



***Sustainability Plan, BWI***  
**Sustainability Coordinator: Jodie Dibley**

As the leader in helping Hampton Inn BWI to become more “green” and environmentally friendly, with the support of my colleagues I fully intend to achieve the following objectives:

- **To create awareness within the staff in all departments and guests encouraging them to make environmentally conscious decisions.**
- **To implement new and cost-effective ways to conserve energy and water while cutting back on waste in every department throughout the hotel.**
- **To set and be a leading example in the hotel industry of how to be environmentally conscious.**
- **To create openness about being green that encourages any and all ideas and suggestions from any member of staff.**
- **Designate a “green team” on our property who has the passion and desire to kick start green initiatives.**

Hampton Inn BWI has followed all standards set in place by Hilton in green initiatives. They include the following:

**water.**

- Low flow toilets: using 1.6 gallons per flush.
- Low flow showerheads: output of 2.5 gallons per minute.
- Faucet Aerators: mixing air with water stream reducing water consumption & cost of heating the water reducing water flow to 1.5 gallons per minute.

**energy.**

- First impression: leaving one light on in guest rooms.
- Linen Reuse: encouraging guests to leave out the “linen freshen” sign to not have their linens changed during their stay.
- Towel Reuse: encouraging guests to hang towels and reuse during their stay.
- Compact Fluorescent Lighting (CFL): comparable to incandescent light bulbs, but using less energy and heat.



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**renewal.**

- Purity Basics: soap, shampoo, and moisturizer that are 99% natural and biodegradable, packaging is made with recyclable materials.
- Toilet and Facial Tissues: made from recycled content (minimum 30% part recycled).
- Telephone Books: removal of all telephone books in guest rooms. **Only a handful of phonebooks are available at front desk.**
- Hotel Collateral and Stationery/Directory Pages: will tell guests more than just our hotel amenities, they will include environmentally friendly practices (guest awareness) Printed on 30% recycled paper.

**ANTICIPATED IMPLEMENTATIONS BY DEPARTMENT:**

\*Please note these are merely suggestions, and are to be discussed by the appropriate department heads.

**front desk.**

- ✓ Paperless check-ins. **To be discussed.**
- ✓ Recycle ink cartridges. **Designated area in back office confirmed. Will be transporting recycled cartridges to Staples or Office Depot.**
- ✓ Recycle ALL paper waste/plastic/aluminum (mainly check-in paper waste and downtime reports.) **Potential networking with Senior District Executive, Luis Hernandez to coordinate Boy Scout Troops picking up recycling. Had a meeting on Friday 2/19/10 discussing possible options.**
- ✓ Reuse, Reuse, Reuse scrap paper. **Has been highly encouraged at the front desk.**
- ✓ Only one copy of schedule posted instead of one in each employee's box (same with memos) – encourage usage of white board. **In effect.**
- ✓ Immediately inform maintenance of water leakage, problem toilets that are leaking or running to limit unnecessary water waste. **Working on & getting better with following through with these particular issues.**
- ✓ Fireplace on only if guest requests. **In effect.**
- ✓ Limit printing of downtime reports to once per day. **Not approved.**
- ✓ Sales packet to be limited to one week ahead – make less copies (one master copy.) **In effect: only one week ahead, instead of two weeks. 10 copies used to be made per week, now only 6 are made.**
- ✓ Any computers/printers off and unplugged when not in use (back office mainly.) **In effect primarily in the Sales Office. Jay (GM) turns off 1 out of 2 computers at end of work day.**
- ✓ Lobby TV off when not in use. **TBD.**
- ✓ Any empty water bottles are to be used for outside plants. **In progress.**



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**housekeeping.**

- ✓ Continue and encourage linen and towel reuse. **In effect.**
- ✓ Implement wastebaskets that are half trash/half recycle. **TBD.**
- ✓ Implement sensors in guest rooms, to help reduce energy lighting. **TBD.**
- ✓ No more trashcan liners. **Spoke with Dir. of Hskp. on running a 'trial week' beginning 2/22/10 and will assess response over the week.**
- ✓ Come to an agreement on standard temperature for heating/ac units. Run on auto cool and heat when appropriate. **Vista Host Standards: 68/heat & 72/cool, confirmed with Dir. of Hskp.**
- ✓ Any paper products will be made from recycled material (toilet and Kleenex tissue, in-room stationery, notepads, pens, guest room binder.) **RENEW brand is our chosen Hampton Standard.**
- ✓ Lights and radio off at the end of the work day. **Resetting sensor lights – In progress. Will be placing "reminder stickers" on various light switches.**
- ✓ Only run full loads of laundry. **Confirmed/120lbs per load.**
- ✓ Any empty water bottles are to be used for outside plants. **In progress.**

