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52										
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
54	APPROACH ROUTE & FACILITY PREMISES									
55	APPROACH ROUTE TO FACILITY									
56		Access route is not littered with garbage or dump area								Visual Inspection before arrival
57		Adopt-A-Road Program								
58	SITE PAVING									
59		30- 50% of exterior surfaces is permeable								Visual Inspection upon arrival
60		More than 50% of exterior surfaces is permeable								Visual Inspection upon arrival
61	SITE SIGNAGE									
62		"Green Content text" signs are distributed throughout the site								Visual Inspection upon arrival

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
63		OUTDOOR LIGHTING								
64		<p>Acceptable Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night</p>  <p><small>Revised for the Town of West Nyack, NY by Bob Smith 2008</small></p>								Visual Inspection upon arrival

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
65		<p>Unacceptable / Discouraged Fixtures that produce glare and light trespass</p>								Visual Inspection upon arrival
66		Autonomous PV Light Posts								Visual Inspection upon arrival
67	Other PUBLIC LIGHTS									
68		HID (Pressure Sodium)								Visual Inspection
69		Fluorescent Tube or Compact Fluorescent								Visual Inspection
70		LED								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
71		Incandescent or Halogen								Visual Inspection
72		Mercury Vapor								Visual Inspection
73	VEHICULAR TRANSPORT									
74		None or regular car or SUV								Visual Inspection
75		Reserved Parking Metal Sign for Hybrid / Electric Vehicles								Visual Inspection
76		Other: _____ Vehicles (Specify) (EPA ≥ 30MPG)								EPA Label from Manufacturer or Sales Representative
77		Bicycle Rack + Bicycles to fill 1/2 of rack FORMULA: Guestrooms X 0.02 = Capacity Bicycle Rack ...but no less than capacity for 2 bicycles (Or contract with independent concessionary endorsed by the <u>PRTC</u>)								Visual Inspection / Evidence contract
78		Internal Transport Hybrid / Electric Vehicle								Visual Inspection
79		External or Internal Transport Hybrid Vehicle								Visual Inspection

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
80		SOLID WASTE RECYCLING								
81		Septic Tank with Leaching Field								Visual Inspection and Interview with administrator
82		Sanitary Connection to Utility (PRASA)								Visual Inspection or AAA Paid Bill
83		Recycling Program Request Transmittal Letter(s) to Mayor								Certified Copy of letter sent (note date)
84		Coordinated Recycling Program w. Municipal Government								Copy of Agreement between Municipality and Facility
85		Exterior Central Recycling Center or designated equivalent area								Visual Inspection
86		Exposed to public view Int/Exterior Trash Cans around facility								Visual Inspection
87		COMPOSTING BINS AND PILES								
88		Compost bins and/or piles are used as part of the facility								Visual Inspection
89		SWIM. POOL								
90										
91		15' x 30' x 5.5' av depth= 20,000 Gals Pool Capacity is <20,000 Gals FORMULA: (Length' x Width' x Average depth') x 7.5								Measure and Calculate
92		Pool is Fitted to work as Non Potable cistern alternative								Visual Inspection w. Owner or Facilities Manager

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
93		Pool substitutes chlorine with Ozonation, Ultra Violet or Other non polluting: (describe) _____ cleaner options								Printed information from manufacturer
94		Pool is powered w. DC pump and Photovoltaic Panels								Visual Inspection w. Owner or Facilities Manager
95		Pool Capacity is >20,000 Gals FORMULA: (Length' x Width' x Average depth') x 7.5								
96	WATER AMENITIES									
97										
98		Deco Water Fount. (±1,000 Gals)uses rain harvested non potable water								Visual Inspection w. Owner or Facilities Manager
99		Deco Water Fount. (±1,000 Gals) w. DC pump w PV panels								Visual Inspection w. Owner or Facilities Manager
100		Deco Water Fountain is of the Spray type								Visual Inspection
101	WATER PARK/AQUATIC PLAYGROUND									
102										
103		Use of timers in aquatic playground areas								
104		Is powered w. DC pump and Photovoltaic Pannels								
105		Recirculación del agua / reuso								
106		No timers								
107	CLIMATIC & SITE LANDSCAPING									
108		Landscaped Areas are clearly well kept								Visual Inspection
109		Geo South Vegetation protecting buildings (10'/1" Caliper)								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
110		Native or Regional Trees are planted								Photograph and verify against Reference Book
111		Native or Regional Trees are identified								
112		Lawn areas are fed with harvested rain water								Visual Inspection w. Owner or Facilities Manager
113		Geo West Vegetation protecting buildings (10'/1" Caliper)								Visual Inspection
114		Geo East Vegetation protecting buildings (10'/1" Caliper)								Visual Inspection
115		Geo North Vegetation protecting buildings (10'/1" Caliper)								Visual Inspection
116		Sparse								
117		Extensive Lawn Areas (50% of Lot Area or More)								Visual Inspection
118		Exotic Trees/Vegetation is planted								Photograph and verify against Reference Book
119		No Vegetation								Visual Inspection
120	LANDSCAPING: LAWN CARE									

