

# ANNEX 2

On-spot  
assessment  
templates

CONSUMELESS ADVISOR  
**HANDBOOK**



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# ANNEX 2

On-spot assessment  
templates

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CONSUMELESS ADVISOR  
**HANDBOOK**



# ABOUT ANNEX 2

Tourism and hospitality service providers have significant negative impacts on the environment, contributing to carbon emissions (greenhouse effect-global warming) and resource depletion.

By adopting environmentally sustainable practices, such as efficient waste management, energy conservation, water-saving initiatives, use of local, eco-labelled and renewable products and resources, tourism service providers can contribute to global efforts in mitigating climate change and resource depletion.

Implementing more environmentally sustainable and responsible practices is not just a good idea; it's becoming increasingly essential. Embracing eco-friendly practices contributes to environmental conservation, meets consumer expectations for responsible and sustainable tourism, and ensures the long-term success of their businesses in the face of global challenges.

The tips conveyed in this Handbook, and particularly on its **Annex 1**, represent simple yet useful principles and practices for tourist service providers to reduce waste, water and energy consumption, but also address the use of organic and local food and other eco-labelled products and promotion of sustainable behaviours through management & communication.

Annex 2 presents the ready-to-use templates that the ConsumeLess Advisor can use to implement on-spot assessment exercises in the different tourism business categories:

- **ACCOMMODATION UNITS**
- **CAMPING SITES**
- **FOOD AND BEVERAGE SERVICE PROVIDERS**
- **SOUVENIRS AND HANDICRAFT SHOPS**
- **BEACH RESORTS**



Following the Annex 1 contents, the specific set of tips and solutions proposed are divided in two levels: **Simple** and **Advanced**.

Each level indicates the degree of commitment in achieving significant results to improve the environmental sustainability and efficient resource use of the above-mentioned tourist facilities.

## **S** = SIMPLE SOLUTIONS

Simple solutions (**S**) represent the minimum commitment for facilities to achieve improvements in reducing waste, water & energy consumption and efficient use of resources. These kinds of solutions are often feasible, irrespective of context, type of organisation and regulations.

## **A** = ADVANCED SOLUTIONS

Advanced solutions (**A**) represent more challenging requirements that encourage the businesses to constantly make an extra effort to reduce the environmental costs and negative impacts in and around the tourist facilities.

The contents of these solutions are provided for reference purposes only, and can be detailed in the future, if necessary, by the ConsumeLess advisors and/or by tourism entities addressed and engaged.

We kindly suggest, at first, to focus on the Simple solutions and to use the Advanced solutions for subsequent initiatives.

In order to facilitate the implementation of the on-spot assessment, the solutions and environmentally sustainable practices are grouped by tourism business types, and one independent template is presented for each.

Each template addresses then each of the following themes:

- **ENERGY**
- **WATER**
- **WASTE**
- **ORGANIC, LOCAL & ECO-PRODUCTS**
- **MANAGEMENT & COMMUNICATION**

The advisor should follow the ANNEX 1 for further information.





SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	There are energy efficient lighting products (LED or compact fluorescent lighting) installed in public areas and guest rooms? (how many are installed?)				
S	Do you have automatic controls for guest rooms internal illumination? In alternative, if the lighting is not switched off automatically, guests have highly visible information that reminds them to shut down all the lights before leaving the room?				
S	Do heating and air-conditioning control systems consider the changes of season (external temperatures) and the use or non-use of the different parts of the establishment (guest rooms, conference facilities, restaurant areas, other public areas, etc.)?				
S	Have you set the standard cooling temperature at a minimum of 24 C° and the heating temperature at a maximum of 21 C°? Cooling temperature, in particular, should preferably not exceed more than 8 C° outside temperature.				
S	Is there a procedure regarding how to reduce electricity and heating consumption in case of guest rooms not being used for short periods (switch off of electric devices in empty bedrooms, the automatic switch to energy saving mode of TV, Computers, printers and copy machines, etc.)?				

