



# Rethink | Refuse | Reuse | Reduce | Recycle

## ACCOMMODATION GREENING

In line with the ICA 2010 Greening Policy, the following congress hotels have indicated their commitment to sustainability and will be implementing the following greening practices of the duration of the congress week. Congress delegates who are staying at the following hotels, are encouraged to adopt this policy for the duration of their stay.



	THE WESTIN GRAND CAPE TOWN ARABELLA QUAYS	SOUTHERN SUN WATERFRONT, CAPE TOWN	SOUTHERN SUN THE CULLINAN	PROTEA HOTEL NORTH WHARF	FOUNTAINS HOTEL	HOLLOW ON THE SQUARE	URBAN HIP ICON
<b>RECYCLING ALL WASTE (GLASS, PLASTIC, PAPER ETC.) THROUGH EITHER AN IN-HOUSE OR OUT-SOURCED RECYCLING CENTRE.</b>	Recycling of waste (glass, plastic, paper etc.) through an external waste company on a daily basis.	Recycling of waste (glass, plastic, paper etc.) through out-sourced system.	Hotel makes use of DWS (Don't Waste Services) to manage refuse removal. They in turn through a company called WasteMan.  The hotel recycles all waste on the property, including Plastic, glass, paper, cardboard. They are linked to a system whereby can monitor and generate reports on the amount of waste being produced and recycled.  Together with Mondi, the hotel has implemented a paper recycling initiative, where the hotel and offices have orange Mondi bins for paper. Mondi collect these full bins once a week for recycling.	Recycling all waste (glass, plastic, paper etc.)	Recycling all waste (glass, plastic, paper etc.)	Hotel is in the process of implementing a recycling system.	All refuse from the hotel is gathered to a central refuse room where a re-cycling company has a permanent staff member that works through every refuse bag and re-cycles whatever is possible
<b>WASHING THE LINEN AND TOWELS OF OUR DELEGATES ONLY ON REQUEST, RATHER THAN DAILY.</b>	Hotel implements a "Conserve Program" and a card is placed next to the bed for delegates to request the laundering of linen.	Notes are provided in the rooms for guest to leave their towels on the floor, should they wish to have them washed	In the bathrooms, there is a "Green Card" System. This makes reference to saving on water and electricity and encourages guests to hang up their towels if they do not require them to be washed. Bed linen is changed daily.	There are notes in the rooms that guests are to put their towels in the bath should they need them replaced.	There are signs in all the bathrooms requesting guest to leave their towels in the bath should they wish it to be washed.	Hotel will place a special message on their interactive system offering this option.	If towels/linen are not to be washed, it is to be placed onto the railings and will not be washed.
<b>USING A PAPER-LESS CHECK IN/OUT SYSTEM FOR OUR GUESTS</b>	Not addressed for ICA 2010	Have reduced the amount of folio's printed and sent off to agents. Minimum copies attachments as backup for agents printed. Keep paper use to the minimum where possible.	For the ICA 2010 group staying with the hotel, the registration desk will generate just the one group sign in sheet where all delegates will sign in on the same page, thus not printing a page for each individual person	Not addressed for ICA 2010	Will implement paperless check out for ICA delegates. For the check-in, delegates do need to sign a registration card.	Not addressed for ICA 2010	For hotel records and audit purposes, guests have to complete registration cards upon check-in, but hotel uses only the necessary items and does not waste.
<b>REPLACING SMALL INDIVIDUAL SHAMPOO/ SHOWER GEL BOTTLES WITH A LARGER DISPENSER INSTEAD</b>	Hotel only replaces toiletries when necessary, with soaps reduced to one bar per room.	Not addressed for ICA 2010	Not addressed for ICA 2010	Not addressed for ICA 2010	Use large shampoo/shower dispensers instead of small individual gel bottles.	Hotel is in the process of implementing environmental friendly product's (considering dispensers for green room)	This will not be possible as hotel is part of a Group and the guest amenities are as per the standard of the hotel group. The hotel does however, re-use shampoo by decanting into the same container to eliminate waste
<b>IMPLEMENTING A FOOD REDISTRIBUTION SYSTEM AND/OR COMPOST HEAP FOR THE DURATION OF THE CONGRESS TO AVOID UNNECESSARY WASTE</b>	All leftover food is distributed to charity. Food waste is segregated and collected for compost or animal use.	Composting of all of wet waste.  In the kitchen, waste is split into colour-coded bins and then further split in the sorting process with the appropriate wet waste being removed for composting	Partnered with a company called Feedback. All left over/ unconsumed food is collected by them and distributed through there channels to those in need or who can make use of it.	Any left over items from the breakfast buffet are distributed to charity.	Leftovers go the hotel staff so we have no food waste. Hotel feels that as they are a city hotel, a compost heap would not be viable - this option has been looked at in the past.	Food re-distribution to avoid waste is the hotels standard practice.	Hotel does not offer and F&B options, therefore this is not applicable.