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
121		Regular (gas) Lawnmowers or Trimmers								Visual Inspection
122		Ride On Regular (gas) Lawnmowers								Visual Inspection
123		Mulching (gas) Lawnmower(s)								Visual Inspection, Verify Bag attachment and Manufacturers Data
124		Electric Lawnmower(s) or Electric Trimmer								Visual Inspection
125		Solar Lawnmower or trimmers								Visual Inspection
126	LAWN WATERING									
127		Lawn watering is done with water bubblers								Visual Inspection
128		Lawn watering is done with drip irrigation								Visual Inspection

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
129		Lawn watering is done with sprinklers								Visual Inspection
130		Open hose Lawn. Lawn watering at smaller facilities (10 rooms or less) is done without Nozzle.								Visual Inspection
131	GOLF COURSES (WHERE EXISTING)									
132		Golf Courses comply with Ecotourism and Sustainable Tourism Design Guidelines of the PRTC Company. No toxic chemicals, pesticides, insecticides are used. All Watering is done with rain harvested water.	PRTC Design Guidelines							Visual Inspection w. Owner or Facilities Manager
133		Golf Courses used Toxic chemicals, pesticides, insecticides are used. Watering is done with AAA or potable water.								Visual Inspection w. Owner or Facilities Manager
134	ADMINISTRATION OFFICES & FRONT DESK									
135	FRONT DESK VISUAL GUIDELINES		WHERE: ADM. & FRONT DESK							
136		Local Artwork at Front Desk Area								Visual Inspection. Look for artists signature
137		Clean Surfaces and Environment								Visual Inspection
138		Eco Activities of the Day Display Board or Digital Screen								Visual Inspection
139		Eco Suggestions Box and Internal procedures								Visual Inspection
140		Nearby Activities Brochure								Visual Inspection
141		Local (Native) Plants								Photograph and verify against Reference Book
142		>75% Reflective interior surfaces								Measure with Reflection Strip

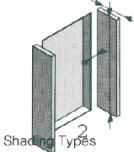
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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
143		Energy Saving Lamps								Visual Inspection, Look for Energy Star Label
144		Dust Control Entrance Mat or Depressed Grill								Visual Inspection
145		Fast Renewable Materials (Bamboo, Pine)								Visual Inspection
146		Natural Daylight Option								Visual Inspection
147		Locally Manufactured Furniture or reclaimed furniture								Look for Billing/Payment Documents
148		Free memorabilia to Guests are locally produced or sustainably produced and can be documented								Paid Bills Cancelled Checks, Credit Card/Bank Statement
149		Natural Materials and Finishes								Visual Inspection
150		Tropical Dressed Host or recycled material uniforms								Visual Inspection
151		Interior Exposed Concrete Floors								Visual Inspection
152		No wall to wall carpets								Visual Inspection
153	FACILITIES MANAGEMENT, MANPOWER & EMPLOYEES									
154		A functional website includes information on the green strategies used at the facility.								See Sustainability Policy in Writing and Signed
155		Management has identified and assigned responsibilities to a Green Advocate and organized a Green Team among employees, with initiatives overseen by owner or controller.								See Letter from management to employee, Interview employee

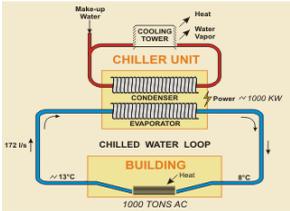
	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE	●	●	●	+	-	REFERENCE
156		Facility has a Sustainability Policy publicly available and exposed through website and at premises for guests		●						Visual Inspection
157		Sub Contractors have supplied a written Sustainability Policy to Ecolodge Manager		●						See Sustainability Policy in Writing and Signed
158		General Manager is from surrounding Community (Adjacent Municipalities)		●						See Personal Electrical bill from General Manager
159		Employed Work Force is from surrounding Community (Adjacent Municipalities)		●						See Personal Electrical bill from General Manager
160		Contracted Work Force is from surrounding community (Adjacent Municipalities)		●						Paid Bills Cancelled Checks, Credit Card/Bank Statement
161		General Manager is from immediate Community (1/2mile radius)		●						See Personal Electrical bill from General Manager
162		Employed Work Force is from immediate Community 1/2 Mile radius)		●						See Personal Electrical bill from General Manager
163		General Manager does NOT live permanently in PR		⊖						Interview with Owner or Administrator
164	COMMUNITY NETWORKING									
165		Facility owners support local grass roots, non profit organizations or community groups, artists, artisans and other scientific, cultural or recreational initiatives at least on a monthly basis through contracting, donations or sales stands for local artisans.		●						Paid Bills Cancelled Checks, Credit Card/Bank Statement

