

Communities:

Our goal is for the Hilton Family of Hotels to be seen as leaders within the communities in which we operate on all issues of sustainability.

We will be seen as a business that gives back to our communities and the environment more than we take from them.

Training/Team Members:

Educational and engagement programs are in development for all of our brands and team members, including online learning, centralized web content, and various training modules.

Sustainability is a business discipline that every one of us must master and factor into our daily activities and decision-making processes.

Sustainable innovation also provides an opportunity to improve the well-being and productivity of all team members through initiatives to use fewer chemicals and create better work facilities as we drive sustainable practices throughout the business.

What is the Hilton Family of Hotels Doing Now?

While the announcement of a global commitment, mission and goals toward sustainability came in 2008, we have long been pursuing sustainable practices.

Following are highlights of various activities underway within the Hilton Family of Hotels and are by no means a comprehensive list.

Energy Efficiency**Alternative Energy:**

- Hilton is actively evaluating and implementing alternative energy options in our facilities including solar technology, co-generation, and the use of fuel cells as they become increasingly more affordable and reliable
- These technologies will allow us to further decrease our dependence on current energy providers and resources
- In the U.K. and Ireland, the introduction of carbon-free electricity has reduced CO2 emissions in participating Hilton hotels by more than 64,000 tons, or 56% of our carbon footprint
- A number of southern European hotels, including Barcelona Diagonal Mar, Madrid Airport and Vilamoura, as well as the Pointe Hilton Resort Tapatio Cliffs in Phoenix, Arizona, have been fitted with solar collectors for the purpose of producing domestic hot water
- Sales teams in Europe frequently use electrical cars for their trips: some are even charged via photovoltaic (solar energy) collectors

First Fuel Cell Installed Atop a Hotel:

• The prime 1,980-room property Hilton New York completed the rigging of a PureCell™ Model 200 Commercial fuel cell power system, one of the cleanest power generating technologies available today, on May 20, 2007

- Nearly three times more energy efficient than the electric grid when used in combined heat and power applications
- Will operate without combustion to continuously provide power and domestic hot water for hotel operations

Lighting:

- Hilton implemented an energy efficient lighting retrofit program for its guest rooms several years ago
- Using state-of-the-art compact fluorescent and other lighting technology provides an environment that our guests desire
- The retrofit reduced wattage consumption by just over 70%, from 750 watts, on average, to 220 watts, while actually increasing the level of light, making the room brighter for our guests
- Company-wide effort has conserved millions of watts of electricity annually without impacting the comfort of our guests
- The Family of Hotels Exterior Identity Program has moved completely away from neon tubing, which can contain mercury, to virtually 100% LED which is environmentally friendly
- Also moving toward electronic ballasts to power fluorescent sign lighting, thus reducing energy consumption and in some instances, circuitry
- Many Hilton hotels all over the world show their consideration for the state of the global environment by participating in an annual Earth Hour event. This symbolic global initiative organized by the WWF on the last Saturday in March involves switching off non-essential lights for one hour. The participating hotels in Europe, U.K., and Middle East took this opportunity to organize special guest related events such as candle lit bars, lounges, and/or dinners and "green" drinks, all of which experienced high guest participation.

Heating and Cooling:

- Moving toward R-134A, an HFC refrigerant, in large chillers, and phasing out CFC, which contains chlorine
- Currently evaluating R-410A, which is a refrigerant for the future
- Central Plants for new large hotels use Variable Frequency Drives to reduce power consumption in off peak hours
- HGVC hotels use water source heat pumps on specific projects that inherently have heat recovery capabilities

Water Conservation**Conserve to Preserve:**

- Program with nearly 100% participation throughout our Family of Hotels gives our guests the option to have their sheets and towels changed less frequently
- Saves millions of gallons of fresh water monthly while also reducing waste water and the use of chemicals and energy resources

Water Conservation Equipment:

- Constantly seeking the latest in laundering equipment that utilizes the greatest water reduction technologies
- Investing in state-of-the-art equipment has reduced the amount of water used to clean every pound of linens from approximately two gallons of water downward to one gallon, i.e. if full service occupied rooms on average use 11.5 pounds of linens per room, a single large, fullyoccupied hotel (1,500 rooms, on average) with a typical stay of two nights can reduce water usage, through implementation of these programs, by over 17,000 gallons during the two day period
- Installation of restricted-flow showers in hundreds of thousands of guest rooms within hotels, as well as automated faucets and toilets located within restrooms dedicated to public areas of hotels
- A number of hotels collect rain, canal or river water for irrigating green areas

Recycling

Impact and Opportunities:

- Hotels generate large quantities of items that can be recycled, including but not limited to
 - Recyclable plastics • Cardboard
 - Aluminum and steel cans • Glass
 - Cooking oil • Other foodstuffs
- The hospitality industry has the potential to dramatically reduce the amount it contributes to our landfills
- Through our combined efforts we can all make a substantial and favorable impact on our environment, reducing the waste stream to landfills and related energy usage transporting and processing these products

Present and Planned Action:

- Hilton instituted the initial company recycling program guidelines in the early 1990s
- We've provided training and specific instructions on how to start and manage a successful recycling program
- Program has recently been incorporated into our Engineering manual, and remains in the Housekeeping manual, both of which are available to all our Family of Hotels electronically
- Currently evaluating our current in-room recycling program to ensure that we maximize guest opportunities to participate in recycling many of the materials most commonly thrown away in guest rooms, such as cans, bottles, newspapers, magazines, and office paper
- Waste sorting and recycling is a frequent practice at many European hotels, with initiatives ranging from the reuse of printed paper for internal notes, exchanging disposable plastic cups for mugs, to utilizing leftover guestroom toiletries in the team member areas
- Opportunities for establishing unique partnerships with local communities or organizations are also present: the Chief Engineer at Hilton Mauritius worked with the Mauritius Research Institute to test the re-use of kitchen oils in his vehicle, and Hilton Nairobi sells used cooking oil to a logging company for use as a lubricant on saws instead of much more polluting mineral oil

LEED Prototype Toolkit and LEED Process Overview

This LEED Prototype Toolkit will assist owners, project teams, and contractors to achieve LEED for New Construction (2009) certification for individual Hilton Hotel locations. The LEED for New Construction (LEED-NC) rating system is for new building construction and for significant renovations or building additions.

This LEED Prototype Toolkit contains:

- This **LEED Prototype Toolkit and LEED Process Overview**, which provides guidance on how to use and customize the LEED Prototype Toolkit.
- An **Annotated LEED-NC Scorecard**, which summarizes each LEED-NC credit, with its intent and specific requirement(s), and a preliminary assessment of the feasibility of implementing each credit at a Hilton Hotel, based on the D&C standards.
- **Sustainable Materials Recommendations**, which include a listing of materials specified for the hotel along with relevant sustainability concerns for each material, as well as a separate summary of **LEED emissions limits**.
- **Sample Specifications**, intended as informational aides in integrating LEED-NC requirements into project specifications. Incorporation into the project specs should be relevant to the LEED measures being pursued by the team. (See "The LEED Process" below for more detail.)

This Prototype Toolkit is based on the Hilton D&C Standards, dated January 2008.

The LEED Process

The Annotated LEED-NC Scorecard will help you identify which credits the project team would like to pursue. This is best done at a "charrette" attended by all of the major building stakeholders, including the owner, all project design team members, general contractor, and relevant subcontractors. Having at least one LEED Accredited Professional participate will be extremely helpful.

The credits that the project team is able to achieve will vary with many factors, including hotel location, construction type, and site design. Hotels in urban locations more easily earn credits for developing in a dense area and providing access to public transportation, while hotels in rural areas can more easily earn points based on providing additional landscaped area. In addition, a higher percentage of recycled content can more easily be incorporated into steel and concrete building materials; this is more difficult for wood-based buildings. The Annotated Scorecard discusses these variables in more depth.

Once credits to pursue have been selected and a desired LEED certification level established, the project can be registered with the U.S. Green Building Council (USGBC) at <http://www.usgbc.org>. Once your project is registered, you will be able to start downloading and filling out credit templates from LEED Online, the documentation management system for projects pursuing LEED certification. Using LEED Online, you can track and manage credit documentation as LEED requirements are integrated into the project design and construction. It is recommended that you purchase a copy of the LEED Reference Guide for Green Building Prepared by KEMA Page 1 of 2 Issuance Date: 6/12/09 Prepared by KEMA Page 2 of 2 Issuance Date: 6/12/09 Design and Construction, which outlines the exact credit requirements and provides guidance on how to implement and document LEED measures. The LEED Reference Guide should be followed in detail and can be purchased from usgbc.org.

The Sample Specifications and Sustainable Materials Recommendations included in this LEED Prototype Toolkit will be useful as construction documents are developed. In addition to providing text which can be integrated throughout the specs, the Sample Specifications also include several sections devoted to LEED-NC requirements, as well as guidance on developing an Erosion and Sedimentation Control Plan.

The specific LEED sections include:

- Sustainable Design Requirements (01 81 13)
- Construction IAQ Management (01 44 00)
- Construction Waste Management and Disposal (01 74 19)
- Commissioning (01 91 00)

As indicated above, the Sample Specifications will need to be altered, depending on which credits are being pursued; the LEED-NC credit that pertains to each item is clearly marked. Of course, the project spec writer retains ultimate responsibility.

The Sample Specifications include not only what contractors and subcontractors need to do to meet LEED-NC requirements, but also what documentation they need to submit to demonstrate compliance to the USGBC. It will be important that one person on the project team collects these contractor submittals and other project documentation on an ongoing basis, verifies their completeness and compliance with LEED requirements, and ensures that they are uploaded, as appropriate, to LEED Online.

Direct LEED certification costs include a small upfront fee when the project is registered, and then a larger fee, based on building square footage, when documentation is submitted for certification. For more information about LEED, current costs, and the LEED process, please visit <http://www.usgbc.org/>



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