



172 333
Hostel

Swan

Annual Report/Ársskýrsla 2013

Reykjavik Downtown Hostel/ Farfuglaheimilið I Vesturgötu
Vesturgata 17 - 101 Reykjavík – Iceland – www.hostel.is

Green Team 2013: Celia Haro Ruiz, Emilia Prodea, Rafal Ziolkowski, Sigríður Ólasfdóttir



Working in an eco-conscious hostel – Staff Impressions

More and more in the hospitality industry potential guests are looking for green accommodation. Working for a green hostel has shown me that not only is it kinder for the environment but it can be a management tool to help lower running costs of a business by reducing, reusing and recycling - where possible. I feel that being part of a sustainable business cultivates employee trust and loyalty by creating a safer, healthier workplace. When it comes to our sustainability policy, the company actively involves employees in the decision making process. In my opinion this has generated enthusiasm and has increased commitment to the company. It also equips the employees with the skills to encourage guests to be greener minded.

Working in ecological-oriented work place is a blessing. It's much easier to recycle, save energy and reduce pollution when you have all the facilities around which enable you to do so. In my everyday life I'm trying to be as "green" as possible in my household, work and during travels. I'm also aware that I can be very annoying with my effort to educate others to be more pro-ecological, so working with people that doing the same thing make me feel more confident that I shouldn't give up if I believe and care about something.

It means that I am part of a greater idea, I fit into the bigger picture. And I am proud for that. My time at the hostel has made me realize, that everything I do has an impact on the environment - but not just that; an impact to the people around.

Working for a green company also makes you question and change your habits; how you're used to doing things isn't the only way of doing things, and people also realize that small changes matter. That's also why it's especially important for us to make the work we're doing at the hostels apparent for the guests; they see that they make a choice when booking one of our hostels, and are hopefully inspired to make changes in their own lives.

I'm proud to know that I'm contributing to help the planet and spreading the word with other persons such as guests, friends and family. I have more green standards now and I'm more conscious about the kind of things that I buy, sorting trash and reusing as much as possible. Happy to know that my family is getting contagious of it!

I want to respect Nature, no matter what the politically influenced scientists want to tell me. It is important to me, not to leave a big mess behind me. Nature has to swallow everything, therefore I don't want produce a big waste. I am so proud of being in this position, where my thoughts and ideas about how we could do better, count. Furthermore, as a Receptionist I have the chance to give this idea of "treat Nature well" over to our guests. I can make a change by telling them how to respect nature while visiting Iceland.

The most important thing about working in an eco friendly hostel is how many people we get to influence into more green way of thinking. Our guests see what we do here in terms of recycling and energy saving and that might make them go back to their home country with a different mind-set. Perhaps they will do some recycling in their homes and then if we are lucky they will go even further and influence their family, friends and workmates into more green way of thinking.



Table of Contents

1. GENERAL DESCRIPTION.....	1
2. LIMIT VALUES	1
2.1. Class Division	1
2.2. Energy Consumption.....	1
2.3. Water Consumption.....	2
2.4. Chemical Products (i.e. cleaning agents).....	2
2.5. Waste Management	3
3. ENVIRONMENTAL REQUIREMENTS.....	4
3.1. Operation and Maintenance	4 & 5
3.2. Hostel Premises and Purchased Products	6, 7 & 8
3.3. Guest Rooms	8 & 9
3.4. Kitchen and dining room	9 & 10
3.6. Cleaning and laundry	11 & 12
3.7. Waste.....	12 & 13
3.8. Transport and distribution.....	13
3.9. Extra points from the limit values.....	14
3.13. Extra requirements and adaptation for youth hostels	14
3.14. Environmental management.....	15 & 16
3.15 Total score	17

