 7 day tracking sheet 

**Make sure that staff don’t make any changes to what is normally thrown away while you are carrying out the review. This will give you a good starting point or ‘baseline’, which you can use to track progress.**

**When a container is ready to be emptied, weigh it and record the weight in the correct column. At the end of the day, add up the weights to find out the total amount of food thrown away per day. You can even add this into our handy calculator tool.**

While you’re doing this, use the ‘Notes’ sections below for any ideas you have about preventing food being thrown away. Try to record what food could have been redistributed, for example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Remember** | **Spoilage** | **Preparation** | **Plate** | **Other** |
| The more you measure, the more you can see where savings can be made. | Food that is damaged or out of date, such  as vegetable spoilage. | Food that is thrown  away during preparation, such as offcuts, and food that is served but not saved. | Food that is left on customers’ plates, such  as chips and garnishes. | You can use this column to track other types of food thrown away, such as food that is ready to serve, e.g. buffet, but  not eaten. |
| **Day 1** | | | | |
| **Total meals/covers served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |
| **Day 2** | | | | |
| **Total meals/covers served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day 3** | | | | |
| **Total meals/covers served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |
| **Day 4** | | | | |
| **Total meals/cover served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |
| **Day 5** | | | | |
| **Total meals/covers served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |
| **Day 6** | | | | |
| **Total meals/covers served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |
| **Day 7** | | | | |
| **Total meals/covers served:** | **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **kg** | **kg** | **kg** | **kg** |
| **Totals:** |  |  |  |  |
| **Notes:** |  | | | |

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