

Green Hostels Audit Report

Akranes

Alta ehf

May 2014





AUDIT REPORT: Akranes

This audit for Akranes Hostel was conducted by Alta Consulting in May 2014. The audit report is based on a format from Hosteling International Iceland (HI Iceland).

Since 2003 HI Iceland has included environmental and social aspects in the organization's Quality Standards. All HI Iceland hostels must fulfill the General Quality Standards which include mandatory environmental requirements. Furthermore hostels can apply for a Green Hostel certification ("home-made" additional environmental criteria). The Green Hostel certification is based on environmental requirements set out by HI Iceland, with support from an independent consulting agency which audits the hostels.

Today there are 13 Green hostels at HI Iceland. Akranes Hostel has applied for Green Hostel certification. The Hostel was established in 2009 in an old pharmacy and is located in the old part of Akranes. The Hostel offers 25 beds or 9 rooms and is equipped with two self-catering kitchens, a common area, shower facilities, a garden as well as an eating area. The hostel only prepares breakfast upon special requests.

Structure of the report

Each subject is divided into 2 categories according to the HI Iceland system:

- a. Mandatory sustainability requirements that are part of the HI Iceland General Quality Standards which every HI Iceland hostel must fulfill, and
- b. Extra requirements that every hostel interested in obtaining the Green Hostel certification must match in addition to the mandatory requirements*

The 1st column represents the **Criteria**, both in Icelandic and English.

The 2nd column, named **Status** represents the hostel's situation for each point:

✓ = *Fulfilled* ✗ = *Not achieved*

The 3rd column, ALTA Audit Comments: Alta's observations on a visit in May 2013.





1. CONSUMPTION

1.1. Mandatory requirements

	Status	ALTA Audit Comments
<p>1.1.1. Í gestaeldhúsum og í matsölum skal einungis boðið upp á margnota borðbúnað.</p> <p>In the guest kitchens and when making own food there should only be offered reusable tableware.</p>	✓	The hostel is only using reusable tableware. If guests leave unused disposable kitchenware behind, the hostel place it in a shelf with dry food that has been left by other guests.
<p>1.1.2. Við reksturinn skal forðast óþarfa soun á umbúðum með því að velja frekar stærri einingar, t.d. ekki að velja vörur í "smáumbúðum" (s.s. smjör, marmelaði, sykur, sápur).</p> <p>In the management it should be avoided to generate unnecessary waste from packaging by choosing bigger units e.g. not choose products in "retail packaging" (i.e. butter, marmalade, sugar, soaps).</p>	✓	Most of cleaning products are bought in big containers (ex. 5 l), and then transferred to smaller, more handy ones.
<p>1.1.3. Velja skal umhverfismerкта rekstrarvöru umfram aðra sem er í boði. Þetta á t.d. við um val á hreingerningurvörum s.s. einnota pappír; klósettpappír og handþurrkum.</p> <p>Environmental friendly products should be chosen rather than other. This applies to selections of e.g. Cleaning products; material and equipments. Disposable paper; toilet paper and hand wipers.</p>	✓	Although the hostel has not finished cleaning products bought before it went green, it has already purchased environmentally friendly products to have them on standby when their current stock runs out.
<p>1.1.4. Gestum eru veittar upplýsingar um gæði íslenska vatnsins um leið og þeir eru hvattir til vatnsdrykkju. Merking til þessa er til hjá Farfglum.</p> <p>Guests are informed about the quality of the Icelandic water and are generally encouraged to drink water.</p>	✓	Signs about the high quality of Icelandic water are placed in the kitchens.
<p>1.1.5. Þar sem morgunverður er í boði er vatn á morgunverðarborðinu.</p> <p>If breakfast is available, water is offered.</p>	-	Not applicable



