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We have provided some tips and ideas to help you think about how you can procure more sustainably.

### QUICK FIXES

These are all either low cost, no cost or low effort.

- Consider ordering foods that you use in high volume in bulk to reduce packaging but at the same time, check that you are not throwing away unused food because you are ordering it in bulk but not using it quickly enough.
- Before eliminating plastics from your kitchen or stores, research the possible benefits they have on food waste. For example, a plastic-wrapped cucumber lasts significantly longer than an unwrapped one.
- Review your options for sourcing food locally instead of using suppliers in other towns/cities so that you can purchase products as you need them rather than ordering things 'just in case'. Any cost increase will almost certainly be offset by reducing the amount of food you purchase that is wasted. Remember that there is a cost involved in disposing of waste too.
- Ask the suppliers of things like bathrobes and slippers to stop using plastic wrapping.
- Replace plastic laundry bags with washable fabric bags that can be reused.
- Review your consumable guest room amenities and look for sustainable alternatives that do not use plastic and/or are easy to recycle. For example, soap that is wrapped in sustainably sourced paper instead of plastic or replacing plastic pens with sustainably produced pencils.
- LED lights are always more efficient and better for the environment than halogen or fluorescent bulbs. As you replace lightbulbs, source only LED options in the lowest wattage possible. Make sure they all come from the same supplier because using different types and makes of lighting on the same circuit reduces the life span of bulbs, so always purchase the same brand and technology.
- Buy recycled ground glass for pool filters instead of sand.
- Verify that any waste collection suppliers are disposing of your waste in a sustainable manner. If not, you might be able to change to a different supplier or pressure your existing one to improve their performance.
- Ask your suppliers to reduce, reuse or eliminate packaging. If that is not possible then ask them to find more sustainable alternatives, e.g. using recycled shredded paper to protect fragile items instead of polystyrene. You might be able to return the shredded paper to them so they can reuse it.
- Dedicate some time to checking that products that claim they are environmentally friendly or biodegradable definitely are. For example, some plastics claim to be biodegradable yet still take decades to degrade or do not degrade at all in marine environments and/or release toxic chemicals during the process.

- Buy recycling bins with clear signage that it is easy for anyone to understand how to separate their waste. Graphics work much better than text. If you would like to use text, you need to make sure it is available in the main languages of your employees and guests.
- Research product labelling in your destination so you know how to find reputable labels for things like free-range eggs or meat, eco-friendly cleaning products and so on. Be sure to investigate this thoroughly as some products make misleading claims. For example, in some countries the definition of 'organic' includes things that can still be harmful, it is just that they are of natural origin.
- If your destination has more than one water supplier, check to see if you can switch to one that takes water conservation seriously.
- If you provide a hose to rinse salt off scuba diving equipment or other items used in marine activities, consider buying a tank to dip the items into that is refilled as required. This will still remove salt from equipment and save a significant amount of water.
- Conduct a thorough review of why you are using products containing hazardous substances. Unless there is a legal or hygiene reason you should ask yourself if there is a less harmful alternative and whether you are sure that staff are using the minimum amount required.
- Spend some time researching less toxic alternatives to your cleaning products. For example, white-distilled vinegar makes an effective, cheap and environmentally friendly cleaner for glass, mirrors and to prevent or remove limescale.
- Verify that any waste collection suppliers are disposing of hazardous waste in a sustainable manner. If not, you might be able to change to a different supplier or pressure your existing one to improve their performance.

#### **MODERATE COST AND EFFORT**

- Review the items that are being shipped to your property over long distances and check for options to source them locally or from a supplier with a lower environmental impact. For example, a supplier using rail freight may have a lower carbon footprint than one using road freight.
- When replacing equipment, always buy the most modern and efficient alternative.
- Replace individual bathroom amenities, such as soap and shampoo, with dispensers that can be refilled from a bulk supply. This will reduce plastic waste and operating costs.
- Many guests are now used to using personal phones, tablets and other devices to get information they need. Consider sourcing technology that can present information you currently print on screen. For example, having an app developed that guests can install on their phone or installing touch screens in central areas. You still need to have information available for guests who do not have personal devices.
- Replace decorative outdoor lighting with solar powered options, leaving electric lighting for emergency lights and those required to stay on all night for health and safety.
- Using timers and sensors to control lighting, air conditioning and equipment is an investment that will pay off over time in energy savings. You can start in back-of-house and central areas before investing in technology for guest rooms.
- If you decide to install or replace an automatic key card activation system for guest room electricity, choose a system that is linked electronically to the unique room key. This will

prevent guests from using other types of cards to override the system and thus leave the power on when they are not in the room.

- Consider using a liquid pool cover that not only reduces the loss of heat and water, but can also reduce the depletion of pool cleaning chemicals.
- Install aerators and flow restrictors in all bathrooms to reduce water flow. It is important that you have both a procedure and budget for regularly checking and replacing these as they do corrode over time.
- Installing water meters on things like irrigation systems and swimming pools is a reliable and cost-effective way to check for leaks. If you regularly record the readings and suddenly notice an increase, it is highly likely that you have a leak and can fix it quickly, thus preventing water waste and potentially a more costly repair.
- Invest in automatic chemical dosing systems to control chemical use.

### **HIGHER INVESTMENT WITH LONG-TERM REWARDS**

- Using salt to keep pool water clean is an excellent solution for smaller pools and prevents the production of more harmful waste from pool chemicals.
- Install technology such as motion sensors and/or timers in guest rooms, central areas, outdoors and in your grounds to ensure that lighting and equipment is only used when needed. Do thorough research when sourcing the best solutions for your property to ensure you are using the most efficient technology that will have the highest impact for the longest amount of time. These generally work better than key cards to control energy use in guest rooms.
- Replace older equipment with the latest most efficient technology and develop a plan and budget to continue doing this indefinitely. This applies to large equipment like air-conditioning units and restaurant fridges through to small items like kettles and coffee makers, but you should prioritise equipment that draws the most power or emits the most pollutants.
- Install air curtains over entrances and large windows that are continually open to the outside in hot weather. This will trap cold air inside resulting in lower energy costs from regulating the room temperature.
- Consider installing solar panels and other renewable energy solutions that best suit your property.

Research options for installing waste water or grey water recycling systems, including any relevant legislation and permits you might require.