



# Green Hostels Audit Report

## BRODDANES

Alta ehf.

September 2014





## SUSTAINABILITY REPORT: BRODDANES HOSTEL

The audit for Broddanes Hostel was conducted by Alta Consulting in September 2014. The audit 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 16 Green hostels at HI Iceland with Broddanes Hostel being the 17<sup>th</sup> to apply for the Green Hostel certification. The current owners bought the house in 2008 and Broddanes Hostel was officially opened in 2010. It operates from May until September every year.

The hostel was originally built as a children's school in 1978 and was designed by dr. Maggi Jónsson, a renowned Icelandic architect. The hostel has 26 beds in eight rooms located on two floors. Broddanes hostel is equipped with lobbies as well as a kitchen on both floors although there is no breakfast served for guests. There are shower facilities and dining areas on both floors as well and the hostel has 1-3 employees when it is operating during the summertime.

### 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 fulfil, and
- b. Extra requirements that every hostel interested in obtaining the Green Hostel certification must match in addition to the mandatory requirements\*

The 1<sup>st</sup> column represents the **Criteria**, both in Icelandic and English.

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

✓ = *Fulfilled*                      ✗ = *Not achieved*

The 3<sup>rd</sup> column, ALTA Audit Comments: Alta's observations on a visit in May 2014.



## 1. CONSUMPTION

### 1.1. Mandatory requirements

	Status	Alta Audit Comments
<p>1.1.1.Í gestaeldhúsum og í matsölu 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.
<p>1.1.2. Við reksturinn skal forðast óþarfa sóun 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 in packaging by choosing bigger units e.g. not choose products in "retail packaging" (i.e. butter, marmalade, sugar, soaps).</p>	✓	The hostel buys everything it can in bulk to reduce unnecessary waste.
<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 equipment. Disposable paper; toilet paper and hand wipers.</p>	✓	The hostel fulfils this point and uses eco-labelled cleaning products, hand soap, toilet and hand paper.
<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>	✓	The hostel fulfils this point. There are signs in all bathrooms as well as in the guest kitchen.
<p>1.1.5.Þar sem morgunverður er í boði er vatn á morgunverðarborðinu.</p> <p>If breakfast is available, water is offered.</p>	N/A	The hostel doesn't offer breakfast service.

### 1.2. Extra requirements for the Green Hostels

	Status	Alta Audit Comments
<p>1.2.1. Leitast er við í innkaupum á matvöru og ekstravörum að velja íslenska umhverfisvæna vöru fram yfir 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</p>	N/A	



<p>least 3 products are confirming this. See recommendations for HI Hostels.</p>		
<p>1.2.2. Þar sem seldur er morgunverður er boðið er upp á a.m.k. þrjár tegundir af heimagerðri/ heimaræktaðri/ lífrænt ræktaðri matvöru á orgunverðarborðinu, s.s. brauð, ávexti, grænmeti, te. Sýnt er fram á þetta með matseðli. Einnig má sjá tillögur Farfugla að innkaupalista.</p> <p>If breakfast is offered, the selection offers at least three types of homemade/ home-grown /organically grown food products, like bread, fruit, vegetable, tea, etc. This is demonstrated with the menu. They can see the suggestions shopping list for Hi Hostels.</p>	<p>N/A</p>	<p>The hostel doesn't offer breakfast service</p>

## 2. REUSING AND RECYCLING

### 2.1 Mandatory requirements

	Status	Alta Audit Comments
<p>2.1.1. Reynt skal eins og kostur er að versla vistvænt og draga um leið úr sorpmagni með að</p> <ul style="list-style-type: none"> <li>• velja fjölnota vörur í stað einnota</li> <li>• velja endurrunnið eða endurnýtanlegt</li> <li>• flokka úrganginn með því að skila til endurnýtingar öllu sem farvegur er fyrir</li> </ul> <p>When shopping an attempt should be made to buy eco-labelled products and decrease the amount of garbage. This can be done by:</p> <ul style="list-style-type: none"> <li>• Choosing reusable products instead of disposable</li> <li>• Choosing recycled products and ones that can be recycled</li> <li>• Sorting waste and returning everything that can reused or recycled</li> </ul>	<p>✓</p>	<p>The hostel always buys its supplies in big packages from Ræstivörur as well as Rekstrarvörur.</p> <p>The hostel is also switching from paper towels to reusable cotton towels in the bathrooms.</p>
<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</p> <p>Clear instructions must be provided for guests to follow while sorting garbage. The signs for waste classification are from Farfuglar and they are properly displayed offering a clear classification for guests.</p>	<p>✓</p>	<p>The hostel is fulfilling this point.</p>