# HOTELS & ACCOMMODATION (Hotels; B&B; Holiday and other short-stay accommodation)



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Is the outside lighting minimized by having the lighting automatically turned off at certain parts of the night or by installed sensors that turn on lighting when detecting movement?				
A	Have you installed motion detectors and/or dimmable light fittings in hall and corridors?				
A	Have you installed a heat recovery system for the refrigeration systems, ventilation system, swimming pools or the wastewater treatment system?				
A	Windows & doors leading to outdoors have an appropriately high degree of thermal insulation or, alternatively, have been retrofitted with other energy efficient measures (e.g., sun-reflecting material, blinders or other types of shade, etc.). Are there restrictions on the possibility for opening the windows?				
A	Have you purchased new electric devices holding an eco-label or the first or second highest European Energy Label class (A+, A++ and A+++)?				
A	Have you purchased certified renewable energy?				
A	Have you installed solar thermal or photovoltaic panels or air-air heat pumps for domestic heat water production?				
A	Do you regularly monitor energy consumption? Records of total energy consumption should be done at least once a month.				



# HOTELS & ACCOMMODATION (Hotels; B&B; Holiday and other short-stay accommodation)



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do the staff and cleaning personnel have a system in place to regularly check dripping taps and leaky toilets?				
S	Have you equipped guest room water taps and showers with water saving devices like restrictors or aerators? Have you replaced shower heads with more efficient ones?				
S	Are you informing guests that sheets and/or towels will only be changed upon request? How?				
S	Do you use smart flower and garden watering procedures? Have you installed specific tools like moisture sensors or just drafted proper watering procedures?				

# HOTELS & ACCOMMODATION (Hotels; B&B; Holiday and other short-stay accommodation)

**WATER**



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Have you installed low flush volume toilets (4-5 litres/flush) or dual flush toilets (3-6 litres)? Alternatively, have you reduced the volume of flushes by manually fixing the floater of the water tank or by placing a brick or full water bottle in the cistern?				
A	Have you equipped wash hand basins or showers in public areas with automatic controls like on-off switch devices or timer?				
A	Do you collect and reuse rainwater for toilets or other suitable purposes, such as irrigation of the green areas?				
A	Do you collect, treat and reuse wastewater according to compatible use like toilet flushing, laundry washing or garden irrigation?				
A	Do you have procedures for regularly checking the swimming pool and cleaning the pool areas?				



# HOTELS & ACCOMMODATION (Hotels; B&B; Holiday and other short-stay accommodation)

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you have a waste separation and management scheme for collecting in common areas separated waste like paper, metal, cans, glass, plastic?				
S	Have you reduced individually packaged single dose products? Have you replaced containers of shampoo, shower gel and soap with dispensers? Sugar, jam, yogurt, butter, creams and similar food products are being served in bowls and jars? Are you offering tap water to your guests?				
S	Hazardous waste are disposed in accordance with current environmental legislation? Waste oils and batteries are collected and sent to authorised recycling facilities?				
S	Have you decreased the use of paper (e.g., limiting the printing of documents, printing on both sides and reusing paper for notes) and increased the purchase of recycled and/or ecological paper?				

# HOTELS & ACCOMMODATION (Hotels; B&B; Holiday and other short-stay accommodation)

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Do you have a waste separation and management scheme for collecting both in guest rooms and common areas separated waste like paper, metal, cans, glass, plastic?				
A	Do you regularly use concentrated (or purchased in reusable containers) cleaning products and detergents?				
A	Do you have a food waste reduction management policy? Which kind of measures are in place (e.g., lighter portion for dishes available in the menu; proper management of the quantity of serving food in buffet, enhancement of the doggy bag's use, donation of surplus food to recycling or charitable organisations)?				
A	Do you have a system for composting organic waste (food waste and/or garden waste) on the premises of the establishment?				



# HOTELS & ACCOMMODATION

(Hotels; B&B; Holiday and other short-stay accommodation)

## LOCAL FOOD AND ECO-PRODUCTS



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Are you promoting local and organic food and nationally or internationally recognised eco-labelled products? Have you given them a high visibility inside the tourist accommodation?				
S	Does the menu card or the buffet highlight the products that are organic, eco-labelled, fair-trade labelled and/or locally produced?				
A	Have you developed initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species?				
A	Do you encourage the purchase of all-purpose cleaners, detergents for dishwashers, hand dishwashing detergents and laundry detergents awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?				
A	Do you encourage the purchase of soaps, shampoos, hair conditioners, body lotions and creams awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?				