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
166		Facility owners support and pay for professional development seminars for their employees								Paid Bills Cancelled Checks, Credit Card/Bank Statement, Interview Employees
167	OFFICE EQUIPMENT									
168		Desktop Computer								Visual Inspection
169		Stand Alone Copier								Visual Inspection
170		Power Strip@ Work Stations (Check OSHA regulations for permanent connections).								Visual Inspection
171		Stand Alone (shared) Ink Jet Printer								Visual Inspection
172		Recycled Paper w 30% Post Consumer Material is used								See packaging wrapping, Look for certification seals
173		Laptop Computer								Visual Inspection
174		Multifunction Printer/Copier/Fax/Tel/Scanner								Visual Inspection
175		Recycled Paper w >30% Post Consumer Material is used								See packaging wrapping, Look for certification seals
176		Stand Alone (shared) Laser Printer								Visual Inspection
177	PUBLIC AREAS									

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
178		DOORS								
179		Aluminum door are locally produced/fabricated . Wood doors accepted only if original or reclaimed.								Look for Billing/Payment Documents
180		Wood Doors are Forestry Stewardship Council Labeled. Or Exterior Glass Doors are National Fenestration Rating Council Labeled and have a SHGC <0.40	 							Visual Inspection. Look for label or Purchase Order. Or See attached NFRC label
181		WINDOWS								
182		Aluminum Jalousie Window are locally manufactured								Visual Inspect. + Manufacturer Data or Billing Documents
183		Glass Awning Window								Visual Inspection
184		Wood Jalousie Window								Visual Inspection
185		Hung Window, Single Pane Clear								Visual Inspection
186		Single Pane Fixed Clear Glass Window								Visual Inspection
187		Tinted, Smoked Glass or Reflective Film (instead of clear glass) is used in windows								Visual Inspection + Manufacturer Data

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
188		Double Pane Clear Glass Window								Visual Inspection, See attached NFRC label
189		Low E Window Glass (Cost of Window + E Glass)								Visual Inspection + Manufacturer Data
190		Windows are National Fenestration Rating Council Labeled								Visual Inspection, See attached NFRC label
191	Solar Heat Gain Coefficient	75% of windows have a SHGC < than 0.40								See attached NFRC label
192	WINDOW PROTECTION									
193		Operable Interior Curtains, Vertical or Horizontal Blinds, or Equivalent. Except in North facade.								Visual Inspection
194		Hurricane Protection: Integrated Window Security Bars or Storm Shutters								Visual Inspection
195		30" Min. Overhang or Shading Device on Windows								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
196		Integrated Solar Protection								Visual Inspection
197		60" + Overhang or Shading Device (0.5pts/3' length) on South, SE, SW orientations								Visual Inspection + use of Compass
198		Vertical Fins (Depth @45") Shading Device (0.5pts/5' length) on East, West orientations.								Visual Inspection + use of Compass
199	FLOOR FINISHES									
200		Marble Surfaces (where occurring) are locally sourced								Billing/Payment data from local manufacturer
201		Carpeted Surfaces (where occurring) are Green Labeled "Carpet and Rug Institute" Certified								Company Product Certification + CRI Green Label
202		Wood flooring is FSC certified or locally reclaimed								Company Product Certification + FSC Label Certification
203		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification + Green Seal Label

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
204		Exposed Polished and sealed Concrete Surfaces are extensively used in Public Areas								Visual Inspection
205	INDOOR ENVIRONMENT COMFORT									
206		AC Window Unit								Visual Inspection + Energy Star Label
207		Central (Ducted) AC								Visual Inspection w. Owner or Facilities Manager
208		Central (Chilled Water) Distributed Consoles								Visual Inspection w. Owner or Facilities Manager
209		AC Minisplit is Energy Star labeled or lower efficiency is acceptable if equipment is within life expectancy.								Visual Inspection + Energy Star Label
210	SEER	Seasonal Energy Efficiency Ratio (SEER) is >13 BTU x hr. Or lower efficiency is acceptable if equipment is within life expectancy.								Visual Inspection + SEER Label
211		AC Inverter Unit (Mini Split)								Visual Inspection + Energy Star Label
212	SEER	Seasonal Energy Efficiency Ratio (SEER) is >14 BTU x hr.								Visual Inspection + SEER Label
213		Room fans are Energy Star								Visual Inspection + Energy Star Label

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
228		Labeled Switches in all Public Areas (When 3 or more switches are present)								Visual Inspection
229		Wall Switch @ Work Station in Public Areas								Visual Inspection. Verify wall/switch operation
230		Occupancy Sensor at interior corridors								Visual Inspection
231	DRINKING WATER									
232		Drinking Fountain or Water Dispenser (No cooling)								Visual Inspection. Drink water for temperature
233		Water Cooler Fountain								Visual Inspection. Drink water for temperature
234		No Drinking Fountains								
235		Individually Bottled Water								Visual Inspection. See various areas including storage, administration and kitchen, lounging areas.
236	SKYLIGHTS									

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
247		Recycling Bins @ Interior Public Spaces								Visual Inspection
248		Recycling Bins @ Exterior Public Areas								Visual Inspection
249	KITCHEN/DINING									
250	DOORS									
251		Aluminum doors are locally produced/fabricated. Wood doors accepted only if original or reclaimed.								Look for Billing/Payment Documents
252		Wood Doors are Forestry Stewardship Council Labeled. Or Exterior Glass Doors are National Fenestration Rating Council Labeled and have a SHGC <0.40								Visual Inspection. Look for label or Purchase Order. Or See attached NFRC label
253	REFLECTIVITY									
254		Ceilings> 75%								Use Reflectivity Strip
255		Walls> 60%								Use Reflectivity Strip
256	FLOOR FINISHES									
257		Marble Surfaces (where occurring) are locally sourced								Billing/Payment data from local manufacturer