Appendixes list

- 1:** General Description
 - 1.1** Total overnights 2013
- 2:** Limit Values
 - 2.1:** Class division.
 - 2.2:** Energy consumption
 - 2.2.1:** Energy overview
 - 2.2.2:** Orkubeta bill
 - 2.2.3:** Water & Electricity measures
 - 2.3:** Water Consumption
 - 2.3.1:** Water overview
 - 2.3.2:** Orkubeta bill (hot water)
 - 2.4:** Chemical products
 - 2.4.1:** Chemical calculations
 - 2.4.2:** Washing powder consumption
 - 2.4.3:** Washing powder per wash
 - 2.4.4:** Stock by 01-2014
 - 2.4.5:** Overview
 - 2.5:** Waste Management
 - 2.5.1:** Waste invoices
 - 2.5.2:** Waste invoices (2)
- 3.14:** Environmental Management.
- O2:** Refrigeration equipment.
- P1:** Energy analysis report 2010.
 - P.1:** My Climate CO2 report 2012.
- P8:** Summary of Led Use.
- P9:** Toilets flushing adjustment in 2009.
- P10:** Number of double flush toilets.
- P11:** Sink taps adjustment.
- O6:** Invoice from 2012 Textiles purchasing.
- O8:** Kitchen rolls, paper towels and toilet paper.
- P12:** Tonner cartridges recycling procedures.
- P14:** Ecolabelled printed matter certificate.
- P15:** Ecolabelled soap and dispensers.
 - P15.1.** Hand soap ProRen.
- P21:** Ecolabelled consumables.
- P22:** Ecolabeled durable goods.
- P23:** Ecolabelled services..
- 27:** Washing powder Danlind.
- P25:** Bed Linen & towels.
- P32:** Waste Management.
- O11:** Diswhasing detergent Suma Ultra Eco.
 - O11.1:** Dishwasher for guests- Planta Aloe.
- P35:** Organic foodstuffs and beverages.
 - P35.1:** Foodstuff & beverage invoices & certifications.
- O14:** Disinfectant, Undri.
- P50:** Our Manual Dosing system.
 - P50.1:** Chemicals and dosage description.
- P57:** Guest transportation.
- O25:** List of Chemicals used by guest.
- O26:** Guest information.
 - O26.1:** Recycling signs update.
- 3.14:** Environmental management.
- O27:** Organization & responsibility.
 - O27.1** Description Green Messenger.
- O28:** Action Plan 2014.
- O28.a** Implementation of Action Plan 2013.
- O30.** Information for the Employees.
 - O30.1:** Stickers in the cleaning storages.
 - O30.2:** Educational staff visits/activities
 - O30.3:** Info Package.
 - O30.4:** Eco quiz.
 - O30.5:** Green news.
- O31:** Environmental & sustainability educational events.
- O32:** Continuous measures. Waste Analyse.
 - O32.1:** Eco audit.
- O34:** Equipment with a high level of energy consumption.



1. GENERAL DESCRIPTION

Type of establishment/ general description	Youth Hostel
Restaurant Facilities	Breakfast room, no restaurant
Accommodation turnover per year	90.000.000 ISK
Number of guest rooms	19 available for booking in 2013
Occupancy	62 %
Water	Municipal water and sewage – Orkuveita Reykjavíkur (http://www.or.is)

Appendix nr.1: General description.

2. LIMIT VALUES

2.1. Class Division

According to the Version 3.4 of Swan labelling criteria, Reykjavík Downtown Hostel has a **Class A** classification, as it satisfies the parameter of lodging occupancy (greater than 60%).

Appendix nr. 1.1: Total Overnights 2013

2.2. Energy Consumption

Option 2: Electricity and heating consumption per year and guest night.

Yearly consumption of electricity (<i>without laundry</i>)	Yearly consumption for laundry, dryers and washing machines
42.589,34 kWh	3.403,16 kWh

Hostel's Total:	Limit Value for Class A in Iceland:
42.589,34 kWh/15562 guest-night = 2,74 kWh/ guest night	55 kWh/ guest night

Appendix nr. 2.2: Energy consumption 2013

2.2.1 Energy consumption/overnight overview 2010-2013

2.2.2 Energy Limit value

Appendix nr. 2.2.4: Water & energy measures



2.3. Water Consumption

Yearly consumption of hot water	Yearly consumption of hot water for laundry	Yearly consumption of cold water	Yearly consumption of cold water for laundry
3.381,52 m³	0m³	997 m³	68,33 m³

Hostel's Total:	Limit Value for Class A in Iceland:
4.305,146,61 / 15.562 guest-night = 276,64 l/ guest-night	300 l/ guest-night

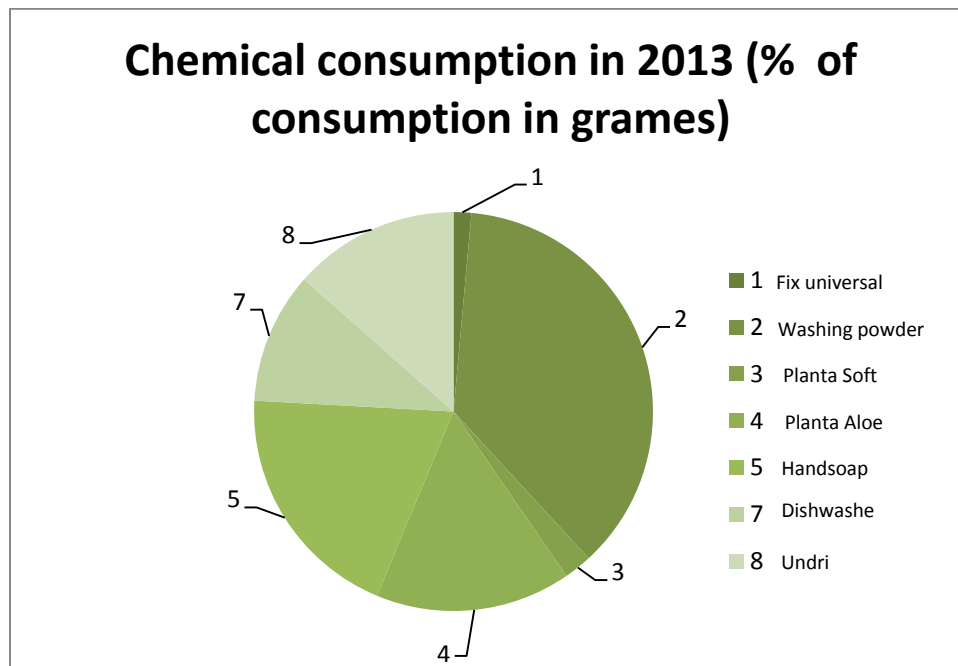
Appendix nr. 2.3 Water consumption 2013.

