



Hotel Sustainability & Waste Reduction Audit 2026 Checklist

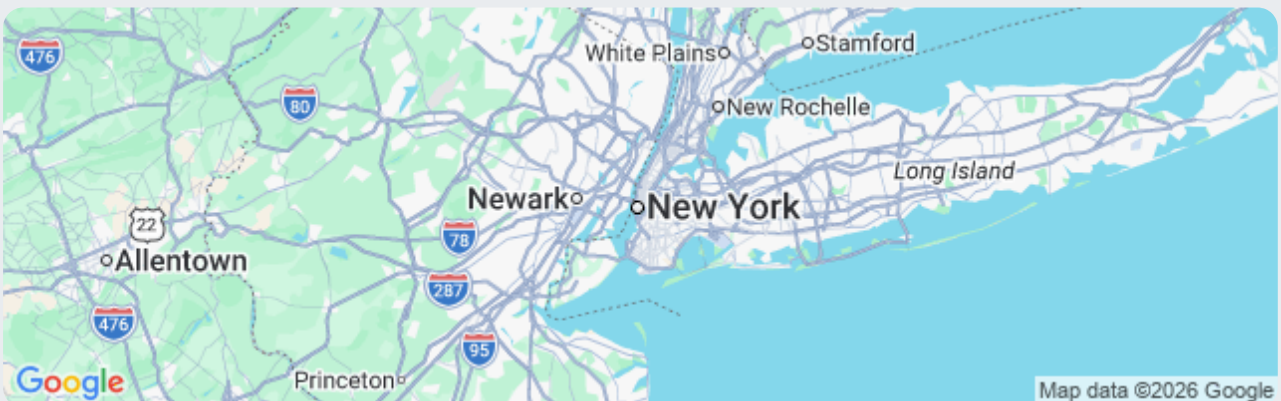
Energy Conservation & Efficiency

Audit of HVAC settings, lighting usage, smart sensor functionality, and energy-efficient appliance performance.

Audit Date

Inspection Area

 [Set My Current Location](#)



HVAC Temperature Settings Compliance

- ☐ Compliant (Within Set Parameters)
- ☐ Non-Compliant (Deviation Detected)
- ☐ Not Applicable

Lighting Efficiency Check

- ☐ Motion sensors operational
- ☐ LED bulbs installed in all common areas
- ☐ Unnecessary lights turned off during inspection
- ☐ Natural lighting maximized

Estimated Monthly Energy Consumption (kWh)

Enter a number...

Observations & Required Corrective Actions

Write something...

Auditor Signature

Water Management & Conservation

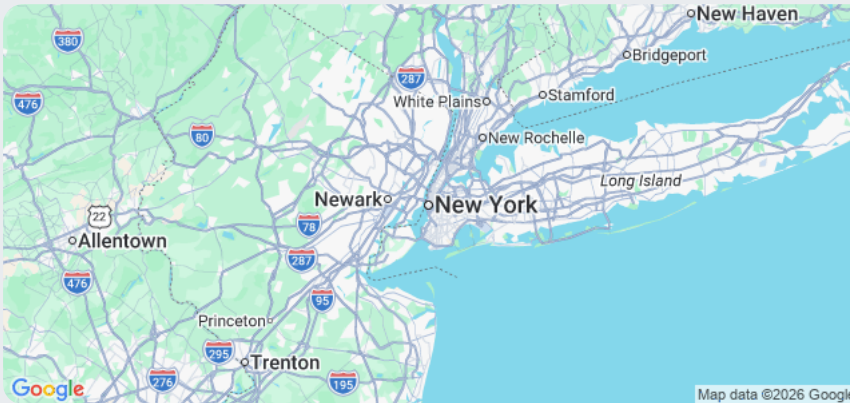
Inspection of low-flow fixtures, leak detection in guest rooms/kitchens, and laundry water usage protocols.

Inspection Date

Enter date...

Audit Area (e.g., Guest Room, Kitchen, Pool, Laundry)

 [Set My Current Location](#)



Low-Flow Aerator Status

- ☐ Fully Functional
- ☐ Requires Maintenance
- ☐ Missing/Not Installed

Visible Leaks Detected

- ☐ No Leaks Detected
- ☐ Minor Drip
- ☐ Significant Leak

Estimated Daily Water Usage (m3/Liters)

Enter a number...

Maintenance Notes & Required Repairs

Write something...

Auditor Signature

Waste Management & Recycling

Evaluation of waste segregation processes, composting initiatives, and recycling bin accessibility for guests and staff.

Waste Segregation Compliance Level

- ☐ Fully Compliant
- ☐ Minor Non-Compliance
- ☐ Major Non-Compliance
- ☐ Critical Failure

Waste Streams Monitored

- ☐ Paper & Cardboard
- ☐ Plastic & PET
- ☐ Glass
- ☐ Organic/Compost
- ☐ Metal/Aluminum

Estimated Weekly Waste Volume (kg)

Enter a number...

