

3R Checklist



You and your guests can sleep soundly.

The 3Rs—Reduce, Reuse and Recycle—are a hierarchy that should be followed in this order. Many people focus mainly on recycling when we should first look for ways to reduce and reuse. Since recycling depends largely on what services are available in your region, reducing and reusing will make the biggest difference to minimizing both the amount of waste you produce and the costs associated with waste disposal.

Use this checklist to see how well your bed and breakfast is reducing waste, conserving energy and water and helping to protect our environment.

Around the B&B

At our bed and breakfast we:

- Have an environmental policy (see MMSB's Environmental Policy Guide for Bed and Breakfasts www.mmsb.nl.ca).
- Have environmental purchasing policies (See MMSB's Green Procurement Policy Guide for Bed and Breakfasts www.mmsb.nl.ca).
- Conduct periodic waste audits (see MMSB's Waste Audit Guide for Bed and Breakfasts www.mmsb.nl.ca).
- Notify guests of environmental events and celebrations in the local area.
- Use natural, biodegradable and non-toxic cleaning products.
- Turn off taps tightly and repair leaks.
- Choose water conserving appliances such as low-flush toilets and low-flow showerheads.
- Wash linens in cold water whenever possible.
- Dry laundry outside on a clothesline when possible rather than using the dryer.

- Turn off lights and unplug electronics and appliances when not in use.
- Turn off air conditioning and open windows on warm days.
- Install programmable thermostats and motion sensor lighting where possible.
- Choose energy efficient electronics, appliances and supplies such as compact fluorescent light bulbs.
- Choose energy efficient and eco-friendly upgrades such as adding insulation, weather stripping windows and doors and using natural or recycled building materials during renovations.
- Promote activities and attractions that are within walking or biking distance for guests.
- Have a recycling program for used beverage containers and other items that are recyclable in our region.
- Dispose of hazardous waste properly.
- Provide a copy of the daily newspaper for guests to share.
- Provide guests with computer access, allowing them to read news online and research local sites, festivals and activities.
- Use dry erase boards for staff and/or guest notices.

In the Guest Rooms

At our bed and breakfast we:

- Encourage guests to use the water jug or water cooler instead of providing bottled water.
- Place cups and mugs upside down on cloth napkins to reduce waste from plastic wrapping or paper doilies.
- Provide ceramic coffee mugs and reusable drinking glasses instead of disposable cups.
- Provide reusable shopping bags, travel mugs, and water bottles for guests to use during their stay.
- Provide recycling bins in each guest room.
- Sort and divert all recyclables from guest room waste.
- Use products with recycled content such as toilet paper.
- Provide refillable soap and shampoo dispensers instead of single use bottles.
- Encourage guests to reuse towels and linens.
- Encourage guests to turn off lights, heating and cooling systems and appliances when not in use.



In the Office

At our bed and breakfast we:

- Email invoices and confirmations to guests.
- Email surveys to guests after their stay.
- Set printer default to print double-sided.
- Send and receive faxes electronically.
- Print and copy only what is necessary.
- Bookmark important websites and keep electronic files instead of printing documents.
- Purchase energy efficient office equipment.
- Print with soy or vegetable based ink.
- Turn off computers, monitors and lights when leaving the office.
- Reuse packing supplies such as envelopes, boxes, paper and plastic wrap for mailing and shipping.
- Reuse old file folders and binders.
- Reuse one-side-still-blank paper for notes.
- Use an undated, erasable calendar.
- Use rechargeable batteries and battery chargers for digital cameras, flashlights and other electronic devices.
- Recycle paper.
- Purchase reusable office supplies such as reusable printer cartridges and refillable pens.
- Repair items before discarding them as garbage.

- Purchase items that contain recycled or recyclable material such as recycled printer paper.
- Donate or recycle unwanted office supplies and equipment.
- Have an ink cartridge recycling collection bin.
- Dispose of electronic waste (e-waste) properly.

In the Kitchen

At our bed and breakfast we...

- Use reusable coffee mugs, glasses, dishes and cutlery and avoid disposable options.
- Purchase food and supplies in bulk such as large containers of yogurt, juice and condiments rather than individual serving containers.
- Purchase food and supplies with minimal packaging.
- Purchase local food when possible.
- Purchase fair trade coffee and tea.
- Buy coffee cream, coffee and sugar in bulk and avoid individually packaged items.
- Keep a water jug in the fridge or use a water cooler to avoid running the tap and using bottled water.
- Use cloth napkins and dish towels.
- Purchase recycled and unbleached paper towels and napkins.

- Use reusable shopping bags for grocery and supply shopping.
- Run the dishwasher only when full.
- Use reusable filters in coffee machines or compost paper filters.
- Donate leftover food to local shelters or food banks.
- Compost organic waste including fruit and vegetable scraps, paper towels, tea bags and coffee grinds and filters, or donate organic waste to a local farmer.



Around the Garden

At our bed and breakfast we:

- Compost garden organics such as leaves, grass and garden trimmings.
- Use natural fertilizers and avoid chemical herbicides and pesticides.
- Grow some of our own food.
- Reuse dishwater that can be used in the garden to water plants.
- Have a rainwater collection bin for indoor and outdoor plants.
- Purchase or produce natural fertilizers such as compost instead of chemical products.
- Spray plants with soapy water or vinegar rather than using pesticides or herbicides to get rid of garden pests.
- Select native and hardy plants for our garden that are more resistant to weeds, pests and weather.
- Grow plants from seed instead of purchasing plants in plastic pots.
- Plant flowers in unused household items, such as old old bathtubs and sinks to add character.
- Provide bicycles for guest use.
- Provide reusable picnic supplies such as containers and water bottles for guest use.

Your 3R Checklist

How will you achieve your environmental goals? Complete the worksheet below with specific actions that you will take within the next year. Use the tips provided in this guide and keep yourself on track by regularly referring to your list.

In the next six months we plan to:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

In the next year we plan to:

- _____
- _____
- _____
- _____
- _____
- _____
- _____