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recycling

	Yes	No	N/A
Do you: Provide on-site recycling of cardboard, paper, bottles, cans, and rigid plastic containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Clearly label recycling bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Pair garbage and recycling bins in every location where waste collection is offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Require staff to separate recyclable materials from guest rooms to reduce waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Track waste disposal costs and monitor disposal history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle polystyrene foam (Styrofoam™)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle electronics (computers, monitors, printers, cell phones)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle printer cartridges (toner and inkjet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle fluorescent bulbs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle batteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supplies and Equipment

	Yes	No	N/A
Do you: Use reusable dishware, utensils, and cups throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use a hand dryer or hand towels to eliminate paper waste in restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Provide durable linens in the communal kitchens and break rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Provide durable dishware and mugs at meetings and special events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Eliminated individual, single-use bottles of water for employees and guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Eliminated the use of polystyrene (Styrofoam) throughout your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Adjusted purchasing practices and service operations to meet criteria for the Ocean Friendly Restaurant program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Provide bulk-dispensed shampoo, conditioner, soaps, and moisturizer in guest rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

transportation

Company Vehicles

	Yes	No	N/A
Do you: Plan efficient routes for fleet vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Developed transportation efficiency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established routine maintenance schedules for company vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase remanufactured products for vehicles (motor oil, antifreeze, tires, and batteries)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Incentives

	Yes	No	N/A
Do you: Provide bike parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer employee commuting options and incentives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

wastewater

Cleaning

Do you: Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified, US EPA Safer Choice, or EcoLogo?

Yes No N/A

Do you: Empty all water used for cleaning in an indoor drain such as a utility sink?

Fats, Oils, and Grease (FOG)

Do you: Scrape dishes and pans to collect remaining fats, oils, and grease (FOG) before washing?

Have you: Installed a grease trap (interceptor) to trap fats, oils, and grease?

Do you: Collect and recycle used cooking oil?

Storm Water

Do you: Have a plan and schedule for maintaining your storm drains?

Yes No N/A

Do you: Regularly sweep sidewalks and parking lots?

Do you: Keep your dumpster lids closed and garbage area clean and isolated away from storm drains?

Do you: Use integrated pest management (IPM) practices on landscaped areas?

Have you: Marked storm drains or stenciled on a “dump no waste” message?

Landscaping

	Yes	No	N/A
Have you: Planted native or water-wise species in your landscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed soil moisture sensors in landscaped areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use timers on all irrigation systems to avoid overwatering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use

	Yes	No	N/A
Have you: Replaced all existing faucet fixtures with low flow aerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Retrofitted toilets flushing at higher than 1.6 gallons or replaced with high-efficiency toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Replaced all urinals flushing at greater than 1.0 gallon with high-efficiency urinals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed low flow shower heads (2.2 gpm or lower)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Track water use and monitor consumption history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use a low-flow (1.28 gpm max.) pre-rinse nozzle for dish scraping and pre-cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Instituted an optional towel and linen reuse policy for guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use pool covers to reduce evaporation and heat loss when pools are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JEDI – Hiring

	Yes	No	N/A
Do you: Share job openings with professional trade groups and organizations that support the advancement of marginalized populations and communities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Post pay ranges for open positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use hiring rubrics or standardized interview questions to evaluate candidates' skills and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use hiring rubrics or standardized interview questions to evaluate candidates' skills and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Have standards for background checks that prevent the exclusion of disenfranchised applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JEDI – Internal Practices

	Yes	No	N/A
Do you: Offer justice, equity, diversity, and inclusion (JEDI) or bias training to management and/or employees on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer equitable professional development opportunities to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Have a clear path to promotion and leadership that is transparent, understood, and offered to all employees interested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Appropriately designed all restrooms to be ADA compliant and gender-inclusive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Structured dress and appearance rules to maximize inclusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer flexible work hours when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Encourage employees to identify personal pronouns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Justice, Equity, Diversity & Inclusion (JEDI) – Mission

	Yes	No	N/A
Do you: Include justice, equity, diversity, and inclusion (JEDI) initiatives as part of your mission statement and/or have a separate mission statement that addresses JEDI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer PTO to allow employees to volunteer for community organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Intentionally select vendors who support JEDI initiatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established an employee at the management level who owns overall responsibility for JEDI efforts within the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resilience – Emergency Planning

	Yes	No	N/A
Do you: Subscribe to communications from your local Chamber of Commerce, Business Oregon, or other pertinent organizations for emergency notifications and grant opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established an emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Reviewed insurance policies to ensure they are adequate and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resilience – Operations

	Yes	No	N/A
Have you: Established a process for capturing, reviewing, and evaluating incidents? (i.e., accidents, injuries, theft, HR issues, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Conduct internal meetings and communications at a regular interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Review the latest developments in the industry in which you operate on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Work with a local bank?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resilience – Personnel

	Yes	No	N/A
Do you: Have an updated employee manual that is distributed to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established dedicated sustainability and resilience personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer cross-training opportunities to maximize team functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Have employees set up to work from home if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resilience – Supply Chain

	Yes	No	N/A
Do you: Source materials locally as much as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Vet vendors and suppliers to ensure supply chain transparency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Identified and established relationships with alternate vendors and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>