<b>CHOOSING A FOOD MENU THAT COMPRISES OF LOCAL AND SEASONAL PRODUCE FOR THE CONGRESS WEEK</b>	Choosing a food menu that comprises of local and seasonal produce for the congress week is practised all year round by the hotel.	Choosing a food menu that comprises of local and seasonal produce for the congress week is practised all year round by the hotel.	The Chef's have been instructed to ensure that all produce is sourced locally, and that the menu available during that time is as far as possible local and seasonal	A food menu has been chosen that comprises of local and seasonal produce for the congress week	Hotel only buys from local suppliers and use food that is in season.	A food menu has been chosen that comprises of local and seasonal produce for the congress week	Hotel does not offer and F&B options, therefore this is not applicable.
<b>ON THE BREAKFAST BUFFET, SERVING CONDIMENTS SUCH AS JAM, BUTTER AND SUGAR IN BOWLS, RATHER THAN INDIVIDUAL PACKAGES.</b>	Will implement the serving of condiments in bowls, rather than individual packages for duration of congress week.	Not viable at this hotel yet. Particularly for the volumes of the congress group, the hotel feels that they cannot limit the jams selection to larger containers on the buffet – it would not be practical and also transgresses their current Hallmark standards.	Hotel makes use of Hillcrest Jams and condiments – the supplier recycles all bottles. Hotel collect the bottles and then return them to the supplier.	On the breakfast buffet, condiments, such as jam and butter will be served in bowls, rather than individual packages.	Hotel serves jam in their original bottles. Hotel will implement this for the butter as well – will be served in individual ramekins. Sugar need to keep in their individual sachets due to hygiene reasons.	Hotel already serves condiments in bowls, rather than individual packages, excepting of sugar which is in sachets, however they hotel will implement this during this period.	Hotel does not offer and F&B options, therefore this is not applicable.
<b>EMPLOY THE USE OF BIO-DEGRADABLE CLEANING-AIDS FOR THE DURATION OF THE CONGRESS</b>	Large portion of hotel's cleaning materials are bio-degradable.	All chemicals currently in use in the F&B back-of-house are certified bio-degradable.	All chemical suppliers that the hotel makes use of, use environmentally friendly products and bio-degradable cleaning aids	Not addressed for ICA 2010	Hotel has tried this in the past but feel that the bio-degradable products are not as efficient, unfortunately will change this for the conference.	At hotels "green rooms" the use of bio-degradable cleaning aids already implemented and the hotel will proceed to implement this practice in to the rest of the hotel.	This is in practice and the cleaning company uses bio-degradable cleaning products.
<b>INSTRUCTING STAFF TO FOLLOW A GREENING POLICY FOR THE DURATION OF THE CONGRESS WEEK (I.E. SWITCH OFF LIGHTS AND AIR CONDITIONERS THAT ARE NOT IN USE, AVOID UNNECESSARY WASTE, LEAVE WATER RUNNING WHILE THEY CLEAN ETC.)</b>	Staff are already instructed to follow a greening policy	Not addressed for ICA 2010	In our back-of-house areas, are environmental awareness posters, encouraging employees to consider the environment and to save water and electricity. This is also communicated to employees during our staff meetings and newsletters, interesting and applicable articles and feedback are also shared.  Housekeeping will be addressed further: ensuring lights, air conditioners and TV's are switched off.	Staff are already instructed to follow a greening policy.	Staff are already instructed to follow a greening policy.	Staff are already instructed to follow a greening policy. This is will reemphasised during the congress week.	Staff are already instructed to follow a greening policy.
<b>ADDITIONAL GREEN POLICY</b>	N/A	The hotel also breaks down it's grey water by means of enzyme bio-dosing into the grease traps in all kitchens as well as the main junction in the refuse bay.	The hotel makes use of make use of an Energy Demand System that manages our electricity usage, thereby keeping our maximum demand to an absolute minimum. This includes switching off the boilers when the laundry machines are running etc. We also make use of energy saver light bulbs in all possible fixtures in the building and have recently installed energy efficient diffusers in our lighting system.	Not addressed for ICA 2010	N/A	At hotels "green rooms" the use of bio-degradable cleaning aids already implemented and the hotel will proceed to implement this practice in to the rest of the hotel.	N/A