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
258		Carpeted Surfaces (where occurring) are Green Labeled "Carpet and Rug Institute" Certified								Company Product Certification + CRI Green Label
259		Wood flooring is FSC certified or locally reclaimed								Company Product Certification + FSC Label Certification
260		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification + Green Seal Label
261		Exposed Polished and sealed Concrete Surfaces are extensively used in Public Areas								Visual Inspection
262		FOOD & BEVERAGE								
263		Menu includes 25% Min local/traditional Cuisine/Beverage Total Local Cuisine Items ÷ total menu items x 100 ≥ 25								Visual Inspection + Formula
264		Artwork @ dining room is from local artists and artisans. Artwork is substantial in quantity. Min. Artwork area= Total Wall Area at interior space X .03								Visual Inspection + Formula
265		RECYCLED Paper cups or recycled plates, or plastic silverware is used								Visual Inspection + Manufacturer's Data

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
266		Chinaware and silverware is used								Visual Inspection
267		Paper cups or plates, or plastic silverware is used								Visual Inspection
268	LIGHTING									
269		Fluorescent Tube or compact fluorescent								Visual Inspection
270		LED								Visual Inspection
271		Occupancy sensor								
272		Metal Halide								Visual Inspection
273		Incandescent or halogen								Visual Inspection
274	KITCHEN EQUIPMENT: REFRIGERATION									
275		Residential 16Cub Ft. Refrigerator/freezer (S. door or side/side)								Visual Inspection
276		Commercial Refrigerator and/or freezer is Energy efficient. EER ≥8.								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
277		Commercial Ice Maker Machine is Energy efficient. EER ≥8.								Visual Inspection
278		Residential 16 Cub Ft. Refrigerator/freezer Sun Frost ® or equivalent								Visual Inspection
279		Commercial Modular or Built In Situ Freezer . Check door seal and plastic entrance curtain.								Visual Inspection
280		Residential 16Cub Ft. Refrigerator/freezer (top/down)								Visual Inspection
281	KITCHEN EQUIPMENT: COOKING									
282		Gas Stove/Oven								Visual Inspection
283		Microwave Oven								Visual Inspection
284		Induction Stove								Visual Inspection
285		Electric Stove/Oven								Visual Inspection
286	KITCHEN EQUIPMENT: DISH WASHING									

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
287		Kitchen Sink Only (tandem sinks) or three bowl sinks								Visual Inspection
288		Kitchen Sink + Automatic Dish Washer(s)								Visual Inspection
289		Kitchen Sink + Automatic Dish Washer(s) Water Sense Certified								Visual Inspection
290	SOLID WASTE RECYCLING									
291		Recycling & Compost Center @ Kitchen (>1% area)								Visual Inspection
292		Can Crusher with dedicated container @ Kitchen and bar								Visual Inspection
293	PUBLIC RESTROOMS									
294	DOORS									
295		Aluminum doors are locally produced/fabricated. Wood doors accepted only if original or reclaimed.								Look for Billing/Payment Documents
296		Wood Doors are Forestry Stewardship Council Labeled								Visual Inspection, Look for FSC Label or Certification Papers
297	REFLECTIVITY									

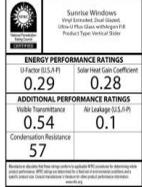
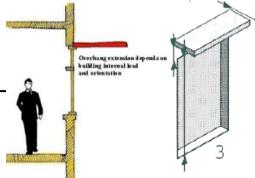
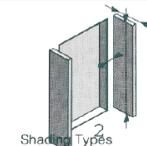
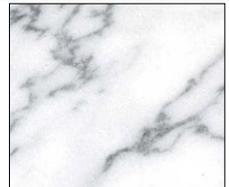
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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
298		Ceilings> 75%								Use Reflectivity Strip
299		Walls> 60%								Use Reflectivity Strip
300		FLOOR FINISHES								Thermometer
301		Marble Surfaces (where occurring) are locally sourced								Billing/Payment data from local manufacturer
302		Wood flooring is FSC certified or locally reclaimed								Company Product Certification + FSC Label Certification
303		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification + Green Seal Label
304		Exposed Polished and sealed Concrete Surfaces are extensively used in Public Areas								Visual Inspection
305		LIGHTING								
306		Fluorescent Tube or compact fluorescent								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
307		Occupancy Sensor at Public Rest Rooms								Visual Inspection
308		LED								Visual Inspection
309		Metal Halide								Visual Inspection
310		Incandescent or halogen								Visual Inspection
311	PLUMBING EQUIPMENT- (Lavatories)									
312		No Hot Water on Public Lavatories								Visual Inspection. Let hot water run for three minutes to verify. Look under fixture.
313		Hot Water on Public Lavatories		 						Visual Inspection. Let hot water run for three minutes to verify. Look under fixture.
314	PLUMBING EQUIPMENT-Water Closets									
315		Typical 1.6 Gals/Flush Toilet (Tank or Flushometer). Tank Toilets SHALL be provided with sand filled and capped 16.9 onz reused plastic bottle.								Visual Inspection. Look for 1.6 Gal/flush text on top of seat area

