

Green Lodging Data Needs Checklist

Contact Information

Name

Phone

Email

Energy Consumption (include submeters)

Electricity (kWh and \$)

Gas (therms and \$)

Steam (Mlbs and \$)

Water Consumption

Input (usage CCF and \$)

Output (sewer CCF and \$)

Waste Production

Disposal quantities (tons and \$)

Recycling quantities (tons and \$)

Compost quantities (tons and \$)

Transportation

Fleet gasoline use (gallons/miles)

Commuting (CTR)

Material Use

Office paper

Newspaper

Laundry service/linens

Toiletries

Cleaners

Food and beverage

Area

Property occupied space

Entire building

FTE equivalents

Occupancy rate

Number of rooms

Year built

of workers on main shift

of commercial refrigeration/freezer units

On-site cooking – yes or no

Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

U.S. EPA ENERGY STAR Data Needs Checklist

Required:	Description
Country	
Address	
Year built	
Electric distribution utility	Select from menu
Hotel rating	Upper upscale, upscale, midscale w/food and beverage, midscale w/o food and beverage, economy, budget
Gross floor area	square footage
Number of rooms	
Cooking on site?	yes/no
Laundry facility on site? (optional for rating)	yes/no
Parking area data	sq ft enclosed parking; sq ft non-enclosed parking (with roof); sq ft open parking (no roof), total hours/week vehicles can enter/exit parking area
Electricity use	kWh and cost/month for 1 year
# of workers on main shift	
# of commercial refrigeration/freezer units	
Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)	
Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)	
Optional:	
Hours per day the guests are on-site	
Number of guest meals served	
Square footage of full-service spas	
Square footage of gym/fitness center	
Annual quantity of laundry processed on-site	
Quantity of laundry processed at site (drop down of options)	
Average Occupancy (%)	
Natural gas use	kWh and cost for 1 year-- doesn't have to be per month
Water use	kWh and cost for 1 year-- doesn't have to be per month