**AUDIT TEMPLATE**

**Instructions**

* Work your way through the single-use plastic items currently used in your hotel.
* Fill in each column with the relevant information.
* It may help to print this form out and walk through the relevant areas/rooms as you conduct your audit.
* You can either decide upon reusable alternatives on the spot, or you can come back to this section later (*during the Implementation Action of this guide).*

**Number of rooms/occupancy rates: Suppliers: Date of audit:**

| **Single-use (plastic) item** | **Applicable (Y/N)?** | **Qty per room/area (#)** | **Ordering Qty (#)** | **Ordering schedule** | **Reusable alternatives** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Avoid** | **Reuse/refill** | **If single-use provided** |
| **Guest Rooms** | | | | | | | |
| Air freshener |  |  |  |  | ☐ Don’t provide | ☐ Provide reusable spray bottles, refilled from bulk supply  ☐ Aroma diffuser, refilled from bulk supply |  |
| Beverages |  |  |  |  | ☐ No beverages in guest rooms, allow ordering via room service or hotel bar in a reusable cup |  | ☐ Switch to glass or aluminum bottles |
| Bin liners |  |  |  |  | ☐ Avoid use of bin liners. Staff clean and reuse bins |  | ☐ Use AS Certified compostable liners |
| Biscuits |  |  |  |  | ☐ Don’t provide | ☐ Buy biscuits in bulk and provide in an airtight container or jar | ☐ Choose brands with minimal plastic (e.g. paper or cardboard packaging) |
| Body and face lotion |  |  |  |  | ☐ Don't provide, or provide on request | ☐ Provide reusable containers and bottles, refilled from bulk supply | ☐ Choose a lotion that can be used on both face and body |
| Bottled water |  |  |  |  | ☐ Don’t provide | ☐ Install a Zip tap  ☐ Implement a water dispenser/refill system and encourage BYO water bottles  ☐ Provide jugs for filtered tap water with reusable cups  ☐ Consider lending or selling reusable bottles to guests | ☐ Switch to glass or aluminum bottles |
| Cleaning cloths and sponges |  |  |  |  | ☐ Don’t provide, or provide on request | ☐ Provide reusable washable cloths |  |
| Cleaning spray |  |  |  |  | ☐ Don’t provide | ☐ Provide reusable spray bottles, refilled from bulk supply |  |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| Coat hangers |  |  |  |  | ☐ Don’t provide |  | ☐ Provide FSC or PEFC certified wooden, or metal hangers |
| Coffee pods |  |  |  |  | ☐ Don’t provide | ☐ Install coffee machines in rooms or communal areas that use a portafilter. Supply coffee grounds in reusable jars, refill from bulk supply |  |
| Combs |  |  |  |  | ☐ Don’t provide | ☐ Provide combs that can be reused and instruct guest to leave in room. Sanitise and reuse |  |
| Cotton buds |  |  |  |  | ☐ Don’t provide |  | ☐ Choose cotton buds made of bamboo or paper |
| Dishwashing liquid |  |  |  |  |  | ☐ Provide reusable bottles, refilled from bulk supply | ☐ Switch to powdered tablets or detergent sheets if available |
| Dishwasher tablets |  |  |  |  |  | ☐ Provide reusable container, refilled with dishwasher powder from bulk supply | ☐ Choose tablets without a removable plastic wrap |
| Drink coasters |  |  |  |  | ☐ Don’t provide | ☐ Provide reusable and washable coasters | ☐ Provide cardboard coasters |
| Eating utensils |  |  |  |  | ☐ Encourage guests to dine out at local restaurants and cafes with reusable crockery | ☐ Supply reusable crockery and cutlery in rooms  ☐ Provide a Guest Borrow kit with reusable cutlery  ☐ Provide reusable foodware for room service |  |
| Entry cards |  |  |  |  | ☐ Implement an electronic pin system for room entry |  |  |
| Feminine sanitary products |  |  |  |  | ☐ Don't provide, or provide on request  ☐ Sell in hotel gift shop |  |  |