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
316		Water Saving (< 1.6 gal/flush) or Dual Flush Toilet								Visual Inspection + Manufacturer's Data
317		Waterless Composting Toilet								Visual Inspection, Look for NSF Label
318	PLUMBING CONTROLS									
319		Soap Dispensers								Visual Inspection
320		Water Aerator at Lavatory								Visual Inspection
321		Water Restrictor or Restrictor/Aerator at Lavatory								Visual Inspection
322		Push Down Self Closing at Lavatory								Visual Inspection
323		Infrared (IR) Water Faucet at Lavatory								
324		Free Flow Water Faucet at Lavatory		 						Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
335		Clean Surfaces and Environment								Visual Inspection
336		Local Artwork								Visual Inspection. Check for Artists Signature
337		Option for Natural Illumination								Visual Inspection
338		Institutionalized Program for Towel and Linen Re-use								Visual Inspection. See instructions for Guests at Bathroom
339		Views to Nature								Visual Inspection
340		Locally Manufactured Furniture or reclaimed furniture								Look for Billing/Payment Documents
341		Natural Materials and Finishes								Visual Inspection
342		Interior Exposed Concrete Floors								Visual Inspection
343		Local (Native) Plants								Photograph and verify against Reference Book
344		Fast Renewable Materials (Bamboo, Pine)								Visual Inspection
345		DOORS								
346		Aluminum doors are locally produced/fabricated. Wood doors accepted only if original or reclaimed.								Look for Billing/Payment Documents
347		Wood Doors are Forestry Stewardship Council Labeled. Or Glass Doors have a SHGC <40 or the projection factor is 1, (except in north façade).	 							Visual Inspection. Look for label or Purchase Order. Or See attached NFRC label

	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
348		WINDOWS								
349		Aluminum Jalousie Window are locally manufactured								Visual Inspect. + Manufacturer Data or Billing Documents
350		Glass Awning Window								Visual Inspection
351		Wood Jalousie Window								Visual Inspection
352		Hung Window, Single Pane Clear								Visual Inspection
353		Single Pane Fixed Clear Glass Window								Visual Inspection
354		Tinted, Smoked Glass or Reflective Film (instead of clear glass) is used in windows								Visual Inspection + Manufacturer Data
355		Double Pane Clear Glass Window								Visual Inspection, See attached NFRC label
356		Low E Window Glass (Cost of Window + E Glass)								Visual Inspection + Manufacturer Data

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
357		Windows are National Fenestration Rating Council Labeled								Visual Inspection, See attached NFRC label
358	SHGC	75% of windows have a SHGC < than 0.40								See attached NFRC label
359	WINDOW PROTECTION									
360		Operable Interior Curtains, Vertical or Horizontal Blinds								Visual Inspection
361		Integrated Security Bars or Storm Shutters for Hurricane Protection								Visual Inspection
362		30" Min. Overhang or Shading Device on Window Openings								Visual Inspection
363		60" + Overhang or Shading Device on South, SE, SW orientations								Visual Inspection + Use of Compass
364		Vertical Fins (Depth @45") Shading Device on East, West orientations.								Visual Inspection + Use of Compass
365	FLOOR FINISHES									
366		Marble Surfaces (where occurring) are locally sourced								Company Product Certification + CRI Green Label

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
367		Carpeted Surfaces (where occurring) are Green Labeled "Carpet and Rug Institute" Certified								Company Product Certification + CRI Green Label
368		Wood flooring is FSC certified or locally reclaimed								Company Product Certification + FSC Label Certification
369		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification + Green Seal Label
370		Exposed Polished and sealed Concrete Surfaces are used								Visual Inspection
371		REFLECTIVITY								
372		Ceilings > 75%								Use Reflectivity Strip
373		Walls > 60%								Use Reflectivity Strip
374		LIGHTING								
375		Fluorescent Tube or compact fluorescent								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
376		LED								Visual Inspection
377		Metal Halide								Visual Inspection
378		Incandescent or halogen								Visual Inspection
379	ENTERTAINMENT EQUIPMENT									
380		TV at Guest bedrooms are energy star labeled or lower efficiency is acceptable if equipment is within life expectancy.								Visual Inspection + Energy Star Label
381		Microwave Oven Energy Star labeled .								Visual Inspection + Energy Star Label
382		Refrigerator Energy Star labeled.								Visual Inspection + Energy Star Label
383		Paper cups or plates or plastic silverware, or foam is used								Visual Inspection
384		Microwave Oven is more than 800 watts								