# HOTELS & ACCOMMODATION

(Hotels; B&B; Holiday and other short-stay accommodation)

## MANAGEMENT & COMMUNICATION

SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you provide your guests with information about the natural surroundings, local culture, and cultural heritage, as well as explaining appropriate behaviour while visiting natural areas, living cultures, and cultural heritage sites? How?				
S	Do you regularly inform your guests about local environmental initiatives and activities in which they can participate? How?				
S	Do you provide your guests with information about local public transportation systems, shuttle bus or cycling/walking alternatives? How?				
A	Have you implemented a long-term sustainability management system which addresses environmental, social, and cultural issues? Have you included a policy with specific goals (available to all staff) and the monitoring system of these goals?				
A	Have you established an active collaboration with relevant stakeholders in order to improve the local awareness on sustainability issues (environmental social and cultural) and promoting related good practices?				





SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	There are energy efficient lighting products (LED or compact fluorescent lighting) installed in public areas and guest rooms? (how many are installed?)				
S	Do you have automatic controls for bathrooms and common areas illumination? In alternative, if the lighting is not switched off automatically, guests have highly visible information that reminds them to shut down all the lights before leaving the room?				
A	Is the outside lighting minimized by having the lighting automatically turned off at certain parts of the night or by installed sensors that turn on lighting when detecting movement?				
A	Have you purchased new electric devices holding an eco-label or the first or second highest European Energy Label class (A+, A++ and A+++)?				
A	Have you purchased certified renewable energy?				
A	Have you installed any solar thermal system (solar panels on the rooftop, or simpler devices like solar showers)?				
A	Have you installed any solar photovoltaic system?				
A	Do you regularly monitor energy consumption? Records of total energy consumption should be done at least once a month.				

# CAMPING SITES



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do the staff and cleaning personnel have a system in place to regularly check dripping taps and leaky toilets?				
S	Have you equipped water taps and showers with water saving devices like restrictors or aerators? Have you replaced shower heads with more efficient ones?				
S	Are you informing guests reminding them to turn off water taps and showers, in case they are not fitted with automatic controls? How?				
S	Do you use smart flower and garden watering procedures? Have you installed specific tools like moisture sensors or just drafted proper watering procedures?				

# CAMPING SITES



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Have you installed low flush volume toilets (4.5 litres per flush) or dual flush toilets (3-6 litres)? Alternatively, have you reduced the volume of flushes by manually fixing the floater of the water tank or by placing a brick or full water bottle in the cistern?				
A	Have you equipped wash hand basins or showers in public areas with automatic controls like on-off switch devices or timer?				
A	Have you equipped urinals with appropriate systems avoiding continuous flushing in urinals (buttons, motion-detectors, etc)?				
A	Do you collect and reuse rainwater for toilets or other suitable purposes, such as irrigation of the green areas?				
A	Do you collect, treat and reuse wastewater according to compatible use like toilet flushing, laundry washing or garden irrigation?				
A	Do you have procedures for regularly checking the swimming pool and cleaning the pool areas?				

# CAMPING SITES

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you have a waste separation and management scheme for collecting in common areas separated waste like paper, metal, cans, glass, plastic?				
S	Have you reduced individually packaged single dose products? Have you replaced containers of shampoo, shower gel and soap with dispensers? Sugar, jam, yogurt, butter, creams and similar food products are being served in bowls and jars? Are you offering tap water to your guests?				
S	Hazardous waste are disposed in accordance with current environmental legislation? Waste oils and batteries are collected and sent to authorized recycling facilities?				
A	Do you regularly use concentrated (or purchased in reusable containers) cleaning products and detergents?				
A	Do you have a food waste reduction management policy? Which kind of measures are in place (e.g., , lighter portion for dishes available in the menu; proper management of the quantity of serving food in buffet, enhancement of the doggy bag's use, donation of surplus food to recycling or charitable organisations)?				
A	Do you have a system for composting organic waste (food waste and/or garden waste) on the premises of the camping site?				



