



YOUR BUSINESS IS FOOD
DON'T THROW IT AWAY...

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 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: the more you measure the more you can see where savings can be made.

Spoilage

Food that is damaged or out of date such as vegetable spoilage

Preparation

Food that is thrown away during preparation, such as offcuts, and food that is served but not saved

Plate

Food that is left on customers' plates such as chips and garnishes

Other

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 served: _____

TOTALS:

Notes:

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

DAY 2

Total meals served: _____

TOTALS:

Notes:

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg

_____ kg



| | Spoilage | Preparation | Plate | Other |
|---------------------|----------|-------------|----------|----------|
| DAY 3 | _____ kg | _____ kg | _____ kg | _____ kg |
| Total meals served: | _____ kg | _____ kg | _____ kg | _____ kg |
| _____ | _____ kg | _____ kg | _____ kg | _____ kg |
| TOTALS: | | | | |
| Notes: | _____ | _____ | _____ | _____ |
| DAY 4 | _____ kg | _____ kg | _____ kg | _____ kg |
| Total meals served: | _____ kg | _____ kg | _____ kg | _____ kg |
| _____ | _____ kg | _____ kg | _____ kg | _____ kg |
| TOTALS: | | | | |
| Notes: | _____ | _____ | _____ | _____ |
| DAY 5 | _____ kg | _____ kg | _____ kg | _____ kg |
| Total meals served: | _____ kg | _____ kg | _____ kg | _____ kg |
| _____ | _____ kg | _____ kg | _____ kg | _____ kg |
| TOTALS: | | | | |
| Notes: | _____ | _____ | _____ | _____ |
| DAY 6 | _____ kg | _____ kg | _____ kg | _____ kg |
| Total meals served: | _____ kg | _____ kg | _____ kg | _____ kg |
| _____ | _____ kg | _____ kg | _____ kg | _____ kg |
| TOTALS: | | | | |
| Notes: | _____ | _____ | _____ | _____ |
| DAY 7 | _____ kg | _____ kg | _____ kg | _____ kg |
| Total meals served: | _____ kg | _____ kg | _____ kg | _____ kg |
| _____ | _____ kg | _____ kg | _____ kg | _____ kg |
| TOTALS: | | | | |
| Notes: | _____ | _____ | _____ | _____ |
| WEEKLY TOTAL | _____ | _____ | _____ | _____ |

"Your business is food, don't throw it away" has been developed by WRAP under the [Courtauld Commitment 2025](#). We would like to thank [Love Food Hate Waste New South Wales](#) and [FoodSave London](#) for their permission to reproduce material.

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