

Amended 29/03



ENVIRONMENTAL SUSTAINABILITY PRACTICES

2011-12

Statement:

City Lodge understands the impact that we have on the environment. In acknowledging that we have an influence on the environment, we are taking steps forward in achieving sound environmental practices.

We are committed in reviewing and improving the way we are currently operating in our daily practices and look forward in learning new and improved ways on how to maintain the environment for future generations.

Energy Efficiency

Guest & Guest Rooms

- Eco-bulbs will replace all old light bulbs when needed – excluding bedside lamps
- Guests are encouraged, through information provided, to turn off lights and appliances when not in the room – new informative signs/stickers have been added to guest rooms
- Informative environmental fact sheets have been added to the guest compendium
- Heating system can be controlled by guest in guest room, unless it is on the timer system
- Replace fridges in guest rooms with energy efficient ones(Energy Star Rated)replaced with F&P CSB132408
- Complimentary air drying racks are available for guests as an alternative to electric clothes dryers

Hotel

- Eco-bulbs will replace all old light bulbs when needed
- Insulate all hot-water cylinders and pipes
- Heating system is on a timer and will only turn on from 6am-10am and 6pm-11pm, when weather permits.
- “Turn lights off” signage is displayed throughout hotel
- Good quality aluminum windows throughout the hotel
- City Lodge signage is set to turn on only when it is dark
- Sensor light added to laundry room

Administration/Housekeeping

- Lights are required to be switched off before leaving the housekeeping room, even for a short period.
- Computers and lights will be shut off overnight in the office
- Housekeeping is turning off the heat in unoccupied rooms
- Energy usage is analyzed and followed up on a yearly basis both in dollars spent and actual usage per guest/unit

Waste

Guest & Guest Rooms

- Glass and Cups are provided instead of plastic or cardboard cups
- Recycling is prompted by informing guest that recycling bins are available in the kitchen and back parking lot for paper, glass, plastic and cardboard
- Paper/Bottle recycling bins are in guest rooms to encourage more recycling
- Soap dispensers are in all rooms to eliminate the waste of soap/shampoo packages
- Guest room amenities are recycled as appropriate
- Provide coffee/tea and creamer in the thinnest packaging possible
- Provide sugar that are enclosed in biodegradable package
- Half used toilet rolls are recycled for use in staff toilet
- Use biodegradable rubbish bags
- Use biodegradable dish washing liquid
- Eco-friendly toilet paper

Hotel

- Separate recyclables from rubbish bins into appropriate bins if disposed of inappropriately
- Provide suitable receptacles and information to encourage and enable appropriate disposal
- Tin, glass, plastic, paper, and cardboard are all collected in the back parking lot in specific recycle bins and are collected on a daily basis. A list of which days the bins are collected is posted on the board in the housekeeping room.
- All food waste is collected in special bins and used for the worm farms
- 2 Worm farms are located in the parking lot for food scraps
- Additional bark has been delivered and placed around garden reducing water usage
- Unclaimed (after 3months) lost property is donated to the City Mission
- Biodegradable dishwashing liquid is supplied in the kitchen

Administration/Housekeeping

- Email comment cards to guests to eliminate paper comment cards
- Reusing the back side of already used paper to print reports or use as scrap paper

- Using 80 % recycled paper
- Light bulbs are collected in room 197 and are recycled in an environmentally safe manner
- A large box of biodegradable detergent is supplied in the laundry room for guests use
- Ink cartridges & toners are collected and sent to Envirosave to be recycled
- City Lodge Brochures are printed on recycled paper

Water Conservation

Guest & Guest Rooms

- Sink plugs are in all rooms
- Fix leaks in taps and toilets
- Water efficient toilets in rooms that have the option of half or full flushes
- Only replace towels for daily guests when on floor or on demand
- Only replace towels and linen for long term guests once per week

Hotel

- Bark is used in the garden
- Fix leaks in taps and toilets
- Sink plugs are provided in the kitchen
- All taps and showers are fitted with flow reduction
- Signage advising guests of water wastage is displayed throughout the property

Administration/Housekeeping

- Duvets will be washed in medium size loads to not overload the washing machine. This will guarantee that they are properly cleaned.
- Water usage is analyzed and followed up on a yearly basis

Conservation

Guest & Guest Rooms

- Recognize guests contribution to the environment by providing free parking for guest with hybrid vehicles
- Provide guests with information relating to different volunteer projects that they can take part in

Hotel

- Native plants in the garden with signage displaying the plants name
- Place a donation box at reception that will go towards the not for profit YMCA

Administration/Housekeeping

- Staff members will be participating in a conservation or community project every other month which will be connected with team building
- Welcome guest with the traditional Maori saying for hello “ Kia Ora”

Community

Guest & Guest Rooms

- Provide guest with information relating to different volunteer projects that they can take part in
- Have guests participate in rubbish pick up with staff members & friends

Hotel

- Unclaimed (after 3months) lost property is donated to the City Mission
- Place a donation box at reception that will go towards the not for profit YMCA
- Organize a day to pick up rubbish in the area for staff, friends & guest to participate in
- All profits from City Lodge go to the YMCA of Auckland which builds strong kids, families and communities.

Administration/Housekeeping

- Organize a day to pick up rubbish in the area for staff, friends & guest to participate in
- Staff members will be participating in a conservation or community project every other month

Training & Support

- All staff must attend 1 hour induction training. This meeting will include our commitment to the environment and our practices.