




HOTEL ASSOCIATION OF NEW YORK CITY, INC.

320 PARK AVENUE, NEW YORK, NY 10022-6838

(212) 754-6700 FAX (212) 754-0243

To: General Managers – Member Hotels
From: Joseph E. Spinnato 
Re: 2015 HANYC Sustainability Awards
Date: June 1, 2015

As a leader and integral segment of New York City's thriving economy, the Hotel Association of New York City, Inc. recognizes the significant responsibility our industry carries in setting high standards for Environmental Stewardship and Social Responsibility initiatives. Moreover, our organization is committed to supporting and furthering New York City's greater environmental goals through the development of strategies that encompass the triple bottom line of "Profit, People and Planet".

In this spirit, the Hotel Association of New York City, Inc. will be presenting the Second Annual HANYC Sustainability Awards on Monday, November 9, 2015 during the International Hotel/Motel & Restaurant Show (IH/M&RS) at the Jacob K. Javits Convention Center. The awards will be given to member hotels that have developed sustainability programs in each of three categories: Social Responsibility, Environmental Protection and Holistic Sustainability Strategy (Triple Bottom Line).

There will be a winner announced in each of the following categories:

1. Large Properties (250 keys and above): Social Responsibility Award, Environmental Protection Award and Holistic Sustainability Strategy Award (Triple Bottom Line).
2. Small Properties (Less than 250 keys): Social Responsibility Award, Environmental Protection Award and Holistic Sustainability Strategy Award (Triple Bottom Line).

We encourage you to apply for these awards and return the attached questionnaire via email to sustainablecommittee@hanyc.org by July 10, 2015.

A panel of experts will study the applications and visit hotels with the most engaging responses in order to review the programs and select the awardees.

Finalists will be announced in early November and winners will get their awards during the IH/M&RS. Please come and join us in celebrating the outstanding accomplishments of our member hotels. For additional information pertaining to the topic of Sustainable Hospitality New York City, please refer to www.hanyc.org/sustainable-hospitality.

In addition, please encourage your respective executive teams to attend the IH/M&RS and Boutique Design New York Shows being held from November 8, 2015 through November 10, 2015 at the Jacob K. Javits Center.

Best regards.

JES/lef
Attachment



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Hotel Association of New York City, Inc. 2015 Sustainability Awards Questionnaire

To be completed and returned to sustainablecommittee@hanyc.org by July 10, 2015

Please answer below as it best applies to your property and contact us with any questions.

1. Hotel Name _____

2. Project contact(s) _____

3. Address _____

4. Email _____ Phone _____

5. Number of Rooms at property _____

6. Facilities on Site (*F & B outlets, Banquets, Spa - Please list*) _____

7. Is there a Green Team or committee in place Yes No

8. Is there a green (or sustainable) corporate policy in place Yes No

8. Does the property have any certification (*LEED, Green Key Global, EPA*) Yes No

(*Please list*) _____

9. Waste Management. *Check all that apply and check Yes or No if a tracking or metrics reporting system has been implemented:*

<u>Programs in Place</u>	<u>Metrics/Data Collected</u>			
• Standardized Recycling Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Composting Program, equipment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Hazardous, Universal and Electronic Waste Recycling	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Waste Reduction and Reuse Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Energy Efficiency and Conservation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Water use Reduction and Conservation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Styrofoam Elimination Plan	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Kitchen Waste Oil Recycling	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



- Material Donation (*Soaps, equipment, supplies, furniture etc.*) Yes No
- Food Donation (*to shelters or food collection networks.*) Yes No

Please add to or explain above in more detail if necessary: _____

10. Corporate policy and initiatives. Check all that apply and check Yes or No if a tracking or metrics reporting system has been implemented:

<u>Programs in Place</u>	<u>Metrics/Data Collected</u>			
• Sustainable Purchasing Policy: cleaners, chemicals, paint, etc.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Sustainable Purchasing Policy: green amenities and supplies	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Communication and training on sustainability to employees	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Communication to guests (internal/external).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Linen and Towel Reuse Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Environmentally friendly in-room features <ul style="list-style-type: none"> ○ (<i>Recyclable, biodegradable, cruelty free</i>) <input type="checkbox"/> 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Replaced or installed eco-friendly features in house <ul style="list-style-type: none"> ○ (<i>energy efficient lighting, detectors, machinery and water controls,</i> ○ <i>elevator shut off systems</i>) 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Outdoor Energy efficiency features <ul style="list-style-type: none"> ○ (<i>green roof, renewable energy, design</i>) 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Tracking and audits are performed to verify efficiency of <ul style="list-style-type: none"> ○ Equipment, Lighting and Machinery 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Calculation of carbon footprint performed and made available to guests	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



Please add to or explain above in more detail if necessary: _____

11. Employee, vendor and contractor education (Check all that apply)

- Annual staff training on recycling regulations and correct material handling/disposal.
- Annual staff training on hazardous and universal material handling.
(fluorescents, electronics and battery disposal)
- Annual staff training on implementing energy reduction policies *(thermostats, lighting, water use)*.
- Annual staff training on waste reduction policies *(Reducing use of linens, towels, supplies)*
- All vendors are advised of hotel sustainable policies. The property has a preferred sustainable vendor program *(waste disposal, energy efficiency and recycling)*
- Conference, banquet and event planners and customers are assisted with information, recycling bins and waste reduction while at the property and are offered sustainable meeting programs including community work opportunities

Please expand on any of the above in more detail if necessary: _____

12. Social Responsibility initiatives

- Support of local charities/organizations Yes No
- Support of national charities/organizations Yes No
- Celebration of Earth Day Yes No



- Encourage employees to eat better, exercise and quit smoking Yes No
- Support of/partnership with a school Yes No
- 100% no smoking policy Yes No
- Partial no smoking policy Yes No

13. List all projects in place for community support and Social Responsibility (*Education, Homeless, Health, local suppliers, others*). You may want to explain in detail your favorite initiative. (*Use as many lines as necessary*).

14. List all projects in place for Environmental Protection (*Energy efficiency, Waste Management, Water Management, others*). You may want to explain in detail your favorite initiative. (*Use as many lines as necessary*).