| Hairbrushes |  |  |  |  | ☐ Don’t provide | ☐ Provide reusable hairbrushes and sanitise after each stay | ☐ Provide FSC or PEFC certified bamboo or wooden combs |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| Hot drinks |  |  |  |  | ☐ Don’t provide | ☐ Provide a Guest Borrow kit with reusable cups  ☐ Provide small reusable jars of coffee, sugar and loose-leaf teas, hot chocolate powder etc. with a small teapot, coffee plunger and kettle  ☐ Provide reusable coffee pods for coffee machines or coffee machines with portafilters  ☐ Provide a communal, quality coffee machine in a centrally located area for guests | ☐ Provide certified compostable teabags |
| Laundry liquid or powder |  |  |  |  | ☐ Don’t provide  ☐ Offer hotel laundry and dry cleaning services | ☐ Laundry liquid and/or powder provided in reusable containers, refilled from bulk supply  ☐ Provide laundry liquid/powder centrally at reception - scoop into a small reusable cup | ☐ Purchase laundry powder in cardboard boxes |
| Linen |  |  |  |  |  |  | ☐ Choose natural fabrics, to avoid microplastic shedding |
| Make-up pads |  |  |  |  | ☐ Don’t provide |  | ☐ Choose make-up pads that are certified compostable |
| Milk |  |  |  |  | ☐ Don’t provide | ☐ Milk provided in a reusable jug | ☐ Glass bottles of milk |
| Minibar confectionary |  |  |  |  | ☐ Don’t provide | ☐ Confectionary provided in reusable jars, refilled from bulk supply | ☐ Choose confectionery brands with minimal plastic |
| Paper |  |  |  |  | ☐ Don't provide, or provide electronic notepads on tablets |  | ☐ Provide notepads without plastic elements, made from recycled paper |
| Paper towel |  |  |  |  | ☐ Don’t provide | ☐ Provide small washable cotton, bamboo or natural fibre towels | ☐ Choose FSC or PEFC certified recycled paper towels |
| Pens |  |  |  |  | ☐ Don’t provide | ☐ Provide pens in holders with signage indicating they are clean, with a separate holder for used pens. Sanitise and reuse pens | ☐ Provide pencils |
| Razor packs |  |  |  |  | ☐ Don’t provide | ☐ Provide razor with reusable handle and replaceable head, and instruct guest to leave in room. Replace only head and interchange handle | ☐ Choose razors with an FSC or PEFC certified bamboo or wooden handle |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| Shampoo, conditioner and body wash |  |  |  |  |  | ☐ Provide shampoo, conditioner and body wash in dispensers, refill from bulk supply | ☐ Provide a combined hair and body wash; Provide unwrapped soap bars |
| Shower caps |  |  |  |  | ☐ Don’t provide, or provide on request | ☐ Provide a reusable cloth shower cap by request only. Wash and reuse |  |
| Single-serve butter and spreads |  |  |  |  | ☐ Don’t provide | ☐ Provide single-serve butter or jam on small ramekins or plates | ☐ Provide jam in small glass jars that can be reused or recycled |
| Soap |  |  |  |  |  | ☐ Provide soap in dispensers, refill from bulk supply | ☐ Provide unwrapped soap bars |
| Sugar |  |  |  |  | ☐ Don’t provide | ☐ Provide sugar in a small glass jar, refill from bulk supply |  |
| Takeaway foodware |  |  |  |  |  | ☐ Provide a Guest Borrow Kit that includes a reusable container  ☐ Provide all takeaways in reusable foodware that can be returned to the kitchen |  |
| Tissues |  |  |  |  | ☐ Don’t provide | ☐ Purchase reusable tissue boxes and tissues in bulk to refill | ☐ Provide recycled-content FSC or PEFC certified tissue boxes |
| Toilet paper |  |  |  |  |  |  | ☐ Provide recycled-content FSC or PEFC certified unwrapped or paper wrapped rolls |
| Toothbrush and toothpaste |  |  |  |  | ☐ Don’t provide, or provide on request | ☐ Provide toothpaste tablets in reusable jars, refill from bulk supply |  |
