

Green Hostels Audit Report

Sæberg

Alta ehf

May 2014





AUDIT REPORT: Sæberg

This audit for Sæberg 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. Sæberg Hostel has applied for Green Hostel certification. Sæberg was established in 1987 and operates from March until November every year. Sæberg has 30 beds on two floors in the main building along with 2 cottages that have 4 respective 5 beds. Sæberg is equipped with a guest kitchen, staff kitchen, shower facilities, dining room, common area, lobby and sanitary facilities. Breakfast is served from June – August but can be requested outside of that period. Sæberg has 1–3 employees, one on yearly basis and 1–2 in summer time.

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 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 2014.



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. In the guest kitchens and when making own food there should only be offered reusable tableware.</p>	✓	The hostel fulfils this point
<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). 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>	✓	The hostel tries, when possible to buy in bigger units. However, the shopping must be done in Reykjavík to be able to get bigger units.
<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. 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>	✓	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. 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. If breakfast is available, water is offered.</p>	✓	The hostel fulfils this point when breakfast is served .



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 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>		<p>Always buy Icelandic local products if possible. They are always bought within the district. Sæberg offers special crisps from the nearby bakery and buys cucumber and tomatoes from the district. The hostel is encouraged to tell its guests where their products come from</p>
<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>		<p>Home-made rye bread and rhubarb jam along with local dairy products are served.</p> <p>The Hostel is encouraged to include organic or fair-trade coffee and tea.</p>





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 sorpmagni 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 	✓	<p>The hostel fulfils this requirement.</p> <p>F.x.</p> <ul style="list-style-type: none"> • All plastic bags are reused as much as possible • here are no paper towels for drying hands or wiping off the tables • all toilet paper is recycled and eco-labelled
<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 Farfluglum 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 waste. The signs for waste classification are from Farfluglar and they are properly displayed offering a clear classification for guests.</p>	✓	<p>The hostel fulfils this requirement.</p>
<p>2.1.3. Starfsfólki eru kynntar vinnureglur um losun og meðhöndlun á sorpi.</p> <p>Staff is trained about disposal and handling of waste.</p>	✓	<p>The hostel is implementing the Hostel Quality system and uses checklist to ensure that e.g. handling of waste is right.</p>
<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 	✓	<p>The hostel fulfils this requirement.</p> <ul style="list-style-type: none"> • Cans, bottles and batteries are collected and transported to appropriate services



<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 		<ul style="list-style-type: none"> • All biodegradable waste is put in a pile along with hay and other organic matters located on its property. The organic compost is then used as fertilizer and soil amendment after it has decomposed. This is an experiment that was initiated in spring 2014. • Medicine and toxic substances are collected and returned.
<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 Reading material that is left behind is gathered for the hostels' library.</p>		The hostel fulfils 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 neðantalinna sorpflokka (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 		<p>The hostel fulfils this requirement.</p> <p>Cardboard paper is collected and used during lambing time.</p>
<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>The hostel fulfils this requirement.</p> <p>Shoes and clothes are donated to the Red Cross at the end of the season.</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 þvottaaðstöðu. 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 fulfils this requirement. See picture in the end of the report.
<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 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.



Hostel

<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>The hostel fulfils this requirement.</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 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>The hostel fulfils this requirement.</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 fulfils this requirement.</p>



Hostel



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. The cloths are eco-labelled.

ENERGY & WATER




3.2. 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>The hostel fulfils this requirement.</p> <p>Right now the hostel can only measure energy because it doesn't have a water meter.</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 kipt 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>	✓	The hostel fulfils this requirement.
<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 hreinlætistöki 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>		<p>The owner is aware of this point and will act accordingly.</p> <p>None of the toilets have double flash option at the moment.</p>
<p>4.1.5. Gestir eru hvattir til að spara orku með því að slökva ljós. Merking er til hjá Farfluglum.</p> <p>Visitors are encouraged to save energy by turning off lights. Labels available from Farfluglar.</p>		<p>The Hostel fulfils this requirement.</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/equipments after work to save power. Mention three examples of inventory</p>		<p>The hostel fulfils this requirement.</p>
<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>		<p>The hostel fulfils this point and has made a special effort on the in 2014.</p>
<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>		<p>Energy usage is monitored.</p>




<p>4.2.4. Gestir eru hvattir til að spara vatn 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.
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4. TRANSPORTATION

4.1. 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. On site, information shall be provided for walking paths and interesting sightings that can be reached either by foot or bicycle.</p>		There is a big map of the area with information available; also, verbal information is given.
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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. 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>		The hostel fulfils this requirement..
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5. EXTERNAL SURROUNDINGS

5.1. 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>	✓	The hostel fulfils this point.

5.2. 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>	✓	The hostel fulfils this point but as they don't use any toxins.
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6. ENVIRONMENTAL EDUCATION




6.1. 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>		<p>The hostel fulfils this requirement. Right now, the owner is the only employee, however, for the high season, one or two more are hired that will be trained.</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>The hostel fulfils this point.</p>

6.2. 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.</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 fulfils this point; “your 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 Vistvernd í verki á undanförunum tveimur árum. Námskeið er</p>		<p>The Hostel fulfils this requirement.</p>



<p>haldið reglulega á vegum Farflugla. 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 Farflugla.</p>		
<p>7.2.4. Útbúa og viðhalda aðgerðaáætlun þar sem markmið Farfluglaheimilisins 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 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>		An Action Plan has been created that states the hostel's goals as well as who is responsible for each project along with precise timeframes.



Green Hostels Audit Report - Sæberg Hostel

