

# 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 emptied, weigh the waste 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 here](#).

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	Food that is damaged or out of date such as vegetable spoilage	Food that is thrown away during preparation, such as offcuts, and food that is served but not saved	Food that is left on customers'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
<b>DAY 1</b>		kg	kg	kg	kg
Total meals served:		kg	kg	kg	kg
TOTALS:		kg	kg	kg	kg
Notes:					
<b>DAY 2</b>		kg	kg	kg	kg
Total meals served:		kg	kg	kg	kg
TOTALS:		kg	kg	kg	kg
Notes:					

	SPOILAGE	PREPARATION	PLATE	OTHER
<b>DAY 3</b>	kg	kg	kg	kg
Total meals served:	kg	kg	kg	kg
TOTALS:	kg	kg	kg	kg
Notes:				
<b>DAY 4</b>	kg	kg	kg	kg
Total meals served:	kg	kg	kg	kg
TOTALS:	kg	kg	kg	kg
Notes:				
<b>DAY 5</b>	kg	kg	kg	kg
Total meals served:	kg	kg	kg	kg
TOTALS:	kg	kg	kg	kg
Notes:				
<b>DAY 6</b>	kg	kg	kg	kg
Total meals served:	kg	kg	kg	kg
TOTALS:	kg	kg	kg	kg
Notes:				
<b>DAY 7</b>	kg	kg	kg	kg
Total meals served:	kg	kg	kg	kg
TOTALS:	kg	kg	kg	kg
Notes:				
<b>WEEKLY TOTAL</b>				

The Guardians of Grub materials were originally developed by WRAP under the Courtauld Commitment 2025 for the 'Your Business is Food; don't throw it away' campaign. We would like to thank Love Food Hate Waste New South Wales and FoodSave London for their permission to reproduce some of the materials.

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