

# GET STARTED ON YOUR SUSTAINABILITY JOURNEY WITH GREEN STAY CHECKLIST

Want to get involved in HRS Green Stay Initiative (GSI) but not sure where and how to get started? Follow these 10 steps and you'll be starting on your journey in no time!

**But first, be sure you understand WHY it's important to become engaged in GSI, and how your hotel will benefit from it.**

- Corporate clients want to book with hotels with tangible sustainability commitment. GSI helps you report on and share your sustainability data in a transparent way, complying with what travel managers of major corporations need.
- You can't manage what you don't measure. Measuring and monitoring your footprint is a first and critical step to understanding your resource consumption and supply chain practices, which represent significant cost saving opportunities.
- Implementing steps to becoming a more sustainable business is in itself a powerful way to future-proof your hotel, through increased operational efficiency, enhanced reputations, and improved stakeholder relationships.

Once you've completed your Basic level assessment, you will see your dashboard updated with green checkmarks, and your hotel's Green Stay status will be visible through the booking and procurement channels.

## THE VERY FIRST STEP

- 1 Know how to access Green Stay**  
*You can request your access link by going to “Join Green Stay” on [this page](#). Enter your email address, and be sure to check for a confirmation email including your login link.*

## FAMILIARIZE YOURSELF WITH GREEN STAY

- 2 Access the Green Stay Knowledge Hub**  
*Find tools and resources related to Green Stay, and access educational solutions to help improve your hotel's sustainability practices. The Green Stay Knowledge Hub is available to all HRS hotels.*

- 3 Watch the Green Stay Interview video**  
*How does Green Stay work? Why is it important for hotels? See the interview video on the Knowledge Hub to find answers to these and more questions on Green Stay by Fabio Fornari (HRS Product Manager for Sustainability).*

- 4 Download the Criteria Overview Document**  
*Get an overview of what you will need to report on at different levels of Green Stay (Basic, Advanced, and Professionals). Download the document from the Knowledge Hub, and keep it handy so you can easily reference it when needed.*

## SITUATION ANALYSIS

- 5 Do You Have a Sustainability Policy?**  
*Does your hotel have a sustainability policy implemented? This is the very first question of your Green Stay assessment, and a fundamental aspect of your sustainability journey.*

- 6 What Steps Are You Already Taking?**  
*Even if you think your hotel is new to sustainability, most likely you are already taking some steps. For example, encouraging guests to conserve water, or buying locally. They are important building blocks of your sustainability efforts moving forward.*

- 7 What Are Your Most Important Impact Areas?**  
*Think of the various areas of your sustainability impacts and environmental footprint. Consider where you have the most significant impact, so you can effectively prioritize your sustainability goals and actions.*

## GET READY TO MEASURE, REPORT & IMPROVE

- 8 Get Set Up to Measure**  
*You cannot manage what you don't measure. For which of the Green Stay Criteria do you already have tracking mechanisms in place? Note all your existing processes and the gaps that need to be addressed.*

- 9 Get Ready to Engage Your Staff**  
*For your sustainability efforts to be successful, you need active support by your staff. Consider key responsibilities, and identify the departments and functions relevant to your priority areas.*

- 10 Complete Your Assessment**  
*Fill out your Green Stay assessment and submit your data. The Basic level assessment includes 11 questions related to Policy, Energy, Water, Waste, Purchasing, Pollution, Mobility, Biodiversity and Social.*

**Tip:** Find resources and courses related to these topics on the Green Stay Knowledge Hub!