1.2. Extra requirements for the Green Hostels

	Status	ALTA Audit Comments
<p>1.2.1. Leitast er við í innkaupum á matvöru og rekstrarvörum að velja íslenska umhverfisvæna vöru framyfir erlenda, a.m.k. séu 3 vörur sem sýna þetta. Sjá tillögur Farfugla að innkaupalista.</p> <p>When shopping it is preferred e.g. for cooking to buy Icelandic products and shop within the district. At least 3 products should confirm this. See recommendations for HI Hostels.</p>		Shopping guidelines for employees are included in the hostels environmental action plan.
<p>1.2.2. Þar sem seldur er morgunverður er boðið upp á a.m.k. þrjár tegundir af heimagerðri/ heimaræktaðri/ lífrænt ræktaðri matvöru á morgunverðarborðinu, s.s. brauð, ávexti, grænmeti og te. Sýnt er fram á þetta með matseðli. Einnig má sjá tillögur Farfugla að innkaupalista.</p> <p>If breakfast is offered, the selection should contain at least three types of homemade/ home-grown /organically grown food products, like bread, fruit, vegetable, tea, etc. This is demonstrated with a menu. See a suggestions to a shopping list for HI Hostels.</p>		Breakfast is offered only upon special request, ex. for groups. Local/ homemade products like bread, yogurt, and vegetables are offered when breakfast is requested.





2. REUSING AND RECYCLING

2.1 Mandatory requirements

	Status	ALTA Audit Comments on site
<p>2.1.1. Reynt skal eins og kostur er að versla vistvænt og draga um leið úr sörpmagni með því að:</p> <ul style="list-style-type: none"> • velja fjölnota vörur í stað einnota • velja endurunnið eða endurnýtanlegt • flokka úrganginn með því að skila til endurnýtingar öllu sem farvegur er fyrir <p>When shopping an attempt should be made to buy environmental friendly products and by doing that decrease the amount of waste. This can be done by:</p> <ul style="list-style-type: none"> • choosing reusable products instead of disposable • choose recycled products and ones that can be recycled • sort waste and returning everything that can be recycled to recycling centres 	✓	The hostel has a recycling system. Smaller containers for cleaning products, hand soap and box for washing powder are permanently reused.
<p>2.1.2. Skýrar leiðbeiningar verða að hanga uppi handa gestum til að fara eftir við flokkun á sorpi. Merkingar fyrir sorpflokkun eru til hjá Farfuglum og viðeigandi merkingar skulu vera þar sem þær gera flokkun augljósa fyrir gesti. Clear instructions must be provided for guests to follow while sorting waste. The signs for waste classification are from Farfuglar and they are properly displayed offering a clear classification for guests.</p>	✓	Official labelling for waste sorting is used. Labels are placed on the top of lids of the bins.
<p>2.1.3. Starfsfólki eru kynntar vinnureglur um losun og meðhöndlun á sorpi. Staff is trained about disposal and handling of waste.</p>	✓	There's only one staff member at the time and she is trained by the hostel manager. Training all new employees is a part of the hostels sustainability action plan.
<p>2.1.4. Að minnsta kosti skal flokka eftirfarandi og skila/farga/vinna</p> <ul style="list-style-type: none"> • Gos- og drykkjarumbúðir sem gefa 	✓	In case any medicines/ batteries/ toxic products are collected, they are driven directly to recycling station at the end



