

# INSTRUCTIONS for Eating Establishments

## Introduction

This observational survey is focused primarily on healthful food choices at restaurants though some information about facilities for physical activity will be collected. The following is a guide for completing the observational survey. Complete all sections as completely as possible. Write clearly and legibly and transfer hand written notes to electronic form as computer resources are available. Feel free to make notes on the last page of the survey form or in the margins as needed.

**PLEASE NOTE:** Please follow the skip patterns carefully. If no skip pattern is listed, go directly to the question immediately following.

## Instructions

**Observer(s):** Enter the names of all volunteers

**Time of day:** Enter the time of day you entered the restaurant and the time of day you left the restaurant.

**Store name:** Enter the name of the restaurant at which you are conducting the observations.

**Store address:** Enter the complete mailing address of the restaurant mentioned above.

### Section I: Initial Observations

#### Q1: Type of restaurant

Categorize the type of restaurant by checking the appropriate box. If you are unsure of the type of restaurant, check the “don’t know” response and Caroline will follow-up on this later.

#### Q2. Bicycle facilities

Please make note of the type and number of bicycle facilities at the store. If no facilities are available, please check the box next to none.

**Bike lockers:** allows bikes and personal equipment to be locked in individual lockers or communal enclosures

**U rails:** rails that are mostly suspended, and attached to the ground at 2 point. **See picture below.**

**Bike racks or stands:** traditional bike parking racks, seated entirely on the ground. **See picture below.**

U rails



Bike rack



#### Q3. Car parking facilities

Estimate the number of car parking spaces there are at this store. Check the box next to the appropriate estimate.

#### Q4: Menus

Check which mealtimes are on the menu you are reviewing. If multiple menus are available for the same restaurant, please obtain a copy of all menus for the audit (if available) and mark all that apply.

### Section II: Menu Items

Q1: Check whether or not the menu includes healthy or low-fat entrees. These are food items that are *specifically labeled as healthy or low-fat on the menu*. If there are such items, continue with question II.2. If there are no such items labeled as healthy or low-fat, please goto question II.5.

Q2: Indicate the number of healthy or low-fat entrees available. Be sure to only use items considered as entrees, not appetizers, desserts, side dishes, or dinner salads. Do include salads that are meals in themselves.

Q3: Check whether or not healthy or low-fat entrees include nutritional information. Nutritional information includes any listing of the number of calories, fat grams, etc. If there is no nutritional information, please goto question II.5, otherwise continue with question II.4

Q4: Indicate which type(s) of information is provided. Check all that apply. If you select the “other” option, enter your response in the space provided.

Q5: Please note the types of healthful food options available. Look across the menu to include appetizers/starters, soups/salads, entrees, side dishes, beverages. Check all food items in the list provided that are available. If you select the “other” option, enter your response in the space provided.