Identified Waste Leakage Points

Write something...

Waste Disposal Manifest/Receipts



Upload File

Auditor Verification

Single-Use Plastic Reduction

Review of amenities (toiletries, straws, water bottles) and transition to biodegradable or refillable alternatives.

Plastic Items Identified in Guest Rooms

- ☐ Single-use plastic water bottles
- ☐ Plastic-wrapped toiletries
- ☐ Plastic straws/stirrers
- ☐ Plastic-wrapped coffee pods
- ☐ Plastic laundry bags

Current Status of Plastic Replacement Program

- ☐ Fully Implemented
- ☐ Partially Implemented
- ☐ Not Yet Started

Observations & Recommended Alternatives

Write something...

Estimated Monthly Plastic Waste Volume (kg)

Enter a number...

Photo Evidence of Plastic Usage

 Upload File

Sustainable Food & Beverage Sourcing

Audit of local food sourcing, seasonal menu planning, and organic waste reduction in kitchen operations.

Local Sourcing Verification

- ☐ All ingredients sourced within 100 miles
- ☐ Seasonal menu utilization
- ☐ Certified organic products in use
- ☐ Support for local small-scale farmers

Supplier Sustainability Compliance Notes

Write something...

Vendor Sustainability Certifications

 Upload File

Last Supplier Audit Date

Enter date...

Chemical & Cleaning Supply Audit

Verification of eco-friendly, biodegradable cleaning agents and safe chemical storage protocols.

Cleaning Agent Eco-Rating

- ☐ Eco-Certified/Biodegradable
- ☐ Standard Grade
- ☐ Hazardous/Non-Eco-Friendly

Inventory Items Audited

- ☐ Surface Disinfectants
- ☐ Glass Cleaners
- ☐ Floor Care Solutions
- ☐ Laundry Detergents
- ☐ Kitchen Degreasers

Remaining Stock Level (Units/Liters)

Enter a number...

Discrepancies or Safety Concerns

Write something...

Safety Data Sheets (SDS) Verification

 Upload File

Auditor Authentication

Paperless Operations & Digital Integration

Assessment of digital check-in adoption, digital billing, and reduction of printed guest collateral.

Digital Check-in Adoption Rate

- ☐ High (Above 80%)
- ☐ Medium (50% - 80%)
- ☐ Low (Below 50%)

Digital Guest Touchpoints in Use

- ☐ Mobile Key Access
- ☐ Digital Menu/QR Codes
- ☐ E-Invoicing/Email Receipts
- ☐ Digital Concierge/Chatbot
- ☐ Digital Registration Cards

Percentage of Paper-Based Forms Remaining

Enter a number...

Identified Barriers to Paperless Transition

Write something...

Department Manager Verification

Staff Training & Sustainability Culture

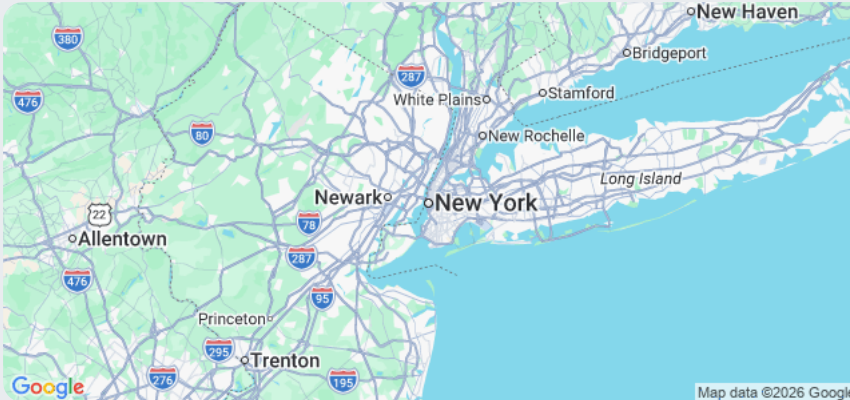
Review of employee awareness programs, sustainability KPI tracking, and green initiative communication.

Audit Date

Enter date...

Department/Department Area

 [Set My Current Location](#)



Completed Training Modules

- ☐ Waste Segregation Protocol
- ☐ Energy Saving Procedures
- ☐ Water Conservation Training
- ☐ Eco-Friendly Cleaning Standards

Number of Staff Trained This Quarter

Enter a number...

Staff Feedback on Sustainability Challenges

Write something...

Training Attendance Records

 [Upload File](#)

Auditor Signature

< Previous

> Next

✔ Finish

✎ Generate Sample Report