<p>skilagjald</p> <ul style="list-style-type: none"> • Rafhlöður – skilist á bensínstöðvum um allt land • Lífrænn úrgangur sem til fellur í eldhúsi og garðúrgangur sem nýtanlegur er flokkaður er frá og nýttur t.d. til moltugerðar eða handa dýrum • Lyf skilist í apótekum þar sem þeim er komið í eyðingu • Spilliefni, þar á meðal; málning, lakk og leysiefni, gas og spritt, lyf, olíufni <p>At least the following should be sorted and returned/disposed/reused;</p> <ul style="list-style-type: none"> • Soda and drinking cans and bottles can be reimbursed • Batteries – returned to Gas stations all over the country • Organic waste from the kitchen and garden waste – which can be used for making compost • Medicine – returned to pharmacies where they are disposed of • Toxic substances, including paint, varnish and solvent, gas and spirit, oil 		<p>of the summer season. Camp-gas canisters are delivered to the local rescue team.</p> <p>Organic waste is collected and transferred to a compost bin in the yard and all cans and bottles are recycled.</p>
<p>2.1.5. Notaðir bæklingar sem safnast frá gestum er haldið til haga svo lengi sem þeir eru heillegir og geta orðið öðrum til gagns. Used brochures collected from visitors are maintained as long as they have full properties and can be useful to others.</p>		<p>The hostel fulfils this point.</p> <p>Used brochures are collected and offered in the common area.</p>
<p>2.1.6. Gestir eru hvattir til þess að skilja þurrvöru; krydd, og aðra heillega matvöru eftir handa öðrum gestum í gestaeldhúsunum í stað þess að henda. Merkingar til þessa er hægt að fá hjá Farfuglum. Gert er ráð fyrir plássi fyrir sameiginlega matvöru og hirt vel um í þrifum. Guests are encouraged to leave dry goods; spices, and other food products for other guests to use in the guest kitchens instead of throwing it away. Labels for this can be obtained from Farfuglar. It is assumed the space for common food is regularly checked</p>		<p>The hostel has special shelf for this, clearly signed, in the self-catering kitchen.</p>



and cleaned.		
<p>2.1.7. Bækur og tímarit sem verða eftir er safnað í bókasafn staðarins</p> <p>Reading material that is left behind is gathered for the hostels' library.</p>	✓	The hostel is fulfilling this point. Reading material is collected in the common area on the top floor.

2.2 Extra requirements for Green Hostels

	Status	ALTA Audit Comments
<p>2.2.1. Hver og einn neðantalinn sorpflokkar (eða sambærilegra) gefur einn punkt ef þeir eru flokkaðir frá og þeim skilað á viðurkenndan hátt</p> <ul style="list-style-type: none"> • Bylgjupappi, • Dagblöð og tímarit, • Fernur utan af drykkjarvörum, mjólk og safa <p>Each of the following garbage groups (or other comparables) give one point each if they are divided from other garbage and they are returned properly.</p> <ul style="list-style-type: none"> • Cardboard, • Newspaper and magazines • Milk and juice containers 	✓	The hostel gathers mixed paper together (incl. newspapers, magazines and cardboard)
<p>2.2.2. Skiptimarkaður með föt og búnað er í húsinu og/ eða fatnaður og skór er gefinn til Hjálparstofnanna. Merking til að hvetja gesti til að skilja eftir nýtilega hluti er til hjá Farfluglum.</p> <p>Red Cross/Free items basket with clothing is available in the house and/or shoes and clothes are donated to the Red Cross. A label to encourage visitors to leave unnecessary clothes exists in Farfluglar.</p>	✓	<p>What has been found up until now is returned to Búkolla, a local second hand store.</p> <p>A container intended for used clothes and other free items is located on the 2. floor.</p>






3. POLLUTION




3.1. Mandatory requirements

	Status	ALTA Audit Comments
<p>3.1.1. Þvottaefni í þvottavélar er notað sparlega og samkvæmt ákveðnum leiðbeiningum; leiðbeiningar til gesta skulu vera við þvottaðstöðu. Merking til að leiðbeina gestum er til hjá Farfuglum. Starfsfólk skal fá leiðbeiningar um notkun á þvottaefni.</p> <p>Detergent in the washing machine is used sparingly and according to established guidelines; instructions to visitors shall be near the washing machine. A label to guide visitors is available at Farfuglar. Employees should be instructed on the correct use of detergent.</p>	✓	A dosing spoon of washing powder is used (very little amount). Guests are not offered laundry service unless they especially ask for that.
<p>3.1.2. Við val á efnum við viðhald byggingar og innanstokksmuna, s.s. málningu, gólfefni, er leitast við að nota viðurkennd vistvæn efni á réttan hátt. Haft skal samráð við skrifstofu Farfugla um val á efni.</p> <p>When choosing material to reconstruct buildings and interior, e.g. paint, floor material it is endeavoured to use acknowledged environmental friendly material in the proper way. The office of Borgartun shall be consulted when choosing materials.</p>	✓	<p>Most of the furniture and tableware is bought second hand.</p> <p>No significant reconstructions have been done recently. Mainly water-based paints and water-based floor lacquer are used.</p>
<p>3.1.3. Eiturefni/sterk óvistvæn efni má ekki nota til daglegra þrifa eða annarar reglulegrar starfsemi. Starfsfólk fái leiðbeiningar um meðferð og geymslu.</p> <p>Toxins / strong material s may not be used for daily cleaning or other ordinary operations. Employees will receive instructions for handling and storage.</p>	✓	The hostel fulfils this point.




