



GREEN OFFICES CRITERIA

I.	ENVIRONMENTAL MANAGEMENT	
I.1	The management must appoint an environmental manager from among its staff.	<input type="checkbox"/>
I.2	The establishment must have an environmental policy.	<input type="checkbox"/>
I.3	The establishment must formulate objectives and an action plan.	<input type="checkbox"/>
I.4	All documentation concerning the Green Offices must be kept and maintained in a binder ready for inspection.	<input type="checkbox"/>
I.5	The establishment must comply with the national environmental legislation	<input type="checkbox"/>
I.6	The environmental manager must ensure that the criteria are annually reviewed.	<input type="checkbox"/>
I.7	The surroundings of the establishment must not be polluted and/or present a major risk for the health and the safety of the guests.	<input type="checkbox"/>
II.	STAFF INVOLVEMENT	
II.1	The management must hold a meeting with the staff in order to brief them on issues concerning existing and new environmental initiatives.	<input type="checkbox"/>
II.2	The environmental manager must participate in management meetings with the purpose of presenting the environmental developments of the establishment.	<input type="checkbox"/>
II.3	The environmental manager and other staff-members assigned with environmental duties must receive training on environmental issues.	<input type="checkbox"/>
II.4	The environmental manager must ensure that the employees are aware about the establishment's environmental undertakings.	<input type="checkbox"/>
III.	GUEST INFORMATION	
III.1	The Green Office award must be conspicuously displayed.	<input type="checkbox"/>
III.2	The establishment must keep the clients informed about its environmental policy and goals and encourage clients to participate in environmental initiatives.	<input type="checkbox"/>
III.3	Information material about The Green Offices must be visible and accessible to the clients, including the establishment's website.	<input type="checkbox"/>
III.4	Front desk staff must be in a position to inform clients about the current environmental activities and undertakings of the establishment.	<input type="checkbox"/>
III.5	The establishment must be able to inform clients about public transportation.	<input type="checkbox"/>
III. 6	There are visible signs for staff concerning energy and water savings.	<input type="checkbox"/>
IV.	WATER	
IV.1	The total water consumption must be registered at least once a month.	<input type="checkbox"/>
IV.2	Newly purchased toilets are not allowed to flush more than 6 litres per flush and should preferably be of the dual flush type 3/6 litres.	<input type="checkbox"/>
IV.3	Dripping taps and leaky toilets are not allowed.	<input type="checkbox"/>



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IV.4	Each bathroom must have a waste bin that closes with a lid.	<input type="checkbox"/>
IV.5	Water flow from at least 50% of the showers must not exceed 9 litres per minute.	<input type="checkbox"/>
IV.6	Water flow from at least 50% of the taps must not exceed 8 litres per minute.	<input type="checkbox"/>
IV.7	Urinals are not allowed to use more flushing water than necessary.	<input type="checkbox"/>
V.	WASHING AND CLEANING	
V.1	Newly purchased chemical cleaning products and products for washing have a national or internationally recognised ecolabel or are not allowed to contain agents that are listed in the washing and cleaning Black List.	<input type="checkbox"/>
V.2	Staff must be trained to use disinfectants only where necessary and in respect of concentration as indicated on the packaging	<input type="checkbox"/>
V.3	Paper towels and toilet paper must be made of non-chlorine bleached paper or must be awarded with an eco-label.	<input type="checkbox"/>
VI	WASTE	
VI.1	The establishment must separate waste into the categories that can be handled separately by the local or national waste management facilities.	<input type="checkbox"/>
VI.2	If the local waste management authorities do not collect waste at or near the establishment, then the establishment must ensure safe transportation of its waste to the nearest appropriate site for waste treatment.	<input type="checkbox"/>
VI.3	Instructions on how to separate and handle waste must be easily available to the staff in an understandable and simple format.	<input type="checkbox"/>
VII.	ENERGY	
VII.1	Energy use must be registered at least once a month.	<input type="checkbox"/>
VII.2	Heating and air-conditioning control systems must be applied when the establishment is not in use.	<input type="checkbox"/>
VII.3	All windows must have an appropriately high degree of thermal insulation in compliance with the local climate.	<input type="checkbox"/>
VII.4	The ventilation system must be controlled and repaired if necessary in order to be energy efficient at all times.	<input type="checkbox"/>
IX.	PARKS AND PARKING AREAS	
IX.1	Flowers and gardens must be watered before high sun or after sunset.	<input type="checkbox"/>
X.	ADMINISTRATION	
X.1	The stationery, brochures, etc. used by the establishment must be awarded with an eco-label or produced by a company with an environmental management system.	<input type="checkbox"/>