| Tour brochures |  |  |  |  | ☐ Provide digital links to applicable tours and local information | ☐ Provide a compendium that is easily cleanable and reuse in rooms; Provide in-room tablets with brochures installed |  |
| Welcome packs |  |  |  |  | ☐ Don't provide | ☐ Provide a small complimentary fresh fruit platter/pastries/ and/or portioned candy/nuts/dried fruit in reusable jars, refilled from bulk |  |
| ***Estimated total single use items per year*** | | |  |  | | | |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| **Conferences and events** | | | | | | | |
| Balloons |  |  |  |  | ☐ Not allowed on-site |  | ☐ Reusable bunting and/or decorations |
| Beverages |  |  |  |  |  | ☐ Provide post-mix options from the bar  ☐ Set-up a beverage station with dispensers providing varying drink options with reusable cups | ☐ Switch to glass or aluminum bottles |
| Bottled water |  |  |  |  | ☐ Don’t provide | ☐ Install a Zip tap  ☐ Implement a water dispenser/refill system in central locations and encourage BYO water bottles  ☐ Provide jugs for filtered tap water on tables with reusable cups | ☐ Switch to glass or aluminum bottles |
| Brochures and handouts |  |  |  |  | ☐ Go paperless  ☐ Default to digital viewing | ☐ If documents / brochures / booklets / handouts are printed, reuse them afterwards | ☐ Provide whiteboards or screen projector systems for presentation and group work (with USB/file share capabilities)  ☐ Choose FSC certified paper |
| Drink coasters |  |  |  |  | ☐ Don’t provide | ☐ Provide reusable and washable coasters | ☐ Provide cardboard coasters |
| Eating utensils |  |  |  |  |  | ☐ Supply reusable crockery and cutlery |  |
| Giveaway bags and goodies |  |  |  |  | ☐ Don’t provide |  | ☐ Choose quality and practical items which are made ethically |
| Hot beverages |  |  |  |  |  | ☐ Provide a coffee machine where guests can select their drink of choice, and reusable mugs  ☐ Create a hot drink station with mugs, jars of coffee, sugar, and milk, plus loose leaf tea and strainers or small teapot | ☐ Provide certified compostable teabags |
| Mints and lollies |  |  |  |  | ☐ Don't provide | ☐ Provide a small bowl or jar of mixed lollies, refilled from bulk supply |  |
| Paper |  |  |  |  | ☐ Go paperless, default to digital viewing  ☐ Print only when necessary | ☐ Provide shared brochures/documents that are returned for reuse | ☐ Provide notepads and pens/pencils on request only  ☐ Choose FSC or PEFC certified recycled paper |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| Pens |  |  |  |  | ☐ Don't provide | ☐ Provide pens in holders with signage indicating they are clean, with a separate holder for used pens. Sanitise and reuse pens | ☐ Provide pencils |
| Plastic food platters |  |  |  |  |  | ☐ Provide food on reusable platters |  |
| Room decorations |  |  |  |  | ☐ Don't provide  ☐ Put in place a plastic-free events policy | ☐ Provide reusable decorations |  |
| Seat and name tags |  |  |  |  | ☐ Don't provide | ☐ Supply reusable tags that can be written on then wiped off and reused |  |
| Sugar |  |  |  |  | ☐ Don't provide | ☐ Provide sugar in a small glass jar, refill from bulk supply |  |
| Vending machine |  |  |  |  | ☐ Provide vouchers to use at local shops or in-house dining for confectionery, desserts e.t.c. | ☐ Provide platters and snacks in reusable jars on request | ☐ Choose confectionery brands with minimal plastic, ie. cardboard confectionery such as smarties, mints in metal tins e.t.c. |
| White board pens |  |  |  |  | ☐ Provide pens on request only and ensure property is returned as part of event/conference policy or fee | ☐ Choose pen refill options |  |
