



The Royal Hotel Green Policy

Environmental Commitment to protect our future

Reception and Office areas helping us to Go Green

With immediate effect the following must be adhered to:

1) Reduce our business waste by actioning the following

- Set computer preferences to print double sided, when necessary**
- Send e-mails rather than print documents to save paper**
- Review documents on screen before printing**
- Maintain a centralized filing system instead of making multiple copies**
- Store data on computer or disc instead of paper files**
- Purchase durable equipment**
- Use rechargeable batteries where possible**
- Staff to use glasses and mugs instead of plastic cups**
- Update mailing lists to avoid duplication**
- Junk mail blitz – contact companies that send junk mail and request removal**

2) Reduce our energy waste by actioning the following:

- Only turn on equipment when it is in use**
- Turn off computer monitors during breaks and when not in use**
- Turn off all computers and monitors at night rather than using standby**
- Remove screen savers – they are a waste of energy**
- Turn off lights (including energy efficient ones) when they are not in use**
- Make sure windows and doors are closed when heating is on**



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Kitchen and Back of House areas helping us to Go Green

With immediate effect the following must be adhered to:

1) Reduce our business waste by actioning the following

Enquire about supplier take-back schemes for unused products and the reuse of packaging

Flat pack all cardboard for other company use

Send oil back to the company who supplied it and put dirty oil back in the container it was delivered in

Separate all waste and put it in the correct waste bins

2) Reduce our energy waste by actioning the following:

Only turn on equipment that is needed

Turn off all lights when not in use

Only use gas when needed and do not leave on at any other time

Do not leave gas oven, ranges or grill on standby!

Make sure all doors are closed when cold weather is here

Turn off taps when not needed – do not leave taps running at any time



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Water – Valuable - Commodity

Reduce Water Consumption

Businesses pay twice for water – once for using it and again for treating it. Reducing your water consumption will make lots of savings for our future.

On average, for every cubic meter of cold water supplied and treated for a business more than 600 grams of CO2 is created.

Do not leave taps running at any time

Do not waste water

Think before you turn tap on

Stack small amount of dishes – only wash when you have enough to fill Dishwashing machine

Any dripping tap must be reported to maintenance immediately

Think before you use the glass washer

Gardener and Maintenance Department to use harvested water from butts around hotel