2.3.1: Overview water consumption 2010 – 2013

Appendix nr. 2.2.4 Water & energy measures

2.4. Chemical Products (i.e. cleaning agents)

Hostel's Total:	Limit Value for Class A in Iceland:
336,922/15.562 guest-night = 21,65 gr/guest - night	35 g/ guest-night



Appendix 2.4.A: Declaration for supplier of chemical products.

Appendix 2.4 RDH chemical consumption/overnight 2013

Appendix 2.4.1. RDH Total units consumption calculation

Appendix 2.4.2 Washing powder consumption calculation

Appendix 2.4.3 Washing powder per wash

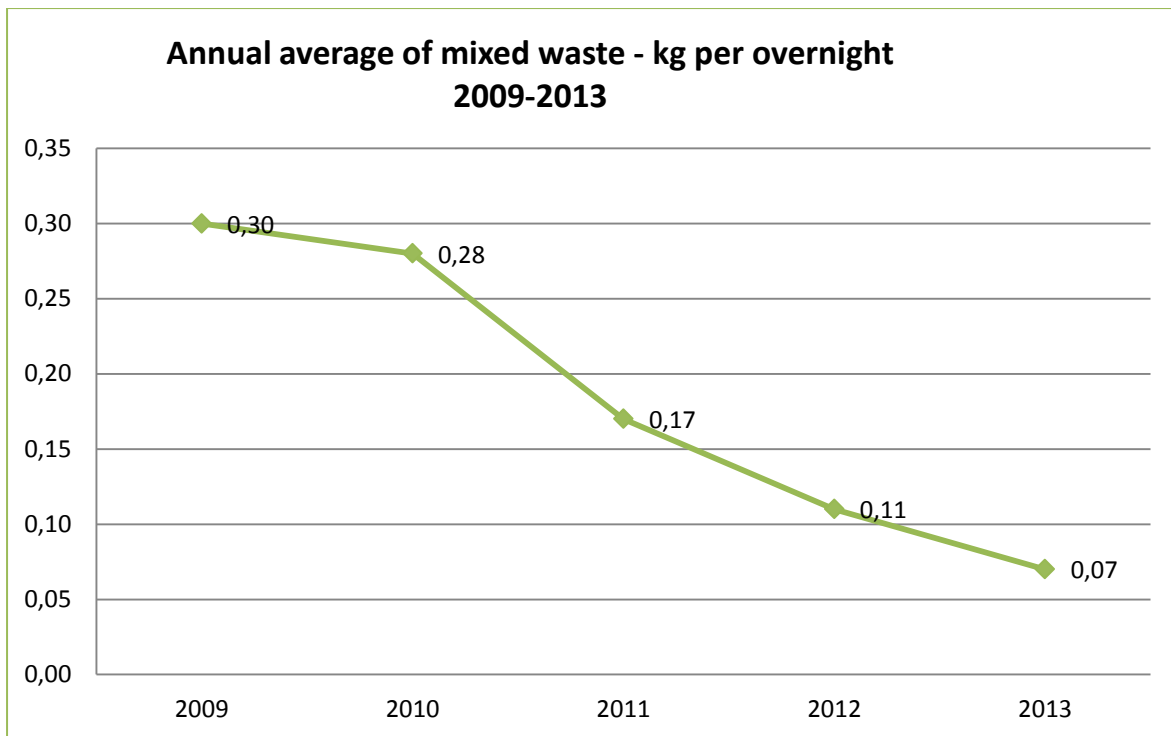


Appendix 2.2.4 Stock by 01/2014 calculation

Appendix 2.2.5 Chemical consumption overview

2.5. Waste Management

Total unsorted waste:	Limit Value for Class A:
1090 kg/15.562 guest nights = 0,07 kg/guest-night	1,35 kg/guest-night



Appendix nr. 2.5: Waste results 2013.

2.5.1: Waste Invoices 2013 (Cans & bottles)

2.5.2: Waste invoices 2013 (rest)



3. ENVIRONMENTAL REQUIREMENTS

3.1. Operation and Maintenance

Mandatory Requirements

- O2 Refrigerants**
Refrigeration equipment, freezers, heat pumps and air conditioning equipment in hostel are CFC/ HCFC free.
Appendix nr. O2: Refrigeration equipment.
- O3 Outdoor lighting**
All outdoor lights are equipped with timers or needs controlled and compact fluorescent lamps are used for lighting at night. Entrance and illuminated signs and emergency lighting are exempt.
- O4 Sauna**
Reykjavík Downtown Hostel does not provide sauna facilities for guests.

