

VisitLEX - Hotels Form

Thank you for participating in becoming a SustainableLEX Certified Business. This certification will help assess your current sustainability plan, introduce and identify goals, understand the importance of sustainability in your workplace, and celebrate changes. By becoming a SustainableLEX Certified Business, you will be recognized on VisitLEX's website, social media platforms, media pitches and more. You will also receive a toolkit that will help you promote your business as sustainable.

Please fill out the form below. It will take roughly 30 minutes to complete and it must be completed in one sitting. Once submitted, a member from our team will review your responses, award any additional points, and reach out to you regarding your final score. If you have any questions, please email rachel.skinner@bggreensource.org.

You must achieve a 40% or higher to certify in the program. You are eligible to re-certify once per calendar year and are required to re-certify every 3 years to maintain certified status.

RESPONSE KEY:

Complete= The item is complete in full.

Incomplete= The item is only partially complete or not complete at all.

Doesn't Apply= The item does not apply to your setting/space/business and is impossible to complete.

* Indicates required question

1. Email *

Program Requirements

All items in the section 'Program Requirements' must be completed within 6 months of beginning the certification process. VisitLEX and Bluegrass Greensource hold a right to review these initiatives in person at any time.

2. All landfill bins are paired with recycling bins. *

Mark only one oval.

☐ I commit to completing this within the next 6 months.

3. All staff have reviewed [a list of what CAN and CANNOT be recycled](#) in Lexington. *

Mark only one oval.

☐ I commit to completing this within the next 6 months.

4. A comprehensive inventory has been taken for all consumable materials AND a purchasing/ordering procedure has been implemented to minimize deliveries & packaging materials.

Mark only one oval.

☐ I commit to completing this within the next 6 months.

5. Sustainability goals, procedures, and resources are included in all employee onboarding materials.

Mark only one oval.

☐ I commit to completing this within the next 6 months.

6. Develop a written sustainability commitment statement for internal and/or external use.

Mark only one oval.

☐ I commit to completing this within the next 6 months.

7. Share parts of your sustainability plan or goals via a newsletter, social media, or your website.

Mark only one oval.

☐ I commit to completing this within the next 6 months.

Waste

8. Partner with [Clean the World](#) to learn how you can reuse or donate your hygiene products. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

9. Reusable cups are offered to guests & employees for all drinks not offered in recyclable drink ware. (6 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

10. Reusable, refillable products like soap, shampoo, conditioner, and body wash are installed in all guest rooms. (7 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

11. Eliminate all single-use plastic bathroom products for all guests. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

12. Eliminate all individually wrapped guest products. (7 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

13. Phase out all single-use plastics or Styrofoam in dining ware. (9 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

14. Post signage encouraging guests to reuse bath towels. (2 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

15. Place signage in all bathrooms near toilet paper and paper towels to encourage mindful use of these products. (2 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

16. Conduct your own waste audit or contact [Bluegrass Greensource](#) to conduct a waste audit. (6 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

17. Post SustainabLEX signage about what can and cannot be recycled near all recycling bins. (4 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

18. Designate a space to collect electronics waste to be disposed of at an [e-waste recycling center](#). (4 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

19. Plan an event using the Low-Waste Events Guide in the SustainabLEX Resource Library. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

20. Where possible, digitize all paper handouts and pamphlets. (2 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

21. Who do you recycle with? (Not for points.) *

22. Is your business doing anything else related to waste management that you would like to highlight? This could inspire other businesses and/or we may be able to award you bonus points!

23. Other questions/comments. *

Energy

24. Track your energy usage and review monthly. This may be by simply reviewing your energy bills and documenting usage or using more formal technology. Apply for a free energy savings assessment through your provider or other organizations found in the Resource Guide. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

25. Review the ENERGY STAR Treasure Map and identify areas you can improve upon energy savings. (3 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

26. Install motion-sensored lighting in all areas with low foot traffic. (6 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

27. Install programmable thermostats and set to be active only during business hours. (6 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

28. Set temperature limits on all guest room thermostats. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

29. Eliminate personal refrigerators in all guest rooms. (9 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

30. Replace all incandescent lights with CFL or LED lights. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

31. Place signage near all guest room exit doors to remind guests to turn off the lights. (2 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