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
385		Refrigerator is not Energy Star.		 						Visual Inspection
386	PLUMBING EQUIPMENT-Water Closet									
387		Typical 1.6 Gals/Flush Toilet (Tank or Flushometer). Tank Toilets SHALL be provided with sand filled and capped 16.9 onz reused plastic bottle.								Visual Inspection. Look for 1.6 Gal/flush text on top of seat area
388		Water Saving (< 1.6 gal/flush) or Dual Flush Toilet								Visual Inspection + Manufacturer's Data
389		Waterless Composting Toilet								Visual Inspection, Look for NSF Label
390	PLUMBING ACCESSORIES									
391		ShowerHead								
392		Water Aerator at Lavatory								Visual Inspection
393		Water Restrictor or Restrictor/Aerator at Lavatory								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
394		Shampoo & Soap Dispensers@ Guest Rooms								Visual Inspection
395		Push Down Self Closing Lavatory								Visual Inspection
396		Infrared (IR) Water Faucet at Lavatory								
397		Facility is member of Clean the World Program								Visual Inspection
398		Have individual amenities for soap, shampoo, etc...								Visual Inspection
399		Free Flow Water Faucet at Lavatory								Visual Inspection
400	AIR CONDITIONING EQUIPMENT									
401		Central (Ducted) AC								Visual Inspection w. Owner or Facilities Manager

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
413		Guest Room Relative Humidity >60 mitigated with ceiling or wall fans.								
414		Temperatures >79°F , mitigated with ceiling or wall fans								Thermometer
415		Insect Screens @ Naturally Ventilated spaces or Plastic Screens @ air conditioned spaces or sliding glass door.								Visual Inspection
416		Room Fans are Energy Star								Visual Inspection + Energy Star Label
417		Mosquito Net @ Bedroom w natural ventilation or fans								Visual Inspection
418		Guest Room Temperatures @ 76 to 78°F								Thermometer
419		Room fans								Visual Inspection
420		Guest Room Relative Humidity 55 to 60								Hygrometer
421		Guest Room Relative Humidity <50								
422		Guest Room Temperatures <76°F								Thermometer
423	ELECTRIC CONTROLS									
424		Power Strip@ Work Stations (Check OSHA regulations for permanent connections) when there is several electrodomestic equipment.								Visual Inspection
425		Labeled Switches in all Guest Rooms (When 3 or more switches are present)								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
426		No Hair Dryer OR available at Guests Request								Visual Inspection
427		Iron only available at guest's request								Visual Inspection
428		Light Switch @ Work Station in Guest Rooms								Visual Inspection
429		Hair Dryer at Guest Room								Visual Inspection
430		Iron at Guest Room								Visual Inspection
431	Meeting Room / Business Center									
432	MEETING ROOM VISUAL GUIDELINES		WHERE: FLOOR ____							
433		Local Artwork								Visual Inspection. Look for artists signature
434		Clean Surfaces and Environment								Visual Inspection
435		Local (Native) Plants								Photograph and verify against Reference Book
436		>75% Reflective interior surfaces								Measure with Reflection Strip
437		Energy Saving Lamps								Visual Inspection, Look for Energy Star Label
438		Fast Renewable Materials (Bamboo, Pine) for furniture								Visual Inspection
439		Natural Daylight Option								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
440		Locally Manufactured Furniture or reclaimed furniture								Look for Billing/Payment Documents
441		Interior Exposed Concrete Floors								Visual Inspection
442		No wall to wall carpets								Visual Inspection
443	OFFICE EQUIPMENT									
444		Desktop Computer								Visual Inspection
445		Stand Alone Copier								Visual Inspection
446		Power Strip@ Work Stations (Check OSHA regulations for permanent connections).								Visual Inspection
447		Stand Alone (shared) Ink Jet Printer or Stand Alone Shared Laser Energy Star								Visual Inspection
448		Recycled Paper w 30% Post Consumer Material is used	FSC							See packaging wrapping, Look for certification seals
449		Laptop Computer								Visual Inspection
450		Multifunction Printer/Copier/Fax/Tel/Scanner								Visual Inspection
451		Recycled Paper w >30% Post Consumer Material is used	FSC							See packaging wrapping, Look for certification seals
452		Stand Alone (shared) Laser Printer								Visual Inspection
453	FLOOR FINISHES									
454		Marble Surfaces (where occurring) are locally sourced								Billing/Payment data from local manufacturer
455		Carpeted Surfaces (where occurring) are Green Labeled "Carpet and Rug Institute" Certified								Company Product Certification + CRI Green Label
456		Wood flooring is FSC certified or locally reclaimed								Company Product Certification + FSC Label Certification