**kitchen/breakfast.**

- ✓ Only run full dishwasher loads. **Dishwasher only ran Mon-Thurs to clean Manager Reception dishes.**
- ✓ All paper/plastic products purchased will be made from recyclable material (cups, plates, bowls, plastic ware, napkins, etc.) **Taterware to be discussed at a later date.**
- ✓ Stove, toaster, lights and radio off at the end of the work day. **Confirmed.**
- ✓ Limit of water usage when washing up by hand. **TBD.**
- ✓ Recycling bin available to guests in lobby area. **TBD.**

**maintenance.**

- ✓ Ensure that all outside lighting are on timers to reflect appropriate seasonal changes. **Confirmed.**
- ✓ Focus on problem toilets pertaining to leaking or running and fix immediately to eliminate unnecessary water waste. **In progress.**
- ✓ Confirm that there are low flow toilets installed in all 182 guest rooms, lobby, housekeeping, and the Pimlico Room bathroom according to Hampton standards. No flush valve toilets are permitted. **Per Facilities Manager, 90% of toilets are confirmed "low flow" toilets. No flush valve toilets are on property.**
- ✓ AC filters are changed monthly. **Per Facilities Manager, filters are changed every 30 days.**
- ✓ Ensure that all public thermostats are set to standard temperature and on auto cool/heat when appropriate. **Confirmed.**
- ✓ All office lights off at the end of the work day. **In progress. Will be placing "reminder stickers" on various light switches.**



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- ✓ Look over energy audit of hotel and determine our status. Received a copy of Energy Audit 2/19/10 and will review at a later date.
- ✓ Continue the usage of energy efficient light bulbs. Energy efficient bulbs are being used inside guest rooms, not in public areas yet. "Chrome eggshell" lighting (that reflect light help reflect less energy) are installed in the lights in front of guest room doors, and to be installed in elevators.
- ✓ Recycle dead batteries. Per Facilities Manager, larger batteries (i.e. radio batteries are recycled by our Light bulb Provider). A smaller plastic tote box will be purchased for smaller batteries.

**guests.**

- ✓ Encourage guests to recycle products during their stay, both in-room and public areas of hotel. Letter not yet written, but is a work in progress.
- ✓ Encourage and make guests aware of linen and towel reuse program.
- ✓ Spread the word about being environmentally conscious.

\*\*\*Other Updates\*\*\*

- ✓ Been in contact with Anne Arundel County Information Services regarding recycling services. They are sending out large recycling stickers to be placed on recycling cans for in-house use. They do not offer complimentary recycling bins to offices, only residential. Various employees will be requesting recycling bins to bring into work.
- ✓ Gathering energy data from BGE billing to evaluate the efficiency of the hotel's energy usage, through an Energy Star Assessment.
- ✓ In progress: Planning a green event to be hosted some time in the end of March/beginning of April. Jason Janatti, who is the owner of greeNEWit is confirmed as a Guest Speaker.
- ✓ Potential networking with Senior District Executive, Luis Hernandez to coordinate Boy Scout Troops picking up recycling. Had a meeting on Friday A.M. 2/19/10 discussing possible options. Waiting on feedback.
- ✓ Will be holding our first GreenTeam Hampton meeting by beginning of March.
- ✓ Implemented a 'USA Today Log' at the front desk effective as of 2/15/10. This log is keeping track of guests who want a paper delivered, and those who do not. Results off to a good start, 1/3 of guests are opting out of this service! Eventually the goal is the total of papers ordered will be decreased over time, saving paper and cutting costs.
- ✓ Designated area in back office for recycled cartridges confirmed.
- ✓ Facilities Manager will be looking into possibly recycling light bulbs.

