

# Go for Green<sup>®</sup> Management Checklist – Daily

Print for use in your daily maintenance walk-throughs.

Date: \_\_\_\_\_

Meal Period: \_\_\_\_\_

Completed By: \_\_\_\_\_

## Daily Maintenance

**Foods must be coded correctly.** This means menu items were prepared from an approved recipe with a corresponding color code already designated.

Yes	No	<i>Daily inspection items to ensure foods are properly coded</i>
		Does the name on the Food Card match the food item prepared and served to diners?
		Does the color code make sense for the food identified?

**Foods Cards must be placed in the appropriate locations and must be clean and serviceable.**

Yes	No	<i>Daily inspection items to check appearance of Food Cards</i>
		Does each menu item have an individual Food Card near or in front of it?
		Are Food Cards arranged in a way to be uncluttered and easily readable?
		Do all Food Cards meet the standards set forth in the Program Guide?
		Are Food Cards and holders clean and neat?
		If a menu item is switched out during service (for example, if one item ran out and was replaced by a different item), was the Food Card for the original item removed and replaced by a card that matched the new item?

**For each serving area (hotline, deli, salad bar), at least 2 food-placement strategies should be used daily to market healthier food options.** See *Section 4* of the Implementation Guide for specifics. Here are some general tips:

Yes	No	<i>Daily inspection items to ensure placement of healthy food choices</i>
		Is at least one Green-coded meal offered on each line (hotline, deli, short order)?
		Is at least one Green-coded meal featured and displayed with a sample plate?
		Are foods displayed in each serving line (hotline, deli, specialty bars, salad bar) in order of G4G rank: Green-coded items first on the line followed by Yellow, with Red foods last?
		Is water offered prominently in the cooler and have it's own tap on a drink machine?
		Other. Please describe:

# Go for Green<sup>®</sup> Management Checklist – Weekly

Print for use in your weekly maintenance walk-throughs.

Date: \_\_\_\_\_

Meal Period: \_\_\_\_\_

Completed By: \_\_\_\_\_

## Weekly Maintenance

**Educational marketing displays should be posted, clean, and easy for diners to see.**

Yes	No	<i>Weekly inspection items for educational and marketing materials</i>
		Were any new menu items added that require creating a Food Card?
		Are the Food Cards and the white sticky labels in good condition (no tears, holes, stains, etc.)?
		Are posters displayed at eye level?
		Are permanent posters (Traffic Light, Food Card, and Sodium posters) on display at entries and serving areas?
<b>Date:</b>		Key-message posters should be rotated every 4 months. When were these last changed?
		Are G4G brochures offered in a highly visible location and neatly displayed?
		Are table tents/table signs on each table in the dining room?
		Are all marketing and display materials in good condition and have a professional appearance (no tears, holes, fading, stains, etc.)?

**Take corrective action** when an item is not in compliance with the checklist. Describe action(s) taken for any item assessed as not meeting the standard. Actions should include immediate actions taken to address the issue and the name of the supervisor notified if help is needed to temporarily and permanently resolve the compliance issue:

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