# HEALTHY FOOD ENVIRONMENTS PROJECT

Site: _____ Date: _____ Time: _____

Number of shoppers today: _____

Typical number of shoppers: _____

Number of staff/volunteers present for distribution____

Typical number of staff/volunteers present: _____

**Shopper Flow:** *Time up to 5 pantry shoppers beginning from when they begin waiting until they are able to enter pantry and begin selecting their food, and then up on exiting the pantry. Select people at different points during the distribution time (e.g., beginning of distribution, mid-distribution, late in the distribution). Note any places along the food distribution space where crowding or slow-downs occurred.*

| Shopper | Time Points (e.g. 9:00, 9:15, 9:30) | | | |
| | Enter Line | Start Shopping | Exit Pantry | Notes |
|---|---|---|---|---|
| #1 | | | | |
| #2 | | | | |
| #3 | | | | |
| #4 | | | | |
| #5 | | | | |

**Physical Space:** *How is the distribution space laid out? How easy is it for Pantry users to carry or move their food selections through the pantry (e.g., able to use or are provided with carts or bags, aisles/pathways are sufficiently wide). You can also consider using this space or a separate sheet of paper to draw how the space is laid out and note areas with crowding or slow-downs.*

**Food Displays:** *How are foods displayed (e.g. on shelves, in crates)? Note where foods are easily seen and reached and where they are less accessible. How and where are nutritious foods (e.g., fresh produce) displayed in particular?*

**Signage:** *Are signs in the pantry available in languages that reflect the client base? Do signs promote nutritious foods? Culturally relevant items?*

**Choice & Dignity:** *How do customers and volunteers/staff interact? Do customers select their own food or is it handed to them? Do clients remove their own items from shelves and place them in their carts or bags (e.g., are not handed items by staff/volunteers)?*

**User Perspective**: *What do staff/volunteers/customers think about the effort to improve the food pantry environment in a way that will promote healthy choices. What are their ideas about what is working well and what isn't?*