



-Hotels and Motels- **Waste Reduction Fact Sheet**

GENERAL TIPS

- ◆ Buy products in bulk to minimize the amount of packaging. Bulk products are generally less expensive than individually packaged items.
- ◆ Avoid waste through spoilage by purchasing only what you need.
- ◆ Familiarize staff with the proper operation of equipment to minimize waste created through misuse. Service equipment regularly.
- ◆ Ensure staff are aware of and familiar with all company waste reduction programs, policies and objectives. Keep them informed. Set up a staff waste reduction committee.
- ◆ Use less toxic or non-hazardous products whenever possible such as cleaners and detergents that are phosphate and bleach-free.
- ◆ Work with your suppliers to cut down on packaging, and purchase and/or use reusable/returnable or recyclable packaging, products, and containers.
- ◆ Use rechargeable batteries rather than disposables.
- ◆ Donate surplus food to a local food bank; surplus furniture and equipment can go to reuse centres; and if feasible, partially used amenities such as soap and shampoo can be donated to charities, or returned to manufacturers for reprocessing.

In order to achieve the target of at least 60% diversion of waste from disposal by 2008, the Province of Ontario has passed regulations requiring specific waste generators to conduct waste audits, develop waste reduction workplans and source separate recyclable materials. Details of Ontario's 3Rs Regulations and guides on audits and workplans can be found on the Ministry of the Environment's website, www.ene.gov.on.ca/pic.htm.

Many companies have already instituted waste reduction programs knowing that the financial benefits to their business would be substantial. These benefits come in the form of reduced disposal charges, lower supply cost and an enhanced corporate image. In general, waste reduction is a means of achieving a higher degree of efficiency in your operation.

This fact sheet and others in the series have been developed by the Association of Municipal Recycling Coordinators (AMRC), and funded by the Province of Ontario, to assist you in your waste diversion efforts. The tips given here are by no means a complete list of possible reduction methods, but they will provide a solid basis for beginning a waste diversion program.

IN THE PUBLIC AREAS

This would include areas such as lobbies, pool areas, health club facilities, and lounges.

- ◆ **Promote, and inform all guests about your 3Rs program.** Tell them what you are doing, including why it is important, how they can assist, and what materials can be recycled where.
- ◆ Seal all air leaks around windows and doors.
- ◆ Collect outdated newspapers and magazines for reuse and recycling. Current publications can be donated to local doctors' offices or hospitals.
- ◆ Install energy-efficient fluorescent lights and occupancy sensors.
- ◆ Supply magazines, brochures, pamphlets, and paper in the front lobby to those who request them and not in every room.
- ◆ Place recycling bins in heavy traffic areas for items such as fine paper, and glass, plastic and aluminium beverage containers.
- ◆ Turn off all lights and equipment when not in use.

IN GUEST ROOMS

- ◆ Do not supply guests with individual use portions of soap or shampoo. Install permanent, refillable dispensers in each room for these items.
- ◆ Ensure that all recyclables generated in guest rooms are source separated. This can be accomplished by providing each room with a blue box type receptacle or making the housekeeping staff responsible for source separating recyclable materials from the general waste in each room.
- ◆ Give guests the option to choose whether their sheets and towels need to be replaced daily, if they are not noticeably soiled.
- ◆ Avoid overpackaged or disposable hospitality items. For example, provide glasses for guest use in place of disposable cups.
- ◆ Only provide complimentary newspapers to those guests requesting one and avoid placing them in bags.
- ◆ Install a computerized energy management system which automatically optimizes temperatures throughout the building, and turns down the heat or air conditioning in unoccupied suites.
- ◆ Install water-saving showerheads, toilet dams, and faucet aerators in all washrooms.
- ◆ Request guests to turn off all lights when leaving their room.

IN MEETING ROOMS

- ◆ Provide reusable utensils, and ceramic or china mugs, glasses, plates, and bowls instead of disposable dishes. Also provide refillable containers for cream and sugar.
- ◆ Use cloth napkins and tablecloths.
- ◆ Place well-marked recycling bins in conference areas for beverage cans, glass containers, newspapers, and fine paper.
- ◆ Supply reusable easels instead of paper flip charts.
- ◆ Avoid providing guests with individual pads of paper and disposable pens/pencils. Encourage groups using your facilities to bring their own writing supplies. Make guests aware that pens and paper are available if they have forgotten to bring their own.
- ◆ Provide a container for waste food which can be composted with kitchen waste.

FOR ADDITIONAL INFORMATION

*Ministry of the Environment
Public Information Centre*
1-800-565-4923
picemail@ene.gov.on.ca
www.ene.gov.on.ca/pic.htm

*Ontario Restaurant Hotel
and Motel Association*
1-800-668-8906
www.orhma.com

*Ontario Waste Management
Association (OWMA)*
905-791-9500
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Your Local Municipality

This publication is part of a series of Waste Reduction Fact sheets that are available from your local municipality. Additional Fact Sheets can be obtained on a variety of industrial, commercial and institutional sectors (automotive, commercial printing, etc.), and various business operations (e.g. offices, cafeterias and lunch rooms, etc.). Please contact your local municipality for more information.