

# Green Lodging Project IMPLEMENTATION CHECKLIST



Miami-Dade County Water Use Efficiency Program



Thank you for participating in the Miami-Dade County Water Use Efficiency Program Green Lodging and Restaurant Project. The following checklist provides recommendations for implementing the program. Please remember that you may modify the basic program to suit your property's need.

## STAFF TRAINING

- ✓ Review training video with:
  - General Manager
  - Front desk staff
  - All housekeeping staff
- ✓ Housekeeping procedures card
  - Review with housekeeping staff
  - Supply card for each housekeeping cart
- ✓ Front desk and lobby
  - Place one or more environmental table brochures in the lobby and on the front desk to increase guest awareness of the program.

## IN-ROOM TRAINING

- ✓ Pillow cards may be placed in the following locations:
  - On guest pillow (recommended)
  - On nightstand next to bed
  - Other \_\_\_\_\_
- ✓ Door hangers may be placed in the following locations:
  - On towel rack in bathroom (recommended)
  - On front of bathroom door (guest may not see card here)
  - Other \_\_\_\_\_
- ✓ Environmental table brochures may be placed in the following locations:
  - On armoire next to television (recommended)
  - On desk in room
  - On top of television
  - Other \_\_\_\_\_

## LINEN REUSE – THIRD DAY DEFINITION

- ✓ Determine how you will define the third day. Below are some suggestions on how to implement this part of the program. Any of these options may work for you, or you may create your own. Of course, you will want to change all linens after a guest checks out.
  - Choose the checkout day during the week with the highest volume and changes all linens on this day and the third day following. For example, if your biggest checkout day is Sunday, then change all linens on Sunday and Thursday (recommended)
  - Identify the third day of a guest stay by pulling up guest information daily in guest tracking system.
  - Change linens only when the guest places the pillow on the bed.
  - Other \_\_\_\_\_
- ✓ Determine the way you will indicate to your housekeeping staff that the third day has arrived.
  - Check your computer system to determine who stayed 3+ days.
  - Place calendar in the laundry area with the days marked when all linens are to be changed (recommended).
  - Other \_\_\_\_\_

## PROGRAM MAINTENANCE

- ✓ Schedule regular audits of your guest rooms. Look for leaks in the sink, toilet and shower, and check to see if program materials need to be replaced.
- ✓ Schedule a time each week to check your stock of materials. When you need to order more materials, please contact the Water-Use Efficiency Program at (786) 552-8974 or via email at [WASD\\_waterconservation@miamidade.gov](mailto:WASD_waterconservation@miamidade.gov). The materials are free and available while supplies last.

## COMPLETED BY:

General Manager: \_\_\_\_\_

Executive Housekeeper \_\_\_\_\_

Front Desk Manager \_\_\_\_\_

Director of Engineering \_\_\_\_\_

For more information, contact:  
Miami-Dade County Water and Sewer Department  
Water-Use Efficiency Program  
3071 SW 38 Avenue, #565  
Miami Florida 33143  
(786) 552-8974  
Email: [WASD\\_waterconservation@miamidade.gov](mailto:WASD_waterconservation@miamidade.gov).

