

Hotel Best Practice: Managing Energy Efficiency During Low Occupancy



OWNER
ADVISORY
GROUP

Hotel Advisory & Asset Management Services

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Purpose & Requirements

To provide the operating processes and procedures on managing energy efficiency during low occupancy.

While rooms are out of service:

- **Turn down thermostats.** Ensure guest room thermostats in unrented rooms are set to unoccupied set points.
- **Perform a night walk**
 - Ensure lights, exhaust fans, and kitchen appliances are off when not in use, especially if kitchen hours are reduced or closed for an extended period of time.
 - Turn off coffee pots, food warmers, and empty and drain under used ice machines.
 - Turn off spa amenities that may be on timers, such as steam and sauna rooms and bed warmers in treatment rooms.
- **Setback/shut down areas and amenities taken out of service,** including turning off lights and equipment and setting temperatures to unoccupied setpoints.
 - Ballrooms, conference rooms, meeting areas and pre-function areas.
 - Restaurants, bars, and dining areas. (If food inventory will remain low, consider consolidating refrigerated and frozen goods into fewer units and setting back temperatures in unused units).
 - Fitness centers and/or spa, if they are closed.
 - Back of house areas that will remain unoccupied.
- **Perform deferred preventative maintenance**
- **Stop heating pools and hot tubs**
 - Leave pumps on to circulate and filter water. Set the space temperature 1-2°F above the ambient water temperature.
- **Dedicate certain guest room floors/wings for use, in order to:**
 - Turn off hallway lights, ice makers, vending machines, etc. in the unused areas/floors.
 - Close guestroom blinds fully to reduce cooling load for solar heat gain.
 - Setback temperatures further than normal and potentially turn systems off.
 - Take the top floor out of service to reduce the increased solar load on cooling from those rooms. Setback temperature and fully close the drapery.