| Workshop butchers paper |  |  |  |  | ☐ Use only when necessary  ☐ Go paperless  ☐ Provide whiteboards or screen projector systems for presentation and group work |  | ☐ Choose recycled content paper with a FSC or PEFC certification |
| ***Estimated total single use items per year*** | | |  |  | | | |
| **Pool, laundry and gym** | | | | | | | |
| Beverages |  |  |  |  |  | ☐ Provide post-mix options from the bar  ☐ Set-up a beverage station with dispensers providing varying drink options with reusable cups | ☐ Switch to glass or aluminum bottles |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| Bottled water |  |  |  |  | ☐ Don't provide | ☐ Install a Zip tap  ☐ Implement a water dispenser/refill system in central locations and encourage BYO water bottles  ☐ Provide jugs for filtered tap water on tables with reusable cups  ☐ Consider lending or selling reusable bottles to guests | ☐ Switch to glass or aluminum bottles |
| Cocktail umbrellas and stirrers |  |  |  |  |  | ☐ Provide reusable straws and stirrers | ☐ Decorate drinks with natural items (e.g. fruit, herbs) |
| Laundry liquid or powder |  |  |  |  | ☐ Don’t provide  ☐ Offer hotel laundry and dry cleaning services | ☐ Laundry liquid and/or powder provided in reusable containers, refilled from bulk supply  ☐ Provide laundry liquid/powder centrally at reception - scoop into a small reusable cup | ☐ Purchase laundry powder in cardboard boxes |
| Plastic wrapped beach towels |  |  |  |  |  | ☐ Wash and reuse towels without plastic wrapping |  |
| Sunscreen |  |  |  |  |  | ☐ Supply sunscreen in dispensers, refill from bulk supply | ☐ Provide sunscreen in large, communal bottles |
| Takeaway foodware |  |  |  |  |  | ☐ Provide a Guest Borrow Kit that includes a reusable container  ☐ Provide all takeaways in reusable foodware that can be returned to the kitchen |  |
| Vending machine |  |  |  |  | ☐ Provide vouchers to use at local shops or in-house dining for confectionery, desserts etc. | ☐ Provide platters and snacks in reusable jars on request | ☐ Choose confectionery brands with minimal plastic, e.g. cardboard confectionery such as smarties, mints in metal tins etc |
| Water cooler cups |  |  |  |  |  | ☐ Encourage BYO water bottles  ☐ Provide reusable cups |  |
| ***Estimated total single use items per year*** | | |  |  | | | |
|  | | | | | | | |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| **Lobby** | | | | | | | |
| Bottled water |  |  |  |  | ☐ Don’t provide | ☐ Install a Zip tap  ☐ Implement a water dispenser/refill system in central locations and encourage BYO water bottles  ☐ Provide jugs for filtered tap water on tables with reusable cups  ☐ Consider lending or selling reusable bottles to guests | ☐ Switch to glass or aluminum bottles |
| Mints and lollies |  |  |  |  | ☐ Don't provide | ☐ Provide a small bowl or jar of mixed lollies, refilled from bulk supply |  |
| Paper booking systems |  |  |  |  | ☐ Go paperless  ☐ Print only when necessary |  | ☐ Provide notepads and pens/pencils on request only  ☐ Choose FSC or PEFC certified recycled paper |
| Pens |  |  |  |  | ☐ Don't provide | ☐ Provide pens in holders with signage indicating they are clean, with a separate holder for used pens. Sanitise and reuse pens | ☐ Provide pencils |
| Tour brochures |  |  |  |  | ☐ Provide digital links to applicable tours and local information | ☐ Request that all brochures are returned to the lobby or left in guest rooms upon check-out. Reuse brochures | ☐ Print on FSC or PEFC certified recycled content paper |
| Vending machines |  |  |  |  | ☐ Provide vouchers to use at local shops or in-house dining for confectionery, desserts etc. | ☐ Provide platters and snacks in reusable jars on request | ☐ Choose confectionery brands with minimal plastic, e.g. cardboard confectionery such as smarties, mints in metal tins etc |