Point score Requirements

	Points
<p>P1 Energy analysis</p> <p>An energy analysis has been carried out by an independent energy expert within the last five years with the objective of reducing the amount of energy used.</p> <p>In 2012, a report made by My Climate (www.hotel.myclimate.org) showed that Reykjavík Downtown Hostel and Reykjavík City Hostel have the lowest CO2 associated emissions in the whole Hostelling International Network (more than 4000 hostels around the world).</p> <p>Appendix nr. P1: Energy analysis report 2010. P1.1: My Climate CO2 report 2012 for RDH.</p>	3
<p>P2 Heat consumption</p> <p>> 90% of our heat comes from renewable energy. Geothermal water is used for heating. We do not use heat from sewage and/or chillers. Description about energy, electricity and heat in Iceland <i>Orkuveita Reykjavíkur</i> (http://www.or.is)</p> <p>Appendix nr. 2.2, 2.2.1 and 2.3. Energy and water consumption 2013. Appendix nr 2.2.3. Example of Orkuveita Reykjavíkur invoice (electricity) Appendix nr. 2.3.1 Example of Orkuveita Reykjavíkur invoice (hot water)</p>	3
<p>P3 Electricity consumption</p> <p>> 90% of our electricity comes from renewable energy. Description about energy, electricity and heat</p>	3



in Iceland <i>Orkuveita Reykjavíkur</i> (http://www.or.is)	
<p>Appendix nr. 2.2, 2.2.1 and 2.3. Energy and water consumption 2013 Appendix nr.2.2.3. Example of Orkuveita Reykjavíkur invoice (electricity) Appendix nr.2.3.1 Example of Orkuveita Reykjavíkur invoice (hot water)</p>	
P4 Refrigerants	2
<p>All heat pumps, refrigeration appliances, freezers and air conditioning equipment are HCFC and CFC free.</p> <p>Appendix nr. O2: Refrigeration equipment.</p>	
P5 Heat recovery	0
<p>< 50% of the ventilation system is connected to heat recovery and we do not use heat from sewage and/ or chillers. Ventilation is calculated based on airflow.</p>	
P6 Control of ventilation system and interior lighting	1
<p>The ventilation system is not timer-controlled. The interior lighting is presence-controlled in > 90% of the rooms which are not intended for the guests. The situation remains the same from 2012</p>	
P7 Low - energy lamps	0
<p>< 40% of the energy sources in the establishment are low-energy lamps. No new low energy lamps have added during 2013.</p>	
P8 LED lamps	0
<p><10% of spotlights in the establishment are LEDs or similar. Some spotlights in the establishment are LEDs or similar. No new LED lamps have been added during 2013.</p> <p>App P8. Summary of LED use.</p>	
P9 Toilets	1
<p>>90% of the WCs use a maximum of 6 litres of water per flush.</p> <p>App P9. Toilets adjustment at RDH in 2010.</p>	
P10 Toilets	1
<p>100% of the WCs provide 2 flush options.</p> <p>App. P10: Number of double flush toilets.</p>	
P11 Water-saving taps	2
<p>> 90% of mixer taps for washbasins are of the water-saving type, with a maximum flow rate of 8 litres/minute.</p>	



App.P11: Sink tap adjustment at RDH		
Total score for Operation and Maintenance:		16
Maximum total score for operation and maintenance:		25 points
At least 60 % of the point requirements are met:		Yes, 64%

3.2. Hostel Premises and Purchased Products

Mandatory Requirements	
O5	<p>Fittings and fixtures More than 100% of the purchased floor is PVC free. There is parquet from natural oak, stone, carpet or tiles.</p>
O6	<p>New purchases of textiles Newly purchased textiles are not treated with halogenated flame-retardants.</p> <p>Appendix nr. O6: Invoice from 2013 textiles purchasing.</p>
O7	<p>New purchases of low-energy lamps and fluorescent tubes Newly purchased low-energy lamps/ fluorescent tubes (single socket) have a service life of at least 10 000 hours. Newly purchased fluorescent tubes (double socket) have a service life of at least 20 000 hours. Rafal Ziolkowski, our Chief of Maintenance has the routine of checking the life service before any new purchase of low energy lamps and fluorescent bulbs.</p>
O8	<p>Kitchen rolls, paper towels and toilet paper > 90% of the volume of purchased tissue products is ecolabelled.</p> <p>Appendix nr. O8: Kitchen rolls, paper towels and toilet paper.</p>