# CAMPING SITES

## LOCAL FOOD AND ECO-PRODUCTS



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Are you promoting local and organic food and nationally or internationally recognised eco-labelled products? Have you given them a high visibility inside the camping site?				
S	Does the menu card or the buffet highlight the products that are organic, eco-labelled, fair-trade labelled and/or locally produced?				
A	Have you developed initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species?				
A	Do you encourage the purchase of all-purpose cleaners, detergents for dishwashers, hand dishwashing detergents and laundry detergents awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?				
A	Do you encourage the purchase of soaps, shampoos, hair conditioners, body lotions and creams awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?				



# CAMPING SITES

## MANAGEMENT & COMMUNICATION

SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you provide your guests with information about the natural surroundings, local culture, and cultural heritage, as well as explaining appropriate behaviour while visiting natural areas, living cultures, and cultural heritage sites? How?				
S	Do you regularly inform your guests about local environmental initiatives and activities in which they can participate? How?				
S	Do you provide your guests with information about local public transportation systems, shuttle bus or cycling/walking alternatives? How?				
A	Have you implemented a long-term sustainability management system which addresses environmental, social, and cultural issues? Have you included a policy with specific goals (available to all staff) and the monitoring system of these goals?				
A	Have you established an active collaboration with relevant stakeholders in order to improve the local awareness on sustainability issues (environmental social and cultural) and promoting related good practices?				

# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

## ENERGY



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	There are energy efficient lighting products (LED or compact fluorescent lighting) installed in public areas and guest rooms? (how many are installed?)				
S	Have you developed a procedure in order to control that doors are always closed with functioning air conditioning system, avoiding the so-called "air blades" effect at the entrance of your place?				
S	Have you set the standard cooling temperature at a minimum of 24 C° and the heating temperature at a maximum of 21 C°? Cooling temperature, in particular, should preferably not exceed more than 8 C° outside temperature.				
A	Is the outside lighting minimised by having the lighting automatically turned off at certain parts of the night or by installed sensors that turn on lighting when detecting movement?				
A	Have you installed a heat recovery system applied, for example, to the refrigeration or ventilation systems?				

# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

## ENERGY



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Windows and doors leading to outdoors have an appropriately high degree of thermal insulation or, alternatively, have been retrofitted with other energy efficient measures (e.g., sun-reflecting material, blinders or other types of shade, etc.)? Are there restrictions on the possibility for opening the windows?				
A	Have you purchased new electric devices holding an eco-label or the first or second highest European Energy Label class (A+, A++ and A+++)?				
A	Have you purchased certified renewable energy?				
A	Have you installed solar thermal or photovoltaic panels or air-air heat pumps for domestic heat water production?				
A	Do you regularly monitor energy consumption? Records of total energy consumption should be done at least once a month.				



# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

**WATER**



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Have you equipped water taps with water saving devices like restrictors or aerators?				
S	Have you installed low flush volume toilets (4.5 litres per flush) or dual flush toilets (3-6 litres)? Alternatively, have you reduced the volume of flushes by manually fixing the floater of the water tank or by placing a brick or full water bottle in the cistern?				
A	Have you purchased new cover or tunnel dishwashers consuming less than 3.5 litres of water per basket? Please check the technical datasheet and manual.				
A	Instructions for saving water and energy during operation of dishwashers have been displayed near the machine in an easily understandable way (few sentences in appropriate languages or pictograms and icons)?				

# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you have a waste separation and management scheme for collecting separated waste like paper, metal, cans, glass, plastic?				
S	Have you reduced individually packaged single dose products? Sugar, jam, yogurt, butter, creams and similar food products are being served in bowls and jars? Do you use refilled jugs for vinegar and oil?				
S	Kitchen waste oils are collected and sent to authorised recycling facilities?				
S	Are you using only durable dishes, glasses and cutlery, avoiding any kind of plastic waste?				

# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Do you regularly use concentrated (or purchased in reusable containers) cleaning products and detergents?				
A	If the quality of the tap water allows it to be offered, are you serving it in carafe or dispenser? In case there is no possibility to offer tap water, do you purchase glass bottled water from providers using a deposit-refund system?				
A	Do you have a food waste reduction management policy? Which kind of measures are in place (e.g., lighter portion for dishes available in the menu; proper management of the quantity of serving food in buffet, enhancement of the doggy bag's use, donation of surplus food to recycling or charitable organisations)?				
A	Do you have a system for composting organic waste (food waste and/or garden waste) on the premises of the establishment?				

# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

## LOCAL FOOD AND ECO-PRODUCTS



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Are you promoting local and organic food and nationally or internationally recognised eco-labelled products? Have you given them a high visibility inside the Café or Restaurant?				
S	Does the menu card or the buffet highlight the products that are organic, eco-labelled, fair-trade labelled and/or locally produced?				
A	Have you developed initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species?				
A	Do you encourage the purchase of cleaners and detergents awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?				





# FOOD & BEVERAGE SERVICE PROVIDERS

(Restaurants, cantinas, bars, etc.)

## MANAGEMENT & COMMUNICATION

SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you regularly inform your guests about local environmental initiatives and activities in which they can participate? How?				
S	Do you provide your guests with information about local public transportation systems, shuttle bus or cycling/walking alternatives? How?				
A	Have you implemented a long-term sustainability management system which addresses environmental, social, and cultural issues? Have you included a policy with specific goals (available to all staff) and the monitoring system of these goals?				
A	Have you established an active collaboration with relevant stakeholders in order to improve the local awareness on sustainability issues (environmental social and cultural) and promoting related good practices?				

# SOUVENIRS & HANDICRAFT SHOPS



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	There are energy efficient lighting products (LED or compact fluorescent lighting) installed in public areas and guest rooms? (how many are installed?)				
S	Have you developed a procedure in order to control that doors are always closed with functioning air conditioning system, avoiding the so-called "air blades" effect at the entrance of your shop?				
S	Have you set the standard cooling temperature at a minimum of 24 C° and the heating temperature at a maximum of 21 C°? Cooling temperature, in particular, should preferably not exceed more than 8 C° outside temperature.				
A	Have you reduced your window/exposer lighting during closing time, using, for example, special motion sensors and high efficiency devices (LED)?				





SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Windows and doors leading to outdoors have an appropriately high degree of thermal insulation or, alternatively, have been retrofitted with other energy efficient measures (e.g., sun-reflecting material, blinders or other types of shade, etc.)? Are there restrictions on the possibility for opening the windows?				
A	Have you purchased new electric devices holding an eco-label or the first or second highest European Energy Label class (A+, A++ and A+++)?				
A	Have you purchased certified renewable energy?				
A	Do you regularly monitor energy consumption? Records of total energy consumption should be done at least once a month.				

# SOUVENIRS & HANDICRAFT SHOPS

**WATER**



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
	<p>Have you equipped water taps with water saving devices like restrictors or aerators?</p>				
	<p>Have you installed low flush volume toilets (4.5 litres per flush) or dual flush toilets (3-6 litres)? Alternatively, have you reduced the volume of flushes by manually fixing the floater of the water tank or by placing a brick or full water bottle in the cistern?</p>				

# SOUVENIRS & HANDICRAFT SHOPS

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you have a waste separation and management scheme for collecting separated waste like paper, metal, cans, glass, plastic?				
S	Are you encouraging customers to use reusable bags, e.g., charging them the cost of single use bags and/or awarding who brings its own bag?				
S	Have you implemented measures for minimising packaging and using mono-material packaging? Have you given a higher visibility inside the shop to products with reduced packaging (concentrated detergents, soap recharges, bottled drinks with a refund scheme)?				
A	Are you encouraging the on tap selling of selected categories of products like beverages (milk, wine, juices), dry food (cereals, rice, beans, etc.), candies, detergents? How?				
A	Are you applying discounted rate to food products which have a close expiry date? Are these special offers clearly communicating to customers? Have you donated expired products to recycling or charitable organisations?				

