



LEED SIGNAGE SYSTEM

Wink Hotel Saigon Centre

Wink Hotel Saigon Centre project has built an educational program to educate and raise awareness of occupants and visitors of the benefits of a green building (specifically a green hotel building). The program includes a comprehensive system of signage showing sustainable features of the building concerning these main factors:


- Parking
- Smoking policy
- Energy and water savings
- Waste management


I. LEED INFORMATION SIGNAGE


The signage showing LEED categories will be placed at reception area which is close to the building’s main entrance. It helps generate and raise public awareness and understandings of LEED certification and its core values.


LEED INFORMATION


LEED, or Leadership in Energy and Environmental Design, developed by the U.S Green Building Council (USGBC) promotes a whole-building approach to sustainability by recognizing and rating performance in these key categories:


 **Integrative Process:** To support high-performance, cost-effective project outcomes through an early analysis of the interrelationships among systems.


 **Location and Transportation:** encourages compact development, alternative transportation, and connection with amenities, such as restaurant and parks; considers the existing features of the surrounding community and how this infrastructure affects occupants' behavior and environmental performance.


 **Sustainable Sites:** discourages development on previously undeveloped land; seeks to minimize a building's impact on ecosystems and waterways; encourages regionally appropriate landscaping; controls stormwater runoff; and promotes reduction of erosion, light pollution, heat island effect and construction-related pollution.


 **Water Efficiency:** encourages smarter use of water. Water reduction is typically achieved through more efficient appliances, fixtures and fittings inside and water-conscious landscaping outside.


 **Energy and Atmosphere:** encourages a wide variety of energy-wise strategies: energy-use monitoring; efficient design and construction; efficient appliances, system and lighting; the use of renewable and clean sources of energy, generated on site or off site; and other innovative measures.

 **Materials and Resources:** encourages the selection of sustainably grown, harvested, produced and transported products and materials. It promotes waste reduction as well as reuse and recycling, and it particularly rewards the reduction of waste at a product's source

 **Indoor Environmental Quality:** promotes strategies that improve indoor air as well as those that provide access to natural daylight and views and those that improve acoustics.

 **Innovation and Design Process:** provides bonus points for projects that use innovative technologies and strategies to improve a building's performance well beyond what is required by other LEED credits, or to account for green building considerations that are not specifically addressed elsewhere in LEED. This category also rewards projects for including a LEED Accredited Professional on the team to ensure a holistic, integrated approach to the design and construction process.

 **Regional priority:** address regional environmental priorities for buildings in different geographic regions. Four bonus points are available in this category.



LEED Rating System	
Certified	40 – 49 points
Silver	50 – 59 points
Gold	60 – 79 points
Platinum	80 points and above

Source: <http://www.usgbc.org>

HOTELS**II. PARKING AREA****1. Bike parking**

Signage showing spaces reserved for the hotel's occupants (long-term) and visitors (short-term) will be installed in parking area, at designated place as in the as-built drawing of parking area.

**2. Carpool parking**

Signage showing reserved space for the carpool parking will be installed in parking area, specifically at designated place as in the as-built drawing of parking area.





3. Green vehicle & EVSE

Signage showing reserved spaces for the electric car and charging station (electric vehicle supply equipment) will be installed at designated area as in the as-built drawing .



III. SMOKING POLICY

Smoking is prohibited in all areas of the hotel. No-smoking policy and signage will be placed at visible and noticeable areas for both guests and employees. The stamped policy will be placed at reception area while no-smoking signage will be placed at the building's entrance and indoor areas such as parking area, corridors, toilets, common areas, etc.).





IV. ENERGY AND WATER SAVINGS

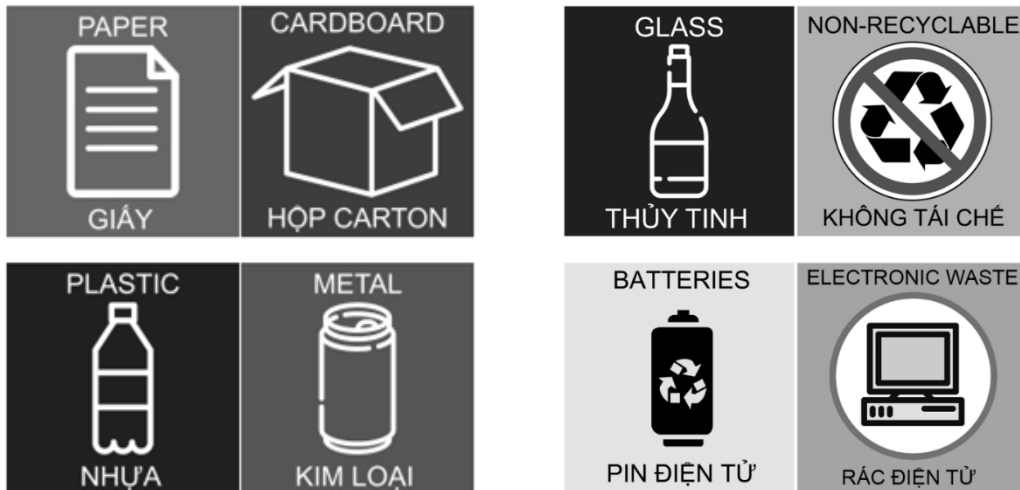
Green signage and labels encouraging energy and water savings will be properly placed around the hotel, in common areas and guest rooms. Energy-saving signage and labels will be placed near light switches. Water-saving signage and labels will be placed in either public or private bathrooms and water closets.



HOTELS

V. WASTE MANAGEMENT

Waste label will be placed on waste bins on each floor, for three types of waste: non-recyclable, recyclable, and hazardous waste. Recyclable waste label system includes five different types such as paper, cardboard, glass, plastics, and metals. Hazardous waste labels include batteries and e-waste labels. The label system will bring occupants and visitors a view of how waste is sorted and collected, and waste classification is as simple and easy as everyone can do this.



VI. LINEN REUSE PROGRAM

The project will apply linen reuse program by placing cards encouraging environmental protection through reusing towels in all guest rooms. This initiative can significantly reduce the amount of water and electricity needed for laundry of linens and towels on a daily basis.





To raise environmental awareness for guests, these approaches will be taken regarding changing linens and towels:

- Guests who want their linens or towels to be changed can leave towels in the bathtub, on the floor, or on the bed.
- Towels will not be changed if guests place them on the bathroom rack (meaning guests will use them again).
- Guests are informed that linens will be changed every 3 days (unless they specifically request otherwise).
- Linen reuse cards will be placed on bathroom doors (illustrating picture below).

VII. EDUCATIONAL POSTER

A poster will be placed on the first floor and hallways in order that occupants and guests can easily see in what categories the building has been assessed and achieve LEED certification.