<p>2.1.3. Starfsfólki eru kynntar vinnureglur um losun og meðhöndlun á sorpi. Staff is trained about disposal and handling of waste</p>		<p>It is a part of next year's action plan to put together a written guide for the staff. As of now they are verbally trained and the owners take care of all garbage disposal.</p>
<p>2.1.4. Að minnsta kosti skal flokka eftirfarandi og skila/farga/vinna</p> <ul style="list-style-type: none"> <li>• Gos- og drykkjarumbúðir sem gefa skilagjald</li> <li>• Rafhlöður – skilist á bensínstöðvum um allt land</li> <li>• Lífrænn úrgangur sem til fellur í eldhúsi og garðúrgangur sem nýtanlegur er – flokkaður er frá og nýttur t.d. til moltugerðar eða handa dýrum</li> <li>• Lyf – skilist í apótekum þar sem þeim er komið í eyðingu</li> <li>• Spilliefni, þar á meðal; málning, lakk og leysiefni, gas og spritt, lyf, olíufni</li> </ul> <p>At least the following should be sorted and returned/disposed/reused;</p> <ul style="list-style-type: none"> <li>• Soda and drinking cans and bottles can be reimbursed</li> <li>• Batteries – returned to Gas stations all over the country</li> <li>• Organic waste from the kitchen and garden waste – which can be used for making compost</li> <li>• Medicine – returned to pharmacies where they are disposed of.</li> <li>• Toxic substances, including paint, varnish and solvent, gas and spirit, oil</li> </ul>		<p>The hostel has implemented a compost bin in 2014. All waste is collected, sorted and transported to the nearest recycling centre. Small boxes from Efnamóttakan are on display in the common areas in order to collect gas canisters and batteries.</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 is fulfilling this point.</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</p>		<p>The hostel is fulfilling this point and there is information for guests available. The shared food is kept in shelves in both kitchens.</p>



this can be obtained from Farfluglar. It is assumed the space for common food is regularly checked 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.

## 2.2 Extra requirements for Green Hostels

	Status	Alta Audit Comments
<p>2.2.1.Hver og einn neðantalinna sorpflokka (eða sambærilegra) skal flokkaður frá og skilað á viðurkenndan hátt, svo lengi sem er móttökustöð fyrir neðantalið í sveitarfélagi Farfuglaheimilisins;</p> <ul style="list-style-type: none"> <li>• Bylgjupappi,</li> <li>• Dagblöð og tímarit,</li> <li>• Fernur utan af drykkjarvörum, mjólk og safa.</li> <li>• Plast</li> </ul> <p>Each of the following garbage group (or other comparables) are sorted in appropriate ways</p> <ul style="list-style-type: none"> <li>• Cardboard,</li> <li>• Newspaper and magazines</li> <li>• Milk and juice containers</li> <li>• Plastic</li> </ul>	✓	There is a specifically labelled bin for each garbage group in two different locations in the Hostel.
<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 nýtílega 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>	✓	The Hostel fulfils this requirement.



### 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>	✓	The hostel does volunteers to wash all laundry for their guests.
<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>	✓	It will be taken into consideration for future actions.
<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 materials may not be used for daily cleaning or other ordinary operations. Employees will receive instructions for handling and storage.</p>	✓	The hostel is not using any toxic or strong materials. Not even chlorine on special occasions.
<p>3.1.4. Þar sem eru sorptunnur útivið verða þær að rúma það sorp sem til fellur, vera losaðar og þrífnað 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>The hostel is fulfilling this point and the bins are checked every day.</p> <p>There´s a pot outside for cigarette stubs.</p>
<p>3.1.5. Sorptunnur innanhúss verða að rúma það sorp sem til fellur, vel staðsettar, losaðar reglulega og þrífnað.</p> <p>All garbage bins inside are well located. They shall be emptied and cleaned regularly.</p>	✓	The hostel is fulfilling this point and recycling bins are available in both kitchens with the same sorting categories.



<p>3.1.6. Reykingar eru með öllu bannaðar innandyrá. Merkingar eru til hjá Farfuglum. Smoking is strictly forbidden inside the house. Labels are available at Farfuglar.</p>		Signs which inform the guests are available in the hostel.
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## 3.2. Extra requirements for Green Hostels

