



# Florida Green Lodging Certification Program

## *Request for On-site Certification Review*

### Instructions

To complete the Florida Green Lodge certification process, a Florida Green Lodging Certification (FGLC) Program assessor must visit your hotel to verify that the requirements have been met. This form serves as a checklist to help you determine if you have met all the requirements. Once completed, submit this form to the FGLC Program Office. (An incomplete form will be returned.) An on-site visit will only be scheduled once the form is completely filled out. If you have any questions, please contact the FGLC Program Office at (850) 245-8707.

### **SECTION I: Contact Information**

#### **Hotel Information**

**Name of Hotel** The Jenks House Bed and Breakfast

**Address**      **Street** 2804 Post Street

**City** Jacksonville      **Zip Code** 32205-7414

**Main Phone Number** 904.387.2092

#### **Point-of-Contact** (for On-Site Visit)

**Name** Tom Merten

**Position Title** President

**Phone Number** 904.387.2092

**Email Address** thejenkshouse@comcast.net

## SECTION II: Environmental Practices

The following green practices are required of all hotels seeking certification. In each category, please indicate (with a ) which efforts have been implemented.

### Communication

1. All of the following communication efforts are required for certification.
  - Make available the hotel's *Environmental Self-Assessment and Planning Checklist* to the public upon request.
  - Ensure hotel staff are familiar with the hotel's environmental policy and their role in it.
  - Discuss green practices at staff meetings (documentation will be required such as meeting agendas or minutes).
  - Communicate environmental initiatives to guests and staff through such avenues as: newsletters, TV, placards in guest rooms, etc...
  - Provide a formal process for guests and staff to give feedback on green practices (e.g. suggestion box, survey form).

### Water Conservation

1. At minimum, three of the following water conservation efforts must be implemented for certification.
  - Offer towel reuse program in guest rooms.
  - Offer linen reuse program in guest rooms.
  - Use low flow faucets (that use 2.5 gallons or less per minute) in guest rooms.
  - Use low flow showerheads (that use 2.75 gallons or less per minute) in guest rooms.
  - Use low flow toilets (that use 1.6 gallons or less per flush) in guest rooms.
  - Use automatic faucets or toilets in public restrooms.
  - Use water efficient clothes washing machines (that use less than 25 gallons per load).
2. List water conservation projects implemented:
  - our commercial dishwasher uses 1.2 gallons/tray of dishes
  - we capture/store rainwater for landscape watering
  - we mulch all landscape except grass; landscape is watered manually and only when in serious need of moisture; our organic garden of 20+ years has been enriched by tons of our compost which improves water retention; earthboxes are used for growing cut flowers and some vegetables

### Energy Efficiency

1. At minimum, one energy efficiency effort must be implemented for certification.
  - Use Energy Star-rated equipment (other than lighting).  
List: all air conditioning units
  - Use programmable thermostats.
  - Use sensor lighting indoor/outdoor.
  - Use high energy efficient lighting (must be front-of-house).

Describe: Almost all interior lighting is screw-in flourescents. Much of it is controlled by individual timers. Lighting at main entrance (2 wall sconces) is 13 watt screw in flourescents. Lighting at rear entrance door and at off-street parking (mulched, not paved) is motion detected, flourescent parabolic reflectors.

- Use a computerized Energy Management System.

*(List continued top of next page)*

- Support green power by doing one of the following:
- Install renewable energy generating equipment (e.g. solar water heating system),
  - Purchase at least 5% green power through local utility, or
  - Purchase green tags (renewable energy certificates) from a green power generation source in Florida.

2. List energy efficiency projects implemented:

3.

- The high performance (4'x10' MorningStar collector panel) solar water heater (82 gal. tank) I installed passed city inspection on 7/26/1978. It generates over 90% of our annual hot water needs.
- We only wash clothes in cold water. Our high quality linens are all dried on our clothes line.
- All east and west facing windows have Pfeifer sunscreen (shading coefficient of .67) on bottom sash. We limit auto use by riding bibycles to the bank and neighborhood retailers.

## Waste Reduction

1. All four waste reduction categories below must be implemented for certification.

- Provide opportunity to recycle the following materials (at least one must be available to guests): office paper, newspaper, aluminum cans, magazines, steel cans and corrugated cardboard.
- Purchase minimum 30% post-consumer recycled content for one of the following products:
  - Office paper
  - Toilet tissues
  - Paper towels
  - Paper napkins
- Institute one of the following source reduction activities:
  - Bulk purchasing. Describe: We purchase large blocks of cheese, large quantities of herbs/spices, large boxes of toiled paper, bushels boxes of fruit (we take the boxes back to the Farmers' Market and refill them), and while going to the grocery store, we take packing materials (bubble wrap, peanuts, etc.) to the UPS store for them to re-use. The vegetables, grapes, oranges and papayas grown in our organic garden require no packaging or mechanical transporting whatsoever!
  - Reduced packaging. Describe: see directly above
  - Manufacturer take-back. Describe: see above, especially bushel box return and re-use
- Recycle ink cartridges and toner cartridges.

2. List additional waste reduction projects implemented:

We compost all vegetable/fruit/grain scraps. Each year we collect 100+ bags of leaves in our historic neighborhood. We mulch plants with them and build our two large compost piles with them and manure we get from farmers. All leaves and grass clippings from our property are composted or used as mulch.

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### **Clean Air Practices**

1. All of the following clean air practices must be implemented for certification.

- Use environmentally preferable cleaners.  
 Use environmentally preferable High Efficiency Particulate Air (HEPA) filters.  
 Clean all air handler units and coils at least annually; follow a preventive maintenance schedule and keep a record of activities.

2. List additional clean air practices implemented:

- smoking not allowed in/at building  
 pet free environment  
 no pesticide sprays (except a termaticide once every 5 years) used anywhere on our property

### SECTION III: Performance Improvement

Please enclose a print out of the Environmental Performance Summary that contains at least six (6) months of data indicating improved performance in each environmental area.

### SECTION IV: Organization and Commitment

Please have all members of the Green Team sign below indicating their participation in the certification process. Use additional paper if necessary.

_____	_____	_____
Green Team Leader	Title	Date
_____	_____	_____
Green Team Member	Title	Date
_____	_____	_____
Green Team Member	Title	Date
_____	_____	_____
Green Team Member	Title	Date
_____	_____	_____
Green Team Member	Title	Date

<b>Request for On-site Certification Review</b>	
<p>To the best of my knowledge, my hotel property is operated in compliance with all applicable federal, state and local environmental rules and regulations. No false or misleading information is presented in this report. My hotel is ready for certification.</p>	
_____	_____
Signature of General Manager	Date

**Send completed request form to:**

Florida Department of Environmental Protection  
ATTN: Green Lodging Program  
2600 Blair Stone Road, MS 4570  
Tallahassee, FL 32399-2400  
or  
[Karen.S.Moore@dep.state.fl.us](mailto:Karen.S.Moore@dep.state.fl.us)