32. Place signage near all employee exits to remind staff to turn off the lights. (2 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

33. Require frontline staff to unplug coffee makers in all guest rooms in between guest stays. (4 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

34. Require frontline staff turn off TVs in all guest rooms in between stays. (4 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

35. Turn off and unplug nonessential electronics in guest and employee spaces when not in use. (4 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

36. Program outside lighting to be on a schedule. (3 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

37. When replacing equipment, purchase ENERGY STAR or WaterSense certified material whenever possible. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

38. Is your business doing anything else related to energy that you would like to highlight? This could inspire other businesses and/or we may be able to award you bonus points:

39. Other questions/comments. *

Water & Sustainable Landscaping

40. Track your water usage and review monthly. This may be by simply reviewing your water bills and documenting usage or using more formal technology. (3 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

41. Place signage near all sinks reminding people to be mindful of the amount of water being used to wash hands, dishes, etc. Shut the sink off whenever possible. (2 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

42. Ensure all employees know how to report a drip or leak. (3 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

43. Offer water refill stations to all guests and employees with reusable, recyclable, or no cups. (6 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

44. Install low-flow faucets in all guest rooms. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

45. Install low-flow shower heads in all guest rooms. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

46. Install low-flush toilets in all guest rooms. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

47. Install a rain garden on your property using native plants to help improve water quality. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

48. Install a permeable pavement parking lot to help reduce water runoff. (9 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

49. Is your business doing anything else related to Water & Sustainable Landscaping that you would like to highlight? This could inspire other businesses and/or we may be able to award you bonus points!

50. Other questions/comments. *

Local Purchasing

51. Develop a plan to donate all guest room furniture, linens, and other items to local shelters and charities. See the SustainabLEX Resource Guide for more information. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

52. Establish a partnership with a local organization(s) to donate excess food to. See the Resource Guide for organizations in need. (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

53. Choose a Lexington-based organization to create a sustainable collaboration with. Example: If a guest volunteers at a [Keep Lexington Beautiful](#) litter cleanup while visiting, they get 10% off their stay. (3 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

54. Establish a purchasing policy that requires at least 2 of your major vendors to be local (5 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

55. Add the following questions to your purchasing policy to help consider environmental factors when making purchases (3 pts):

Where is this product being sourced from and how far does it have to travel?

Can packaging for this item be reduced?

Is the end product reusable or recyclable?

Does the vendor's mission and values align with your own/my company's?

Mark only one oval.

☐ Complete

☐ Incomplete

☐ Doesn't Apply

☐ Other: _____

56. Is your business doing anything else related to Local Purchasing that you would like to highlight? This could inspire other businesses and/or we may be able to award you bonus points!

57. Other questions/comments. *

Travel & Transportation

58. Encourage and accommodate staff using alternative modes of transportation to get to work (walking, carpooling, biking, bus, etc.) (6 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

59. Encourage guests to use alternative modes of transportation to get to work (walking, carpooling, biking, bus, etc.) by making schedules and resources accessible. (6 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

60. Encourage remote meetings and work from home opportunities to avoid excessive travel. (3 pts)

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

61. Offer shuttle services for guests to access Lexington hotspots. (8 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

62. Install bicycle parking nearby. (4 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

63. Is your business doing anything else related to Travel & Transportation that you would like to highlight? This could inspire other businesses and/or we may be able to award you bonus points!

64. Other questions/comments. *

Sustainable Certifications

65. Apply to become [Green Check](#) Certified through the City of Lexington. (2 pts) *

Mark only one oval.

☐ Complete

☐ Incomplete

☐ Doesn't Apply

☐ Other: _____

66. Apply to become [LEED](#) certified. (3 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

67. Apply to become a [Bicycle Friendly Business](#). (2 pts) *

Mark only one oval.

- ☐ Complete
- ☐ Incomplete
- ☐ Doesn't Apply
- ☐ Other: _____

68. Has your business completed any other sustainability-related certifications that you would like to highlight? This could inspire other businesses and/or we may be able to award you bonus points!

69. Other questions/comments. *

Innovation

70. Are there any initiatives, not covered by the scorecard, that your company has implemented to be more sustainable?

71. Is there anything else related to sustainability that VisitLEX and Bluegrass Greensource could help you get started on? We have many resources to share with you!

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