

WHAT YOU NEED FOR EACH STEP OF THE QUESTIONNAIRE

Step 1: General information: Give your Project a title (1 min)

- Know some general information about your hotel

Step 2: Hotel Type, occupancy and staff: Describe key elements influencing your energy needs (5 min.)

- Consult your occupancy records
- Consult your employment records

Step 3: Hotel Description: Gather information on your hotel building and geographical area to determine your energy needs and opportunities (5 min.)

- Consult your architectural plans
- Carry out a visual inspection of your hotel
- Consult climate charts for your area
- Look for missing information on the internet

Step 4: Energy Consumption: Show all the energy sources you use currently (10 min.)

- 12 months of all your energy bills

Step 5: Renewable Energy Use: show all the renewable energy sources you use currently (10 min.)

- Gather information about existing renewable energy systems that the hotel has in place
- Obtain information from local authorities or regular entities (For river access and water flow)
- Carry out a visual analysis of surrounding area (e.g. identifying un-shaded areas (for solar panels) or areas un-blocked by trees/buildings/large equipment etc. (for wind turbines and solar panels))
- Consult hotel's architectural plans
- Measure the area of the available space (width, length and height).

Step 6: Energy Profile: Explain what energy efficient measures you have already undertaken

- Gather information about the energy management measures that are already implemented in your hotel
- Carry out a visual inspection of the hotel
- Review relevant files and archives related to implemented measures
- Look at equipment manufacturing manuals
- Collect missing information from the internet
- Contact the manufacturer