# SOUVENIRS & HANDICRAFT SHOPS

## LOCAL FOOD AND ECO-PRODUCTS



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	<p>Are you promoting inside the shop local and organic food, local handicraft products and nationally or internationally recognised eco-labelled products? Have you given them a high visibility?</p>				
A	<p>Have you developed initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species?</p>				





# SOUVENIRS & HANDICRAFT SHOPS

## MANAGEMENT & COMMUNICATION

SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you regularly inform your guests about local environmental initiatives and activities in which they can participate? How?				
S	Do you provide your guests with information about local public transportation systems, shuttle bus or cycling/walking alternatives? How?				
A	Have you implemented a long-term sustainability management system which addresses environmental, social, and cultural issues? Have you included a policy with specific goals (available to all staff) and the monitoring system of these goals?				
A	Have you established an active collaboration with relevant stakeholders in order to improve the local awareness on sustainability issues (environmental social and cultural) and promoting related good practices?				



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	There are energy efficient lighting products (LED or compact fluorescent lighting) installed in public areas and guest rooms? (how many are installed?)				
S	Is the outside lighting minimised by having the lighting automatically turned off at certain parts of the night or by installed sensors that turn on lighting when detecting movement?				
A	Have you purchased new electric devices holding an eco-label or the first or second highest European Energy Label class (A+, A++ and A+++)?				
A	Have you installed any solar thermal system (solar panels on the rooftop, or simpler devices like solar showers)?				
A	Have you installed any solar photovoltaic system?				
A	Do you regularly monitor energy consumption? Records of total energy consumption should be done at least once a month.				



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	<p>Have you equipped water taps and showers with water saving devices like restrictors or aerators? Have you replaced shower heads with more efficient ones?</p>				
S	<p>Do you use smart flower and garden watering procedures? Have you installed specific tools like moisture sensors or just drafted proper watering procedures?</p>				
A	<p>Have you installed low flush volume toilets (4.5 litres per flush) or dual flush toilets (3-6 litres)? Alternatively, have you reduced the volume of flushes by manually fixing the floater of the water tank or by placing a brick or full water bottle in the cistern?</p>				
A	<p>Have you equipped wash hand basins or showers in public areas with automatic controls like on-off switch devices or timer?</p>				



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
A	Have you equipped urinals with appropriate systems avoiding continuous flushing in urinals (buttons, motion-detectors, etc)?				
A	Do you collect and reuse rainwater for toilets or other suitable purposes, such as irrigation of the green areas?				
A	Do you collect, treat and reuse wastewater according to compatible use like toilet flushing, laundry washing or garden irrigation?				
A	Do you have procedures for regularly checking the swimming pool and cleaning the pool areas?				

# BEACH RESORTS

## WASTE



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you have a waste separation and management scheme for collecting separated waste like paper, metal, cans, glass, plastic?				
S	Have you reduced individually packaged single dose products?				
S	Are you serving tap water in carafe and drinks in reusable or returnable bottle or dispenser?				
A	Do you have a system for composting organic waste (food waste and/or garden waste) on the premises of the beach resort?				

# BEACH RESORTS

## LOCAL FOOD AND ECO-PRODUCTS



SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	<p>Are you promoting local and organic food and nationally or internationally recognised eco-labelled products? Have you given them a high visibility inside the beach resort?</p>				
A	<p>Do you encourage the purchase of cleaners and detergents awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?</p>				
A	<p>Do you encourage the purchase of soaps, shampoos, hair conditioners, body lotions and creams awarded with an internationally or nationally recognised eco-label (EU ecolabel, Nordic Swan, Blue Angel, etc.)?</p>				





# BEACH RESORTS

## MANAGEMENT & COMMUNICATION

SIMPLE OR ADVANCED	ASSESSMENT ITEMS	YES [X]	NO [X]	ACTIONS & INITIATIVES ALREADY IN PLACE	ACTIONS & INITIATIVES FORESEEN / RECOMMENDED
S	Do you regularly inform your guests about local environmental initiatives and activities in which they can participate? How?				
S	Do you provide your guests with information about local public transportation systems, shuttle bus or cycling/walking alternatives? How?				
A	Have you implemented a long-term sustainability management system which addresses environmental, social, and cultural issues? Have you included a policy with specific goals (available to all staff) and the monitoring system of these goals?				
A	Have you established an active collaboration with relevant stakeholders in order to improve the local awareness on sustainability issues (environmental social and cultural) and promoting related good practices?				

# ANNEX 2

On-spot  
assessment  
templates

CONSUMELESS ADVISOR  
**HANDBOOK**



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