Point score Requirements

		Points
P12	<p>Toner cartridges The empty cassettes are collected at the hostel and left at a recycling centre for reuse or recycling.</p> <p>Appendix nr.P12. Tonner cartridges recycling procedures.</p>	0.5
P13	<p>Office machines > 90% of office machines (computers, faxes, copiers, etc.) are operated with the standby function activated. In Reykjavik Downtown Hostel we have a 3 in 1 machine (printer + copier + fax) which operated with stand by function; and 1 USB Scan (Energy Star) which is only taking energy when scanning.</p>	1



<p>The Swan office agreed in 2011 on the exclusion of the 2 reception computers in the office machine definition. Point of sale computers need to be connected 24hours/day, 7 days/week and to be opened quickly. We consider the same can be applied for our key card printer that has no stand by function and has to be ready to print the whole day.</p>		
P14	Printed matter	2
<p>> 90% (measured as a percentage of production costs) of the printed matter ordered by the hostel is Eco labelled. Hostel marketing materials, brochures and key cardholders are printed at a Swan labelled printing company (license nr. 141-381) "Guðjón Ó".</p> <p>Appendix nr. P14: Ecolabelled printed matter certificate</p>		
P15	Ecolabelled soap and shampoo	2
<p>Ecolabelled soap and shampoo are used in > 90% of the bathrooms/toilets. Swan Eco labelled soap (license nr. 527-018) is used in all bathrooms/toilets for guests and in common area bathrooms. There is no shampoo provided.</p> <p>App nr. P15: Eco labelled soap and dispensers. P15.1: Pro Cream Hand soap - Pro Ren.</p>		
P16	Dispensers for soap and shampoo	1
<p>Soap and shampoo dispensers are installed in > 90% of the bathrooms/toilets. App nr. P15: Eco labelled soap and dispensers.</p>		
P17	Drinking glasses and mugs	1
<p>Only reusable glasses and reusable mugs are used by the hostel for serving beverages.</p>		
P18	Returnable bottles or barrels/tanks	0
<p>> 90% of the hostel's total volume of beer, soft drinks and mineral water are delivered in recycling containers, for example bottles, barrels or tanks. <i>Points are awarded for reuse but not recycling.</i></p>		
P19	Work clothes	0.5
<p>No work clothes are washed using traditional dry-cleaning methods.</p>		
P20	Working environment	0
<p>The establishment's working environment hasn't been analysed by an independent ergonomic expert.</p>		
P21	Purchase of ecolabelled consumables	4.5
<p>App nr. P21: Ecolabelled consumables.</p>		
P22	Ecolabelled durable goods/ infrequently bought commodities	1
<p>Appendix nr. P22: Ecolabelled durable goods.</p>		
P23	Ecolabelled services	2
<p>Our staff car is rented from the car Company Rás-Europcar which is ISO 14001 certified.</p>		



Aso, Gámar, the company that pick up our waste every week is ISO 14001 certified.		
App nr. P23: Ecolabelled services.		
<u>Extra point score requirement for youth hostels</u>		
P24	Sale of soap/shampoo/detergents	1
The hostel is selling only washing powder for guests, and it is Swan ecolabelled.		
App nr. P24: Washing powder, Danlind		

Total score for Hostel premises and purchased products: 16.5p
Maximum total score for Hostel premises and purchased products: 20p

3.3. Guest Rooms

Mandatory Requirements

- O9 Non-smoking rooms**
 > 60% of the rooms are non-smoking.
 All 19 guest rooms, common areas, guest kitchens, common bathrooms and toilets are non-smoking.

Point score Requirements

		Points
P25	Bed linen and towels	0
< 20 by weight are ecolabelled with the Nordic Eco label or the EU Flower.		
App nr. P25: Bed linen and towels.		
P26	Lighting	0.5
Between 50% - <90% of the lighting is presence controlled in the guest rooms.		
P27	Television sets	1
Guest rooms do not have television sets. The Hostel has 2 TV's in lounge. They are not ecolabelled; however, they have eco standby system and are being turned off during certain hours when guests are away.		
P28	Minibars	1.5
Guest rooms do not have minibars.		
P29	Water – saving showers	1
> 90 % of showerheads are the water saving type, with a flow rate of 10-12 litres/minute.		
P30	Single-level mixer taps	1



> 90% of the mixer taps are single lever mixer taps alternatively sensor controlled.		
P31	Disposable items	1
No disposable articles are used in the bathrooms/guest rooms.		
P32	Waste sorting	1.5
Guests have the opportunity to sort their waste into at least three fractions. App nr. P32: Waste management.		
P33	Waste paper bin	1
All bathrooms in which we are offering paper towels are equipped with a bin exclusively for paper, additional to the hygienic one. Rooms in which we are not offering paper towels are not equipped with a bin for paper.		
P34	Rooms adapted for the physically disabled or allergy sufferers	0
There are no rooms adapted for the physically disabled or allergy sufferers.		

Total score for Guest rooms: 8.5p.
Maximum total score for Guest rooms: 13p.

