

## Recycle more and save

Sort through a typical waste bin in a hotel or guest house and you will find 40 per cent filled with paper and cardboard, 20 per cent with food waste and 15 per cent with bottles, cans and plastic<sup>1</sup>. All of these materials are recyclable.

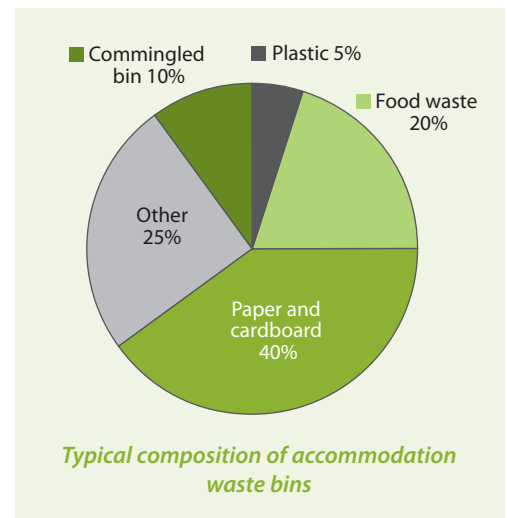
That means more than half of the material currently thrown out with the rubbish could be recycled instead of going to landfill. By putting these materials in the correct recycling bins your business could save money via a reduced waste collection charge.

Consider donating surplus food. Many hotels give excess food to charities like OzHarvest, which provides meals to people in need.

Visit [lovefoodhatewaste.nsw.gov.au/business](http://lovefoodhatewaste.nsw.gov.au/business) to use our food donation toolkit.

One hotel looked at waste creatively, converting mattress protectors into ironing board covers and damaged and worn table cloths into napkins. Another idea is to use worn towels and linens as cleaning and polishing rags.

By minimising waste, you will help save our environment and reduce greenhouse gas pollution.



## Simple ways accommodation services can reduce costs

Think in terms of the waste hierarchy. How can you avoid, reduce, reuse or recycle?

- Avoid** → **Do we need it?**
- Reduce** → **Do we need so much?**
- Reuse** → **Can we use it again?**
- Recycle** → **Can someone else use it or turn it into other products?**



### AVOID

Two key areas where hotels can avoid waste are paper and food.

Maintaining a culture of good housekeeping and stock control are critical in food preparation. By planning you can reduce food spoilage and the possibility of having to dispose of out of date product. Offer incentives and train staff so that they understand the issues that lead to food loss.

Other ways accommodation services can avoid waste:

- Communicate and store information electronically, instead of using paper. This will save money, time and space.
- Instead of supplying each guest with newspapers and assorted hotel brochures, ask if they would like them. You can provide newspapers and other publications in the lounge or dining room for guests.
- Avoid disposable plastic bottles for soap, shampoo and conditioner. Use liquid dispensers that can be refilled and reused.
- Provide sugar and condiments in bowls or glass dispensers rather than providing individual sachets.
- Supply drinking water in jugs rather than individual plastic bottles.

Visit [lovefoodhatewaste.nsw.gov.au/business](http://lovefoodhatewaste.nsw.gov.au/business) for more tips and ideas to avoid food waste.



## REDUCE

Speak to your suppliers about their packaging. Find out if they can take back packaging or will supply the same product in reusable outer containers. If your recycling service will not collect plastic drums or large detergent and chemical containers, return them to your suppliers. Most suppliers will collect, wash and refill them.

Save money by matching your bin collection timetable to your business needs. If your bins are not normally full after a week, then consider moving to a fortnightly collection cycle.

Here are some other ways to reduce waste:

- Offer clients the option of different portion sizes. This will directly reduce food waste.
- Instead of discarding the remainder of clean toilet rolls, use them in staff toilets.
- Use double-sided printing and recycled paper. Reduce ink costs by printing in draft mode whenever possible.
- Keep work areas clean and tidy. If things are well-organised and labelled, staff will know where everything is and that can encourage them to only use the resources that are needed.



## REUSE

Give guests the option of reusing products during their stay. Using the same towels and linen for several days reduces handling and laundry costs. You could also:

- Donate furniture or fittings plus used magazines and other material to charities.
- Provide staff with reusable cups, crockery and cutlery for meals.
- Repair damaged and worn uniforms, sheets, tablecloths and towels for continued use.



## RECYCLE

Go to **[BusinessRecycling.com.au](http://BusinessRecycling.com.au)** to find a local recycling service. This website allows you to search for service providers in your area that collect specific materials for recycling or allow you to drop it off.

Look for extra places where recycling material can be stored for collection inside and outside the building. Share recycling bins with another business.

Ask your recycling service to provide staff training signs and information on the latest innovative systems. Negotiate the best way to work together to get a reduced charge for pick up.

Make sure your staff, contractors and cleaners follow your recycling program and that they put materials in the correct bins.

Here are some other ways to improve recycling:

- Encourage guests to contribute by offering them the option to recycle.
- Put up signs about the different ways your hotel is reducing waste and recycling.
- Buy products with recycled content such as napkins, toilet paper, office printer paper and packaging.
- If your brochures, catalogues, sales letters and other promotional material are printed on recycled paper, mention that in the content. This helps build demand for more products made from recycled materials.

Publicise your waste reduction and other environmental policies and you may attract and retain more environmentally conscious visitors.

### For further information

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