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
457		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification + Green Seal Label
458		Exposed Polished and sealed Concrete Surfaces are extensively used in Public Areas								Visual Inspection
459	ELECTRIC CONTROLS									
460		Occupancy Sensor at interior								Visual Inspection
461	DRINKING WATER									
462		Individually Bottled Water only with recycling bins								Visual Inspection. See various areas including storage, administration and kitchen, lounging areas.
463	ENTERTAINMENT EQUIPMENT									
464		TV, Monitors and LCD's are Energy Star								Visual Inspection + Energy Star Label
465	GYM/EXERCISE ROOMS (OPTIONAL)									
466	FLOOR FINISHES									
467		Cork or recycled rubberized floor Surfaces at Gym								Visual and Press Inspection. See Manufacturers Data.
468	Cerámica de Piso	Ceramic Tile		NEUTRO						
469	Ilustrar Alfombra	Regular Carpeting								
470		Exposed Polished and sealed Concrete Surfaces are extensively used								Visual Inspection
471	INDOOR ENVIRONMENTAL COMFORT									
472		Natural ventilation supplemented with Room Fans and forced ventilation to the outside								Visual Inspection
473		Insect Screens @ Gym windows for natural ventilation								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
474		If Mechanically Cooled, then Gym Areas Temperatures @ 74 to 78°F								Thermometer
475		If Mechanically Cooled, then Gym Areas Relative Humidity 55 to 60								Hygrometer
476		Gym Areas Temperatures <70°F								Thermometer
477	AIR CONDITIONING CONTROLS									
478		Air conditioning system at Gyms is operated with 10 minutes time delayed occupancy sensors INSTALL SIGN warning the potential User.								Visual and operation Inspection
479	DRINKING WATER									
480		Drinking Fountain or Water Dispenser at Gym (No cooling)								Visual Inspection. Feel water for temperature
481		Water Cooler Fountain at Gym								Visual Inspection. Feel water for temperature
482		No Drinking Fountains								Visual Inspection
483		Individually Bottled Water ONLY with recycling bin @ Gym								Visual Inspection.
484	ENTERTAINMENT EQUIPMENT									
485		TV, Monitors and LCD's at Indoor Exercise Areas are Energy Star								Visual Inspection + Energy Star Label
486		TV, Monitors and LCD's at Indoor Exercise Areas are operated with integrated energy generation exercise equipment								Visual Inspection + Energy Star Label
487	LIGHTING									
488		Occupancy Sensor at Gym								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
489		PLUMBING EQUIPMENT- (Lavatories & Showers)								
490		No Hot Water on Gym's Lavatories								Visual Inspection. Let water run for three mins. to verify. Look under fixture.
491		Hot water on Gym's Lavatories								
492		Hot Water Showers are fed with In Line Gas Water Heaters at Gyms with shower facilities.								
493		Hot Water Showers are fed with Solar Water Heaters at Gyms with shower facilities.								Visual Inspection. Let hot water run for 3 mins to verify. Check for Solar Water Heaters
494		Typical 1.6 Gals/Flush Toilet (Tank or Flushometer). Tank Toilets SHALL be provided with sand filled and capped 16.9 onz reused plastic bottle.								Visual Inspection. Look for 1.6 Gal/flush text on top of seat area
495		Water Saving (< 1.6 gal/flush) or Dual Flush Toilet								Visual Inspection + Manufacturer's Data
496		Waterless Composting Toilet								Visual Inspection, Look for NSF Label
497		PLUMBING CONTROLS								
498		Soap Dispensers @ Public Bathrooms								Visual Inspection
499		Water Aerator at Lavatory								Visual Inspection
500		Water Restrictor or Restrictor/Aerator at Lavatory								Visual Inspection
501		Push Down Self Closing at Lavatory								Visual Inspection
502		Infrared (IR) Water Faucet at Lavatory								
503		Free Flow Water Faucet at Lavatory		 						Visual Inspection

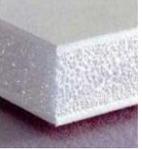
	A	B	C	E	F	G	H	I	J	K
53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
504		ENVIRONMENTAL AMMENITIES								
505		Views to Nature								Visual Inspection
506		Local (Native) Plants inside Gym								Photograph and verify against Reference Book
507		PLUMBING ACCESSORIES								
508		Shampoo & Soap Dispensers@ Gym's Showers (When showers are Provided)								Visual Inspection
509		ELECTRIC ACCESSORIES AT GYM								
510		Hair Dryer at Gym available only at Guests Request								Visual Inspection
511		Hair Dryer available at Gym								Visual Inspection
512		EXERCISE EQUIPMENT AT GYM								
513		Outdoors Exercise Trail with outdoor furniture & Equipment	20% Post Consumer Recycled Content Preferred							Visual Inspection
514		Powered Treadmills @ <600 watts/unit								Visual Inspection
515		Powered Treadmills @ > 600 watts/unit								Visual Inspection
516		Energy Generating Treadmills	rerev.com							Visual Inspection
517		Stationary Bike								Visual Inspection
518		Energy Generating Stationary Bike	rerev.com							Visual Inspection
519		Elliptical Trainers								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
520		Energy Generating Elliptical Trainers	rerev.com							Visual Inspection
521		Self Powered Stair Machines								Visual Inspection
522		Electrically Powered Stair Machines								Visual Inspection
523		Energy Generating Stair Machines								Visual Inspection
524		Electrically Powered Ski Machines								Visual Inspection
525		Self Powered Ski Machines								Visual Inspection
526		Energy Generating Ski Machines								Visual Inspection
527		Any Other exercise equipment with no power consumption								INCLUIR Lista: Cuica, Pesas, apretar, bolas im=nfladas, pliométricos
528		Other (Specify wattage_____)								
529										
530	SERVICE & MAINTENANCE									
531	HOT WATER									
532		In Line Gas Hot Water Heater or Solar HW Heater (1 or 2 Flat Plate or Vac. Tube) Array								Visual Inspection
533		In Line Electric Water Heater								Visual Inspection
534		Stand Alone Electric Hot Water Heater(s) w Tank								Visual Inspection
535	PAINTING									