| Water cooler cups |  |  |  |  |  | ☐ Encourage BYO water bottles  ☐ Provide reusable cups |  |
| ***Estimated total single use items per year*** | | |  |  | | | |
|  | | | | | | | |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| **Back-of-house** | | | | | | | |
| Bin liners |  |  |  |  | ☐ Avoid use of bin liners. Staff clean and reuse bins |  | ☐ Have a three bin set up and equivalent commercial waste stream pick-ups available |
| Cloths and scrubs |  |  |  |  |  | ☐ Provide reusable washable cloths and scrubs |  |
| Food waste composting |  |  |  |  | ☐ Reduce food waste as much as possible |  | ☐ Set up on-site composting |
| Gloves |  |  |  |  |  | ☐ Use heavy duty reusable cleaning gloves instead of single-use thin ones | ☐ Use gloves that are fit-for-purpose |
| Paper booking systems |  |  |  |  | ☐ Go paperless  ☐ Print only when necessary |  | ☐ Provide notepads and pens/pencils on request only  ☐ Choose FSC or PEFC certified recycled paper |
| Paper towels |  |  |  |  | ☐ Reduce where possible | ☐ Use small washable cotton, bamboo or natural fibre towels | ☐ Choose FSC or PEFC certified recycled paper towels |
| Printer cartridges, batteries and lights |  |  |  |  | ☐ Avoid printing to save paper and ink | ☐ Invest in reusable batteries and LED lights  ☐Talk with your printer/photocopier supplier about an ink refill system/swap system | ☐ Recycle cartridges, batteries, lightbulbs and e-waste at end of life through specialist recycling streams  ☐ Change light bulbs to LED |
| Room service |  |  |  |  | ☐ Provide restaurant, spa or bar vouchers in place of room service  ☐ Encourage and educate patrons to reduce the need for requesting room service unnecessarily to save resources | ☐ Provide reusable food ware and cutlery for room service |  |
| Suppliers/  deliveries |  |  |  |  |  | ☐ Choose suppliers who provide unpackaged products in reusable containers/tubs/pallets |  |
| Towel and linen service |  |  |  |  | ☐ Use waterproof linen trolleys and request waterproof freight containers to avoid need for plastic wrapping  ☐ Only refresh rooms when requested  ☐ If washed off site, ensure no plastic wrap is used when refreshed | ☐ Store laundry in reusable cages, bags or containers |  |
|  | | | | | **Avoid** | **Reuse/refill** | **If single-use provided** |
| **Communal facilities** | | | | | | | |
| Cleaning cloths |  |  |  |  |  | ☐ Provide reusable washable cloths |  |
| Cooking equipment |  |  |  |  |  |  | ☐ Use good quality stainless steel and metal spatulas, wooden spoons, wooden or natural material chopping boards |
| Dish cloths and sponges |  |  |  |  |  | ☐ Provide reusable washable cloths |  |
| Dishwashing liquid |  |  |  |  |  | ☐ Provide reusable bottles, refilled from bulk supply |  |
| Dishwasher tablets |  |  |  |  |  | ☐ Reusable container, refilled from bulk supply | ☐ Choose tablets without a removable plastic wrap |
| Fabric softener |  |  |  |  | ☐ Don't provide | ☐ Fabric softener provided in reusable bottles, refilled from bulk supply | ☐ Choose tablets without a removable plastic wrap |
| Laundry liquid or powder |  |  |  |  | ☐ Don't provide  ☐ Offer hotel laundry and dry cleaning services | ☐ Laundry liquid and/or powder provided in reusable containers, refilled from bulk supply  ☐ Provide laundry liquid/powder centrally at reception - scoop into a small reusable cup | ☐ Purchase laundry powder in cardboard boxes |
| Paper towels |  |  |  |  | ☐ Reduce where possible | ☐ Use small washable cotton, bamboo or natural fibre towels | ☐ Choose FSC or PEFC certified recycled paper towels |