3.4. Kitchen and dining room

Mandatory Requirements

- O10 Disposable items**
Disposable items (such as plates, mugs and cutlery), individual portion packs or small packs are not used for the breakfast buffet or in the dining room.
- O11 Ecolabelled dishwashing chemicals**
> 70% of dishwashing chemicals are ecolabelled.

Appendix nr. 2.4.A: Declaration for supplier of chemical products.
Appendix 2.4 RDH chemical consumption/overnight 2013
Appendix nr. O11: Dishwashing detergent, Suma Ultra Pur Eco.
Appendix nr. O11.1: Dishwasher for guests, Planta Aloe.
- O12 Non-ecolabelled dishwashing chemicals**
The hostel only uses ecolabelled dishwashing chemicals.

Appendix nr. 2.4.A: Declaration for supplier of chemical products.
- O13 Non-smoking dining area**
The hostel's dining area is a non-smoking area.



Total score for Kitchen and dining room: 6.5p.

Point score Requirements

	Points
P35 Organic food items and beverages Hostel serves 18 organic certified products and beverages. App nr. P35: Organic foodstuffs and beverages. App nr P35.1: Foodstuffs and beverages invoices & certifications 2013.	2.5
P36 Fair-trade products Hostel serves at least one Fair-trade product. Hostel's Fair-trade products: Brown Sugar and several kinds of tea. App nr. P35: Organic foodstuffs and beverages. App nr. P35.1: Foodstuffs and beverages invoices & certifications 2013.	1
P37 Ecolabelled dishwashing chemicals > 90% of the dishwashing detergents are ecolabelled. Appendix nr. 2.4.A: Declaration for supplier of chemical products. Appendix nr.2.4 RDH chemical consumption/overnight 2013 Appendix nr. O11: Dishwashing detergent, Suma Ultra Pur Eco. Appendix nr. O11.1: Dishwasher for guests, Planta Aloe.	2
P38 Dosage of dishwashing chemicals All large dishwashers have automatic dosing of dishwashing detergents and the automatic dosing system is inspected at least 1 time per month by our Chief of Maintenance. Appendix nr.O11: Dishwashing detergent, Suma Ultra Pur Eco.	1

Maximum total score for Kitchen and dining room: 7.5p.



3.6. Cleaning and laundry

Mandatory Requirements

O14 Disinfectants

The hostel is using Swan ecolabelled product "Iðnaðar Undri" (licence nr. 165 005th).
The quantities of disinfectants are included in the total consumption of Chemicals (section 2.4).

Appendix nr. 2.4.A: Declaration for supplier of chemical products.

Appendix nr. O14: Disinfectant, Undri.

O15 Ecolabelled laundry detergents

The hostel had been using only Swan ecolabelled washing powder "Danlind" (License nr.:2418142762).

Appendix nr. 2.4.A: Declaration for supplier of chemical products.

Appendix nr. P24: Washing powder, Danlind.

O16 Non-ecolabelled laundry products

The hostel only uses eco labelled laundry detergents.

O17 Ecolabelled cleaning products

50% of chemical cleaning products for general cleaning (based on the active substances) are ecolabelled.

Appendix nr. 2.4.A: Declaration for supplier of chemical products.

Appendix 2.4. RDH chemical consumption/overnight 2013

O18 Non-ecolabelled cleaning products

The hostel is using 1 non-ecolabelled cleaning product: Fix Universal.

Appendix nr. 2.4.A: Declaration for supplier of chemical products.

Point score Requirements

	Points
P46 Cleaning without chemicals	0
<i>This requirement does not apply to Youth Hostels.</i>	
P47 Ecolabelled laundry products	2
> 90% of the amount of chemical laundry products (calculated in terms of active substances) is ecolabelled.	
Appendix nr. 2.4.A: Declaration for supplier of chemical products.	
Appendix nr. 24: Washing powder, Danlind.	
P48 Ecolabelled cleaning products	2
> 80% of the amount of chemical products used for regular cleaning (calculated in terms of active substances) is ecolabelled.	
Appendix nr. 2.4.A: Declaration for supplier of chemical products.	



P49	Bed linen and towels	1
Bed linens and towels are washed by the hostel.		
P50	Exact dosing	0
The hostel does not use an automatic dosage system, but clear instructions and dosage is on our products. Appendix nr. P50: Our manual dosing system. Appendix nr. P50.1: Chemicals and dosage description.		
P51	Concentrated products	1
> 50% of cleaning products are concentrated. Appendix nr. 2.4.A: Declaration for supplier of chemical products Annexe nr P50.1: Chemicals and dosage description		

Total score for Cleaning and laundry: 6p
Maximum total score for Cleaning and laundry: 11p

3.7. Waste

Mandatory Requirements	
O19	Hazardous waste All hazardous waste and special waste the hostel produces is sorted at source and disposed of in the best possible way from an environmental point of view in accordance with guidelines from the authorities. The following divisions exist: paint, solvents and waste oil (where relevant), batteries, light sources that contain heavy metals, i.e. fluorescent tubes and low-energy lamps, electronic waste.
O20	Waste sorting Waste is sorted into the divisions stipulated by the municipality, a minimum of 4 of divisions.
O21	Batteries Battery collection is available for guests.

