



### Guests' Opportunity to Contribute

- Partner with us to help save the earth. Guests can do their bit by reusing towels and bed linen to save water, energy, labour and chemical use in washing cycles

### Our Commitment



#### Energy

- Electrical system in guest rooms controlled by keycard
- Tight control of air-conditioning operating hours and temperatures to save energy
- Staff clean air supply ducts and return grill at least every 6 months
- Preventative maintenance program for cleaning air-conditioners to enhance energy efficiency
- Programmable thermostats are installed in all guest rooms
- Refrigerators in guest rooms set to an optimum temperature
- Replacement of traditional light bulbs with energy-saving long-life bulbs in guest room corridors and several points within the guest rooms
- Timer set-up for lighting and other electrical systems
- Lights and fridges in all guest rooms that have no guests to be turned off
- Hot water in guest rooms processed from heat exchange system



#### Water

- Temperature of sauna and steam decreased during off peak hours
- Installation of water-saving faucets
- Use of water-saving system at faucet in guest rooms and public areas
- Staff to avoid leaving water tap running, while washing food
- Daily record of water consumption (daily controls)
- Gardens are watered in the mornings and evenings only to prevent unnecessary evaporation at the hottest times of day



#### Waste Management

- Wastewater (shower water, water used for cleaning, toilet water, swimming pool and pond water etc.) to undergo wastewater treatment before it is discharged to the environment
- Use of microorganisms (bacteria) for waste water treatment system
- Associates motivated not to waste glass bottles to increase bottle account for recycling



### **Environmental Quality**

- Suppliers are requested not to leave the engine running while their vehicles are parked to reduce noise and pollution
- Air filtration is in place for the guestrooms
- Separation of smoking and non-smoking floors



### **Chemical Products**

- Use of eco-friendly cleaning products and eco-friendly chemical products only



### **Recycling**

- Separating and selling bottles, paper, cardboard and vegetable oil to recycling companies
- Re-use of hotel key cards
- All paper systematically reused and recycled
- Aluminium, plastic and cardboard are recycled



### **Engineering**

- BAS system and demand control used for controlling the electric system in the hotel
- At all times Engineering Department saves costs and energy in all activities performed
- Elimination of Halon fire extinguisher to reduce environmental impact



### **Environmental Activities**

- Creating activities and encouraging the community, guests and staff to help preserve and protect the environment
- Annual donation of food and gifts to poor children on hotel anniversaries and other occasions
- Energy-saving Slogan Competition
- Annual street cleaning day, in association with local municipal authorities
- Blood donation by staff



### **Offices**

- Staff use recycled paper and envelopes
- Staff use Compact Fluorescent Lamps
- Staff to optimise the use of computers and emails to reduce paper use
- Staff avoid printing and copying
- Staff encouraged to walk down two floors or up one floor instead of using lifts

- Staff to turn off air-conditioning, lights and equipment, when they are not in the office
- Computer screens turned off after work and during lunchtime
- Information board to motivate all concerned about energy-saving and water-saving



### **Staff Training**

- Staff are trained for energy awareness (e.g. switching off lights/computers, water consumption, air-conditioners, appliances etc.)
- A training programme in place to educate staff about environmentally friendly projects
- Regular meetings with staff to help promote staff awareness and implementation of energy-saving and environmental responsibility