<p>3.2.1. Klósettilmsteinn er ekki notaður – nema umhverfsvottaður. Sjá tillögur Farfugla að innkaupalista. If a toilet freshener is used it must be “environmental friendly”. See recommendations for shopping.</p>		The hostel is not using any toilet freshener.
<p>3.2.2. Þvottaefni fyrir allt tau, uppþvottalögur og uppþvottaefni í vélar er umhverfsvottað. Sjá tillögur Farfugla að innkaupalista. Washing powder for all clothes, hand washing detergent and dishwashing detergent must be environmentally certified. See recommendations for shopping.</p>		All washing powder has a Swan label.
<p>3.2.3. A.m.k. 80% þeirra hreinlætisvara sem notaðar eru við dagleg þrif á heimilinu eru umhverfsvottaðar vörur, að meðtöldum þvottaefnum. Sjá tillögur Farfugla að innkaupalista. At least 80% of cleaning products used for daily cleaning in the hostel are eco certified, including detergents. See recommendations for shopping.</p>		At least 95% of all cleaning product Broddanes uses are eco certified.
<p>3.2.4. Við öll dagleg þrif er notaður búnaður og klútar sem þarfnast ekki kemískra hreinsiefna. Sjá tillögur Farfugla að innkaupalista. The equipment and clothes used for cleaning do not require chemical cleaning detergents. See recommendations for shopping.</p>		The hostel is reusing old clothes and towels for cleaning. The hostel has also bought microfiber cloths for cleaning the floors.





## 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>	✓	<p>Since April 2014, the hostel is keeping track of these measurements.</p> <p>The hostel has set out to reduce its energy consumption by 15% next year.</p>
<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>	✓	<p>The plumbing and heating system is checked regularly by the owner.</p> <p>The hostel building is closed during winter.</p>
<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>	✓	<p>The hostel's management has a high interest in working in a sustainable way, and where possible, old bulbs are progressively replaced with energy efficient types.</p>
<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 equipment shall be chosen according to their durability and power/water saving and when renewing old equipment they shall be replaced by the above mentioned.</p>	✓	<p>The owner is aware of this point and will act accordingly.</p> <p>None of the toilets have double flush option at the moment.</p>
<p>4.1.5. Gestir eru hvattir til að spara orku með því að slökkva ljós. Merking er til hjá Farfglum.</p> <p>Visitors are encouraged to save energy by turning off lights. Labels available from Farfuglar.</p>	✓	<p>The hostel is fulfilling this point.</p>

### 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/equipment after work to save power.</p>		<p>Lights switched off regularly and the hotel fulfils this requirement.</p>
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Mention three examples of inventory	✓	
4.2.2. Sparperur eru notaðar í a.m.k. 40% ljósa í byggingunni Energy saving bulbs are used in at least 40% out of the building	✓	The hostel is using fluorescent light bulbs on the lower floor and has replaced most lights on the upper floor with energy saving bulbs.
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. <b>Sýna fram á eftirlit með skráðum mælingum</b> 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. <b>Show these documents</b>	✓	An energy log is updated every month and energy usage is monitored.
4.2.4 . Gestir eru hvattir til að spara vatnu Guests are encouraged to not waste water	✓	The hostel fulfils this point.

## 5. TRANSPORTATION

### 5.1. Mandatory requirements

5.1.1. Veittar skulu skriflegar upplýsingar á viðeigandi stöðum um gönguleiðir og áhugaverða staði á svæðinu sem nálgast má fótgangandi/á hjóli. On site, information shall be provided for walking paths and interesting sightings that can be reached either by foot or bicycle.	✓	There is a big map of the area with information available; also, verbal information about the fauna and flora is also available.
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### 5.2. Extra requirements for Green Hostels

5.2.1. 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. Visitors are encouraged to walk and they are helped to organize their transport. For example you can tell them about samferda.net and help them share trips.	✓	The hostel fulfils this requirement and has a car sharing board hanging by the check-in desk.
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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>Verbal information is offered to interested guests.</p> <p>Written information is provided along with a map of the area being available.</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 is not using any kind of herbicides</p>
<p><b>EXTRA COMMENTS</b> – The owners are in the process of planting trees vegetation in the surrounding area. Alaska and Stranda willow seem to be thriving particularly well in the area.</p>		

## 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>	✓	<p>HI Iceland's Environmental Policy is available in a visible place.</p>





<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>		<p>The hostel is training verbally its staff about the general run of the hostel. An emphasize has been put on the Environmental Policy starting summer 2013 and in 2015 a staff guide should be ready for use.</p>
<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>		<p>They are checked constantly and improvements are made accordingly.</p>

## 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>		<p>The hostel has its own Sustainability Policy hanging on both floors.</p>
<p>7.2.2. Kannað er viðhorf gesta með því að 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>The hostel is fulfilling this point and the cards will be sent to Reykjavik.</p>
<p>7.2.3.Gestgjafi og/eða starfsfólk á hans vegum hefur sótt námskeið um umhverfismál eða tekið þátt í verkefninu <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</p>		<p>The hostel’s owners attended the Green Day organized by Farfuglar in Nov 2013</p>



<p>courses on environmental issues or participated in the project <i>Vistvernd</i> in the last two years. Courses kept regularly by Farfugla.</p>		<p>and will be looking to send their employees to these courses in near future.</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>An Action Plan has been created that states the hostel's goals as well as who is responsible for each project along with relatively precise timeframes.</p>

