

## **Proximity Hotel**

proxinfo@proximityhotel.com

336-379-8200

www.proximityhotel.com

704 Green Valley Road

Greensboro

### **Greenhouse Gas Emissions Management and Reduction**

Use renewable energy sources such as solar, wind, biomass, and geothermal

Use passive solar water heating systems

Purchase renewable energy credits and/or greenhouse gas offsets

Choose local vendors to reduce transport of items

Institute fuel economizing programs for company vehicles such as regular inspection of vehicles, reduced idling, and route planning to minimize travel distances

Allow flexible staff schedules to minimize staff travel during heavy traffic periods

Adopt alternative forms of transportation and fuels such as hybrid-electric, biodiesel, E85, or electric for business activities

Offer preferred parking spaces to customers who use alternative fuel vehicles

Utilize and provide staff and customers video conferencing/teleconferencing to minimize travel to meetings

Adopt alternative forms of transportation and fuels, such as participating in used cooking oil recycling programs for biodiesel processing

### **Solid Waste Management, Reduction, Reuse, & Recycling**

Conduct a waste audit to determine a baseline for future waste reductions

Purchase products in reusable, returnable containers

Eliminate use of Styrofoam and other difficult to recycle products

Donate leftover cookware, silverware, and linens to charity

Donate unused food to a community food bank/compost site

Purchase products such as condiments, cleaning supplies, and other products in bulk/concentrated form

Offer reusable products such as glass cups, cotton linens, and refillable condiment dispensers

Distribute condiments and napkins from behind the counter/on request

Give preference to products with high post-consumer recycled content

Ensure that printed materials are printed on paper with high recycled content (at least 35%) and print using soy-based ink

Purchase antiques and furniture from local vendors

Recycle damaged towels and sheets as cleaning rags and craft torn linens into other usable items (e.g. sheets into pillowcases)

Reuse newspaper, shredded paper, and incoming packaging materials for packing/shipping needs

When reusable options are not feasible, use disposable products that are compostable such as corn-based cutlery

Purchase recyclable toner cartridges

Use non-bleached paper napkins, towels, and coffee filters

Provide alternatives to individual plastic water bottles such as water pitchers/point of use water filters

Use rechargeable batteries

Provide cigarette disposal bins in smoking areas

Purchase durable goods of sufficient quality to allow reuse, refinishing, or reupholstering

Ensure proper disposal of hazardous materials

Use preventative maintenance on equipment to reduce risk of replacement

Provide and publicize recycling bins

Selecting printers/photocopiers able to print on both sides

Distributing information to guests/participants via email and avoiding hard copy

Avoid use of fax cover sheets

Distribute inter-office documents using routing slips, bulletin boards, or email distributions rather than printing copies for staff members

Using both sides of printing paper and using the reverse side of printing paper for printing rough drafts

Streamlining operational systems that rely on paper or hard copies

Reuse envelopes for inter-office mail

Set and use fax and copy machines to copy documents directly to computers rather than printing a new copy

Recycles the Following: Aluminum, Glass, Office mix, Batteries, Yard waste, Electronics, Plastic, corrugated cardboard, Newspaper, Printer cartridges, phone books, Flourescent light tube, Carpeting

### **Freshwater Consumption Reduction**

Conduct regular inspections and establish preventative maintenance schedules to ensure maximum efficiency

Educate staff on water conservation and best practices

Conduct a water audit with a water conservation professional

Discourage water-based cleanup and use alternatives such as microfiber technology

When purchasing new appliances or fixtures, purchase water-efficient models such as those certified by EPA

WaterSense® and Energy Star®

Install low-flow aerators on sinks (1.5 gal/min)

Use re-circulating, chilled water loop and temperature control systems in water cooled ice machines, air conditioners, and water-cooled refrigeration units

Use floor cleaning equipment with high pressure, low volume, and recycling filtering systems

Establish frequency schedule according to local climate, season, and landscaped area in order to maximize water use efficiency

Routinely inspect sprinkler system, including heads, nozzles, lines and valves to ensure efficient settings and proper operation

Limit lawn areas and/or use xeriscaping

Use soaker hoses in plant beds

Water landscapes only when necessary

Time watering to occur in the early morning or evening when evaporation is the lowest

Avoid runoff and make sure sprinklers do not run onto sidewalks/paved areas

Do not water on windy, rainy, or overly hot days

Install rain shut-off/moisture sensors to guard against overwatering

Ensure irrigation equipment applies water uniformly

Establish drip irrigation systems when feasible

Mulch around plants to limit evaporation and discourage weed growth

Avoid hosing down sidewalks, driveways, and parking lots

### **Wastewater Management**

Ensure proper use, storage, and disposal of cleaning products and other potentially harmful chemicals such as fertilizers and paints

Limit the number of chemical products used and stored

Ensure that all chemicals are securely stored and clearly marked

Use less harmful alternatives if possible such as organic substitutes for chemical fertilizers

Monitor equipment and products for potential chemical leaks

Use an integrated pest management (IPM) system for interior and exterior jobs

Use environmentally preferable or certified paints, solvents, and coatings (MSDS Health Hazard Rating of 1 or less)

Reuse paint thinners

Use latex paints rather than oil based paints

Educate staff on proper methods of containment and clean-up of spills, drips, leachings and conduct regular inspections of relevant areas

When doing exterior cleaning or pressure washing, proper care should be taken to avoid discharge of contaminants

Use environmentally safe cleaning products

Use best storm-water runoff practices to ensure that wastewater does not enter local waterways

### **Energy Efficiency, Conservation, and Management**

Conduct an energy audit with an energy conservation specialist to determine your baseline energy use and what improvements should be

Monitor, record, and post rates of energy to quickly identify if there is system leakage

Work with an energy expert to develop an energy management system

Develop a comprehensive energy education and conservation program

Use a renewable energy heating system such as passive solar or geo-thermal

Use natural light whenever possible

Turn off electronic equipment at the end of each workday

Activate sleep/standby or low energy mode on applicable appliances and electronics

Maximize central air efficiency by allowing sunlight to enter through windows in the winter and blocking sunlight in the summer

Weatherize the workplace by ensuring that doors and windows have tight seals and remain closed when shut

Set water heater to 120 degrees Fahrenheit rather than pre-set 140 degrees

Replace existing lighting (particularly incandescent) with energy efficient or compact florescent bulbs

Use programmable Energy Star®-labeled thermostats. Set to appropriate temperature ranges and conduct regular inspections to ensure efficient function

Install energy saving equipment whenever feasible, including timers, motion sensors, and master switches

Purchase and replace existing equipment with energy efficient or Energy Star® labeled electronics, appliances, and heating and cooling equipment

Insulate facilities, including pipes, interior and exterior walls, ceilings, and wall cavities

Use LED or electroluminescent exit signs

Open windows rather than using central air when appropriate

Utilize techniques to reduce heat island effect, such as a white or 'green' roof

Install variable speed fans where appropriate

Use ventilation fans with humidity sensors for areas where needed

Operate multiple and individual climate controlled comfort zones such as providing thermostats in each guest room

Clean lighting fixtures and lamps regularly to increase illumination

Develop policies to minimize the number of rooms needed to be lit and/or heated/cooled

Use Energy Star's® or other similar benchmarking tools for the Hospitality Industry