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
536		Regular Paints w VOC								Visual Inspection. Check Can Label or MSDS.
537		Epoxy Paints @ floors Only (Total Cost)								Visual Inspection. Check Can Label or MSDS.
538		Low VOC Max 50g/liter for Flat Paints and 250g/liter for Gloss Paints (Added Cost)								Visual Inspection. Check Can Label or MSDS.
539		No VOC Paints (Added Cost)								Visual Inspection. Check Can Label or MSDS.
540	REFLECTIVITY									
541		Ceilings > 75%								Use Reflectivity Index
542		Walls > 60%								Use Reflectivity Index
543	FLOOR FINISHES									
544		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
545		Exposed Polished and sealed Concrete Surfaces are used								Visual Inspection
546	LAUNDRY ROOM									
547	LAUNDRY EQUIPMENT: CLOTHES WASHING									
548		Outsourced								Interview with owner or Facilities manager. Ask for copy of contract.
549		Top Loading Clothes Washer								Visual Inspection
550		Front Loading Clothes Washer or Energy Star Labeled								Visual Inspection
551		Washer/Dryer Tandem is Energy Star Labeled								Visual Inspection
552	LAUNDRY EQUIPMENT: CLOTHES DRYING									
553		Outsourced								Interview with owner or Facilities manager. Ask for copy of contract.

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
554		Top or Front Loading Gas Clothes Dryer								Visual Inspection
555		Clothing Lines + 1 clothes Dryer								Visual Inspection
556		Top or Front Loading Elect.		 						Visual Inspection
557	REFLECTIVITY									
558		Ceilings> 75%								Use Reflectivity Strip
559		Walls> 60%								Use Reflectivity Strip
560	FLOOR FINISHES									
561		Tiled Surface (Ceramic or Vinyl) is from local manufacturer or recycled								Company Product Certification
562		Exposed Polished and sealed Concrete Surfaces are used								Visual Inspection
563	HOUSEKEEPING, CLEANING SUPPLIES AND PRODUCTS									
564		Double Ply Toilet Paper (DEFAULT)								Visual Inspection

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE	●	●	◎	⊕	⊖	REFERENCE
582		Roof > 75% (Pure White COOL ROOF)		●						Visual Inspection + Product Label and information from CRRCC.
583	 	Rigid or expanded polystyrene (EPS), or Rigid or Sprayed on Polyurethane or Isocyanurate @ roof		●						Visual Inspection
584		25% of roof area is fitted with Green Roofs FORMULA: TOTAL ROOF AREA X 0.25		◎						Visual Inspection + Calculation
585		Exposed unpainted, no membrane gray Concrete Roof		⊖						Visual Inspection
586		Asphalt Built Up Roof membrane with no insulating material		⊖						Visual Inspection
587		Asphalt shingle/membrane over Wood Roof with No insulating material		⊖						Visual Inspection
588		Exposed Metal Roof with no insulating material		⊖						Visual Inspection
589	CEILING UNDER ROOF AREAS									

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
590		Suspended Acoustic. Tile (or Equivalent) @ interior, under wood or metal roof ceiling at interior spaces								Visual Inspection
591		Exposed wood or metal roof ceiling (with no insulating material) at interior spaces								Visual Inspection
592	EXTERIOR REFLECTIVITY									
593		Walls > 60%								Use Reflectivity Strip
594	RAIN WATER HARVESTING									
595		No Rainwater Harvesting								Visual Inspection
596		Min. 600 Gal Rain Water Cistern up to 10 rooms Gals/Room for more than 10 rooms. FORMULA: Minimum Cistern Capacity in Gallons= Number of Rooms X 30								Visual Inspection w. Owner or Facilities Manager + Formula
597		Cistern is Powered with DC Pump and PV Panels								Visual Inspection w. Owner or Facilities Manager
598	RENEWABLE ENERGY SOURCES									
599		Photovoltaic System provides for Min.25% of Facility Load FORMULA: (Average Kwh/month ÷ 30) / 50 = SF of Photovoltaic Panel Array or Wind Turbine provides for Min.25% of Facility Load								Visual Inspection w. Owner or Facilities Manager + Formula

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53	ILLUSTRATED EXAMPLE	DESCRIPTION	CERTIFICATE	BEST PRACTICE						REFERENCE
600		NATURAL EMERGENCY PREPAREDNESS								
601		In House or off site Hurricane Shelter, w. ID signage. Map of shelter location and instructions at public spaces. Central location fitted with: Flashlights, canned food, 1st aid kit, bottled water and action plan.								
602		Earthquake and/or Tsunami event Plan for Guests/Employees. Instructions at public spaces.								
603										
604		Observations to be Considered in the Evaluation								
605		Observation:		Best Practice						
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