<p>3.1.4. Þar sem eru sorptunnur útivið verða þær að rúma það sorp sem til fellur, vera losaðar og þrífnaðar reglulega. Stubbahús eða rusl fyrir sígarettustubba séu á viðeigandi stöðum.</p> <p>Waste bins must accommodate the waste that is generated, they are checked and cleaned regularly. Appropriate containers for cigarette stubs are in specific places.</p>		<p>There are specially built wooden boxes accommodating waste bins. Some of them are attached to the wall which makes cleaning of the floor easier.</p> <p>There's a box outside arranged as a cigarette</p>
<p>3.1.5. Sorptunnur innanhúss verða að rúma það sorp sem til fellur, vel staðsettar, losaðar reglulega og þrífnaðar.</p> <p>All garbage bins inside are well located. They shall be emptied and cleaned regularly.</p>		<p>The hostel is fulfilling this point, bins are checked and cleaned daily if needed.</p>
<p>3.1.6. Reykingar eru með öllu bannaðar innandyra. Merkingar eru til hjá Farfuglum.</p> <p>Smoking is strictly forbidden inside the house. Labels are available at Farfuglar.</p>		<p>The hostel fulfils this point.</p>

3.2. Extra requirements for Green Hostels

<p>3.2.1. Klósettilmsteinn er ekki notaður – nema umhverfisvottaður. Sjá tillögur Farfugla að innkaupalista.</p> <p>If a toilet refresher is used it must be “environmental friendly”. See recommendations for shopping.</p>		<p>The hostel is not using any toilet refresher.</p>
<p>3.2.2. Þvottaefni fyrir allt tau, uppþvottalögur og uppþvottaefni í vélar er umhverfisvottað. Sjá tillögur Farfugla að innkaupalista.</p> <p>Washing powder for all clothes, hand washing detergent and dishwashing detergent must be ‘environmental friendly’. See recommendations for shopping.</p>		<p>Washing powder is eco-certified.</p>
<p>3.2.3. A.m.k. 80% þeirra hreinlætisvara sem notaðar eru við dagleg þrif á heimilinu eru umhverfisvottaðar vörur, að meðtöldum þvottaefnum. Sjá tillögur Farfugla að innkaupalista.</p> <p>At least 80% of cleaning products used for daily cleaning in the hostel are eco friendly,</p>		<p>The hostel has stocked up on eco-friendly cleaning products making sure that when they run out their current products.</p>



including detergents. See recommendations for shopping.		
<p>3.2.4. Við öll dagleg þrif er notaður búnaður og klútar sem þarfnast ekki kemískra hreinsiefna. Sjá tillögur Farfugla að innkaupalista.</p> <p>The equipment and clothes used for cleaning do not require chemical cleaning detergents. See recommendations for shopping.</p>		The hostel is using both microfibers and regular cleaning cloths.



