

ACCOMMODATION PROVIDERS ONLY		YES NO N/A	Comments/Details
02.09.01	Are automatic devices installed into guest rooms to switch off air conditioning or control heating when windows are opened?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	If N/A, alternative actions should be noted.
02.09.02	Are key card systems or other devices used to switch off electricity when guest rooms are vacated?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	If N/A, alternative actions should be noted.
02.09.03	Is there a system in place for reducing the number of towel changes in guest rooms? (e.g. Signs for guests to encourage use for more than one day or number of towel changes limited through a schedule)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
02.09.04	If there are signs inviting guests to retain towels rather than change them, is this system supported by appropriate training within the housekeeping department to ensure the procedure is followed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
ORGANISATION, REPORTING & MANAGEMENT		YES NO N/A	COMMENTS / DETAILS
03.01.01a	Does the business have a written policy document that specifies: The way in which it aims to treat the people it employs (for example, from the health and safety of employees through to upholding equal opportunities and other fundamental human rights)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
03.01.01b	The way in which it aims to integrate into the community in which it is based and cooperate on any significant local issues which impact the business. (for example to support initiatives which benefit from customer awareness such as child protection or drugs)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
	Are all employees given specific training about these policies through:		
03.01.02a	An induction programme when they start work	<input checked="" type="checkbox"/> <input type="checkbox"/>	
03.01.02b	Other staff training which aims to integrate these policies into the business	<input checked="" type="checkbox"/> <input type="checkbox"/>	
03.01.02c	Staff posters, general staff e-mails or other less formal means	<input checked="" type="checkbox"/> <input type="checkbox"/>	
	Are one or more individuals within the business designated with responsibility for managing:		
03.01.03a	The welfare of employees	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
03.01.03b	Local community relations	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Are regular (at least annual) progress reports made on:		
03.01.04a	Employee related issues and employee management	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
03.01.04b	Local community relations	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	Is the business currently a member or participant in:		If YES, please name:
03.01.05a	A business association (e.g. the local hotel association)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
03.01.05b	A community forum (e.g. chamber of trade/commerce)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
03.01.05c	A sustainable tourism programme	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	