

# Food Service Guidelines Checklist for Beverages



This checklist was developed to help you determine what beverages offered in your agency meet the *Food Service Guidelines for Federal Facilities*. This checklist only pertains to the standard criteria for beverages, which are drinks such as water, milk, 100% juice, soft drinks, energy drinks, teas, and coffees.

## Agency Background Information

### 1. Contact information (Complete in the space provided.)

Checklist completed by (name): .....

Job title: .....

Telephone number: .....

E-mail address: .....

### 2. Agency information (Complete in the space provided.)

Agency name: .....

Number of employees: .....

Mailing address: .....

Agency contact person (for future communication): .....

Job title: .....

Telephone number: .....

E-mail address: .....

### 3. Your agency's setting (Complete in the space provided.)

Work site (Describe setting): .....

Community setting (Specify): .....



4. Location of beverages observed (Complete in the space provided.)

Name of facility, building, floor, etc.:

5. Date of observation (Complete in the space provided.)

Date (mm/dd/yyyy):

Beverages Checklist

(Check one answer for each standard)

Category	Food Service Guidelines Standard Criteria	Yes, Standard Met	No, Standard Not Met	Not Applicable
Beverages	Provide free access to chilled, potable water.			
	When milk and fortified soy beverages are available, offer low-fat beverages with no added sugars.			
	When juice is available, offer 100% juice with no added sugars.			
	At least 50% of available beverage choices contain ≤ 40% calories per 8 fluid ounces (excluding 100% juice and unsweetened fat-free or low-fat [1%] milk).			