Point score Requirements

	Points
P52	Further waste sorting
Waste is sorted into more than four fractions (0.5p per fraction). Appendix nr. P32: Waste management.	
P53	Returnable packaging
	1



<p>Only 2 suppliers supply goods in returnable packaging at least twice a month. <i>BioBu</i>: Yogurt (10 L) in plastic buckets and Yogurt (25 ml) in returnable paper boxes. They take all back regularly. Also <i>Ræstivörur</i>: cardboard boxes containing paper napkins. In addition, <i>Storkaup</i> also picks up their cardboard boxes when they deliver their products.</p>		
P54	Organic waste	1
<p>Organic waste from guest and staff kitchens is collected in special bins and sent to <i>Gámar</i>, where it is used to make compost.</p>		

Total score for Waste: 6p
 Maximum total score for Waste: 6p

3.8. Transport and distribution

Point score Requirements

		Points
P55	Own vehicles	0
<p>The hostel is using a leased car to transport goods which is not matching the Swan criteria.</p>		
P56	Public transport	1
<p>Information about public transport to and from the hostel is available to guests. Clear information and timetables are provided at reception. The hostel is located Downtown. Considering the size of Reykjavik, the guests can access many places by foot: Museums, shops, restaurants, and tourist information...</p>		
P57	Bicycles and horses	1
<p>Bicycles are available for rent during the summer months and guests are provided with clear information as to this possibility.</p> <p>Appendix nr. P57: Guests transportation.</p>		

Total score for Transport and distribution: 2p
 Maximum total score for Transport and distribution: 3p



3.9. Extra points from the limit values

Extra Points		Points
P58	Limit values (max. 4p)	4
The hostel satisfies all four limit values, energy (electricity), water, waste & chemicals.		
P59	Energy consumption lower than limit value (max. 4p)	4
The establishment's total energy consumption is 95% lower than the limit value for energy. Documentation for the calculation of the energy limit value is determined by section 2.2.		

Total score for Limit values: 8p
Maximum total score for Limit values: 8p

3.13. Extra requirements and adaptation for youth hostels

Mandatory Requirements	
O25	<p>Dishwashing detergents and cleaning chemicals All chemicals for dishwashing and cleaning that are provided to the guests are ecolabelled: laundry detergent Novaren and Danlind, handsoap Pro Ren, and dishwashing soap Planta Aloe.</p> <p>App nr. O25: List of chemicals used by guest</p>
O26	<p>Waste Guests have clear, simple instructions how to sort their waste.</p> <p>App nr. O26: Guest information. App nr. O26.1: Recycling signs update 2013</p>



3.14. Environmental management

App nr. 42: Environmental Management

Mandatory Requirements

O27 Organisation and responsibility

The hostel's organisational structure is described along with individual responsibility in environmental areas.

Appendix nr. O27: Organisation and responsibility.
O27.1: Description Green Messenger.

O28 Actions to reduce environmental impact

App nr. O28.a: Implementation of action plan 2013.
App nr. O28: Action plan 2014

O29 Legislation and regulatory requirements

The hostel ensures the fulfilment of legislation, including legislation on the working environment, external environment, finances, hygiene and health.

O30 Information about the Swan for employees

Full-time employees, part-time employees, trainees, interns and contractors participating in the day-to-day operations have received knowledge to ensure that requirements of the Nordic Eco label licence are met. All employees have been informed annually about the hostel's environmental work, including action plans for continuous environmental improvements and the result of the measurements concerning the limit values for the Nordic Eco label licence.

Appendix nr. O30: Information for the employees.
O30.1: Stickers in the cleaning storages.
O30.2: Educational staff visits and activities
O30.3: Eco information package for staff.
O30.4: Eco quiz.
O30.5: Green news

O31 Guest information

Guests are informed about their stay in a Nordic Ecolabelled hostel and therefore their contribution to reducing the environmental impact of their stay and of the hostel's environmental efforts. More information in hostel website: www.hostel.is

Appendix nr. O26: Guest information.
Appendix nr.O31: Educational events

**O32 Continuous measurements**

The hostel has procedures for measuring and documenting the limit values for the Swan license for water, energy, waste and chemical products as follows:

- *Energy use – monthly*
- *Water use – monthly*
- *Chemical product quantity – yearly*
- *Waste quantity – monthly*

Since the end 2010, the hostel has been implementing a regular eco-audit. 2 times per week, the green messenger checks the hostel according to an eco-audit board. The Green Messenger has to follow, fill, and give it to the manager each month.

Appendix nr. O32: Continuous measurements – Waste analyse.

Appendix nr. O32.1: Eco-audit

O33 Documentation of Swan requirements

Swan annual report and requirements have been placed on the Staff Diary online before. All documentation is published in the staff diary and is also available in a printed format that is easily accessible for the staff and is located in the reception area.