4. ENERGY & WATER

4.1. Mandatory requirements

	Status	ALTA Audit Comments
<p>4.1.1. Fylgst er með orkunotkun og notkun á vatni með það fyrir augum að halda yfirsýn og geta t.d. gripið inn í um leið og eitthvað fer úrskeiðis.</p> <p>Keep a log for energy usage and water usage so it is easier to keep an overview and to make it easier to react e.g. as soon if something goes wrong.</p>	✓	Energy and hot water measurements have been done on an annual basis so far. The hostel sends the measurements to Borgartun.
<p>4.1.2. Fylgjast verður vel með pípulögn og ofnakerfi hússins og sjá til þess að ójafnvægi í kerfum og bilanir/leki sé kippt í liðinn hið allra fyrsta.</p> <p>Plumbing and heating systems have to be monitored and made sure that imbalance in the systems and malfunctions/leakage is fixed immediately.</p>	✓	Everything is regularly checked by the hostel employee and whenever any problem happens, it's straight away reported to the plumber that hostel cooperates with.
<p>4.1.3. Skipt er út perum fyrir sparperur þar sem það er hægt. Perustæðum skipt út við viðhald.</p> <p>Regular light bulbs shall be exchanged with economic bulbs wherever that is possible.</p>	✓	The hostel fulfils this point.
<p>4.1.4. Öll ný hreinlætistæki skulu valin með tilliti til endingar og orku/vatnssparnaðar og við endurnýjun skal þeim gömlu skipt út fyrir slík.</p> <p>All new sanitary equipments shall be chosen according to their durability and power/water saving and when renewing old equipments they shall be replaced by the above mentioned.</p>	✓	Since opening of the hostel in 2009 no sanitary equipment had to be replaced. However, it is taken into consideration.
<p>4.1.5. Gestir eru hvattir til að spara orku með því að slökkva ljós. Merking er til hjá Farfglum.</p>	✓	Guests are reminded to turn of the light with signs.



Visitors are encouraged to save energy by turning off lights. Labels available from Farfuglar.		
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4.2. Extra requirements for Green Hostels

<p>4.2.1. Slökkt er á ljósum og tækjum eftir vinnu til að spara orku. Nefna skal þrjú dæmi við úttekt.</p> <p>Effort is made to turn off lights and machines/equipments after work to save power. Mention three examples of inventory</p>		There's only one employee in the hostel that takes care of turning off lights/equipment when not in use.
<p>4.2.2. Sparperur eru notaðar í a.m.k. 40% ljósa í byggingunni</p> <p>Energy saving bulbs are used in at least 40% out of the building</p>		The hostel fulfils this point.
<p>4.2.3. Fylgst er með orkunotkun og notkun á vatni með það fyrir augum að halda yfirsýn og geta t.d. gripið inn í um leið og eitthvað fer úrskeiðis. Sýna fram á eftirlit með skráðum mælingum</p> <p>Keep a log for energy usage and water usage so it is easier to keep an overview and to make it easier to react e.g. as soon if something goes wrong. Show these documents</p>		Energy and water usage is monitored and information sent to Borgartún.
<p>4.2.4. Gestir eru hvattir til að spara vatn</p> <p>Keep a log for energy usage and water usage so it is easier to keep an overview and to make it easier to react e.g. as soon if something goes wrong. Show these documents</p>		The hostel fulfils this point.




5. TRANSPORTATION

5.1. Mandatory requirements

<p>5.1.1. Veittar skulu skriflegar upplýsingar á viðeigandi stöðum um gönguleiðir og áhugaverða staði á svæðinu sem nálgast má fótgangandi/á hjóli.</p> <p>On site, information shall be provided for walking paths and interesting sightings that can be reached either by foot or bicycle.</p>		Information is available for guests in a folders, maps, and brochures about activities, paths around, cultural info, services etc.
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5.2. Extra requirements for Green Hostels

<p>5.1.2. Gestir eru hvattir til samaksturs og þeim hjálpað að skipuleggja það ef möguleiki gefst. T.d. er hægt að benda á síðuna samferda.net og hjálpa gestum að samnýta ferðir.</p> <p>Visitors are encouraged to walk and they are helped to organize their walk. For example you can tell them about samferda.net and help them share trips.</p>		Car sharing board is placed on the information board. Also local bus (which is free of charge) is promoted.
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6. EXTERNAL SURROUNDINGS

6.1. Mandatory requirements

	Status	ALTA Audit Comments
<p>6.1.1. Beina skal gestum og öðrum vegfarendum um lóð og landareign inn á stíga, þannig að hlífa megi frekar jörð og viðkæmum gróðri.</p> <p>Guests and other pedestrians who use the premises shall be directed to paths so the ground and delicate vegetation can be protected.</p>		<p>The hostel fulfils this point. The hostel has printed material with the available paths in the area.</p>