<http://www.hostel.is/Sustainability/TheSwanEcoLabel/>

O34 Energy-demanding equipment and service log

The hostel maintains list of energy-demanding technical equipment. For every year we have a maintenance plan where checking and service for this equipment is included and we have maintenance logbook about all the failures and repairs done. Every environmental area has its own checklist for service responsibility.

Appendix nr. O34: Equipment with a high level of energy consumption.

O35 Handling of chemical products

The Hostel has readily accessible, clear and easily understood instructions for the staff regarding the dosage and handling of chemical products. A written list of products is kept. Cleaning product lists are in every housekeeping storage place. And safety datasheets are available to staff in the Swan folder. This list is updated every year.

Appendix nr. P50: Our manual dosing system.

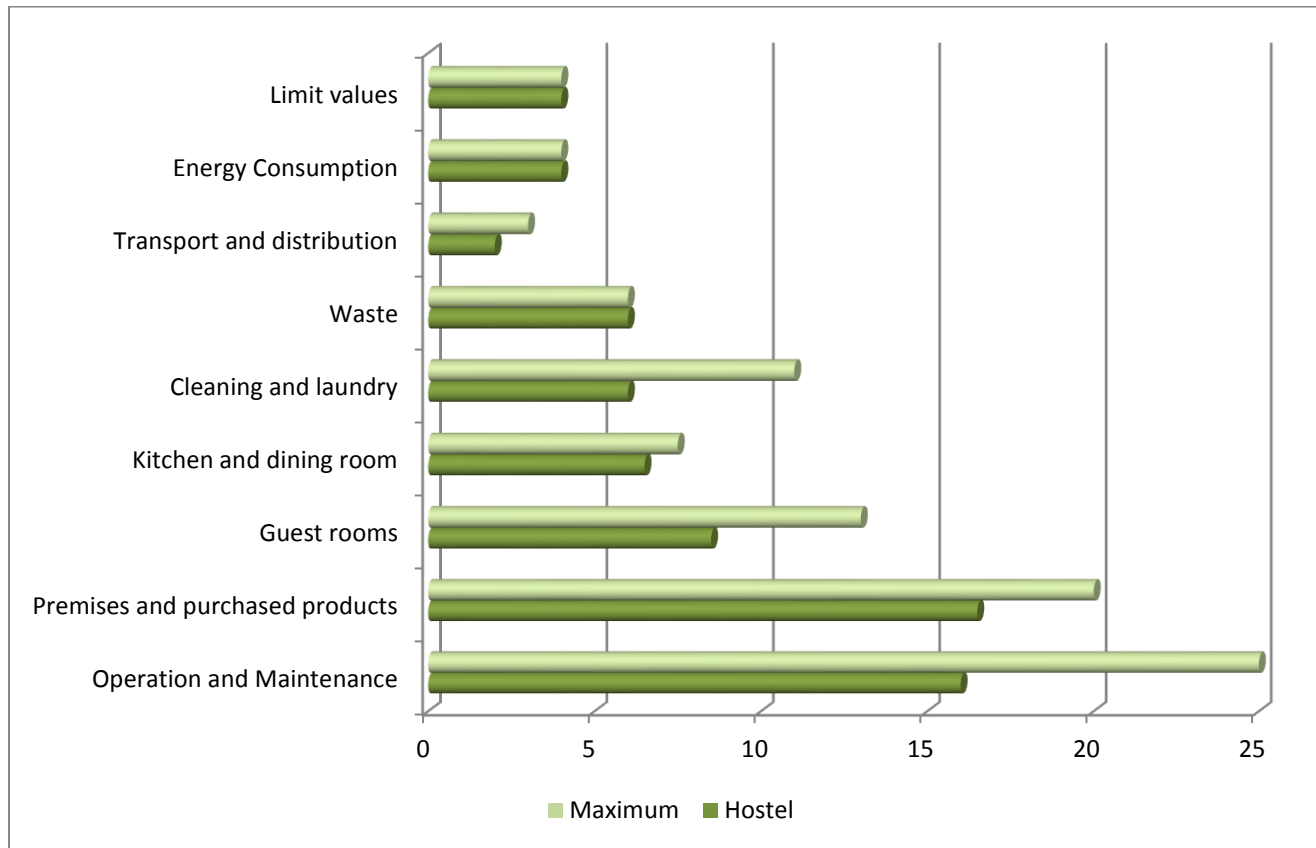
Appendix nr. 37: Chemicals and dosage description.

O36 Annual follow-up

The Nordic Eco label organisation follows up the environmental requirements of the report annually. For instance, a written follow-up to the report is returned detailing some of the things which could be improved, the hostel replies to this within the one year response time. Last Swan representative visit to our hostels took place on 3rd October 2012.



3.15 Total Score



Hostel Score	Max. Possible Score
69,5 points	85.5 points

We achieved 81,28 % of the maximum score in 2013!