6.2. Extra requirements for Green Hostels

<p>6.2.1. Notkun eiturfna, s.s. arfa- og illgresiseyðis er haldið í algjöru lágmarki. Sjá innkaupalista.</p> <p>The use of toxins, such as herbicides is kept to a minimum. See shopping list.</p>		<p>The hostel fulfils this point but and will also try and make use of organic dry stock produced next door as fertilizer.</p>
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7. ENVIRONMENTAL EDUCATION


7.1. Mandatory requirements

	Status	ALTA Audit Comments
<p>7.1.1. Umhverfisstefna Farfugla skal hanga uppi í almenningsrými sýnileg gestum og gangandi, á íslensku og ensku. Er til hjá Farfuglum.</p> <p>The Environmental policy should be hung up in public spaces, visible to visitors and guests, in Icelandic and in English. It is from Farfuglar.</p>	✓	The hostel fulfils this point.
<p>7.1.2. Öllu starfsfólki heimilisins er kynnt Umhverfisstefna Farfugla og þær kröfur sem Gæðastaðlarnir gera til rekstursins.</p> <p>The entire staff of the home is presented the Environmental Policy and requirements of Quality standards for the business.</p>	✓	The hostel fulfils this point. New employee is in the process of training at the moment, this employee is taking an active part in creating the Environmental Policy
<p>7.1.3. Kannað er viðhorf gesta með því að nota "your opinion" blöðin. Farið er yfir niðurstöður reglulega og brugðist við því sem þar kemur fram.</p> <p>Check the attitudes of visitors by using "your opinion" papers. Access the results regularly and respond to its effects.</p>	✓	The hostel fulfils this point.

7.2. Extra requirements for Green Hostels

<p>7.2.1. Til viðbótar við Umhverfisstefnu Farfugla er kynnt sérstök Umhverfisstefna viðkomandi heimilis</p> <p>As a supplement to Farfuglar's environmental policy, guests are presented with a special Environmental policy of the particular hostel in question</p>	✓	The hostel fulfils this point.
<p>7.2.2. Kannað er viðhorf gesta með því að</p>		The hostel fulfils this point; "your



<p>nota 'your opinion' blöðin. Farið er yfir niðurstöður reglulega og brugðist við því sem þar kemur fram. Unnið er úr upplýsingum frá gestum á skipulegan hátt og viðbrögð tekin fram í árlegri greinargerð til Farfugla.</p> <p>Examining attitudes reviews using, your opinion papers'. Crossing results periodically and respond to the material contained. Derived information from visitors in an orderly manner and the response made in the annual report for Farfugla.</p>		<p>opinion" forms are available for guests.</p>
<p>7.2.3. Gestgjafi og/eða starfsfólk á hans vegum hefur sótt námskeið um umhverfismál eða tekið þátt í verkefni <i>Vistvernd í verki</i> á undanförunum tveimur árum. Námskeið er haldið reglulega á vegum Farfugla.</p> <p>Host and / or staff acting on his behalf has attended courses on environmental issues or participated in the project <i>Vistvernd</i> in the last two years. Courses kept regularly by Farfugla.</p>		<p>The manager couldn't participate in the last Green Day organized by Farfuglar but together with a new employee and the green messenger, they went over the green hostels criteria.</p>
<p>7.2.4. Útbúa og viðhalda aðgerðaáætlun þar sem markmið Farfuglaheimilisins eru sett fram á skýran hátt og hvernig þeim er framfylgt. Í aðgerðaáætluninni skal vera listi yfir markmið og verkefni ásamt lokadagsetningum. Einnig skal koma fram hver beri ábyrgð á hverju verkefni og athugasemdir</p> <p>Create and maintain an Action Plan in which the hostel's goals are clearly stated and how they should be implemented. The Action Plan should contain the following: aims, actions, responsible person, due date and comments/observations.</p>		<p>A detailed action plan has been put together. Clear goals and deadlines have been set for the hostels action plan.</p>

