

Menu Planning Checklist

The menu:	Yes	No	Comments
1. Is a minimum a 3-week (21 days) cycle	<input type="checkbox"/>	<input type="checkbox"/>	
2. Includes three meals daily.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Provides a variety of foods from the Canada's food guide for each meal	<input type="checkbox"/>	<input type="checkbox"/>	
4. Includes snacks daily, and a drink at each snack.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Provides a variety of foods from the Canada's food guide daily for snacks and drinks	<input type="checkbox"/>	<input type="checkbox"/>	
6. Lists the standard portion for each menu item.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is revised at least twice per year (for example, a Spring/Summer and a Fall/Winter menu).	<input type="checkbox"/>	<input type="checkbox"/>	
8. Includes a variety of foods that offer different textures, colours, flavours, shapes and temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Limits repetition of foods on each day and between consecutive days.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Provides meals with a pleasing combination of side dishes and condiments that go well together (for example, fish served with rice, steamed broccoli and fresh lemon garnish)	<input type="checkbox"/>	<input type="checkbox"/>	
11. Provides and uses small amounts of heart healthy fats such as olive and canola oils. Pan-frying or deep-frying cooking methods are used least often.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Offers lower salt (sodium) choices. Processed meats and other high sodium foods are served least often.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Uses foods flavoured with garlic, onion, herbs, spices and lemon juice instead of salt.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Offers lower or reduced salt and/or lower fat varieties of soup when possible.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Offers a variety of vegetables and fruits daily.	<input type="checkbox"/>	<input type="checkbox"/>	
16. Offers fruit instead of fruit juice. Offers only 100% juice rather than sweetened fruit beverages.	<input type="checkbox"/>	<input type="checkbox"/>	
17. Provides whole grain foods (for example, quinoa, whole grain pasta, whole grain bread, whole oats or oatmeal, whole grain brown or wild rice)	<input type="checkbox"/>	<input type="checkbox"/>	
18. Offers protein food choices at each meal. Offers vegetarian (plant-based) protein foods often (for example, baked beans).	<input type="checkbox"/>	<input type="checkbox"/>	
19. Offers protein foods, including plant-based protein foods, such as beans, lentils, nuts, seeds, lean meats and poultry, fish, shellfish, eggs, lower fat milk and lower fat dairy products.	<input type="checkbox"/>	<input type="checkbox"/>	
20. Provides a healthier choice such as yogurt or fruit when a higher sugar and/or fat dessert is offered.	<input type="checkbox"/>	<input type="checkbox"/>	

21. Provides a minimum of 6 cups (1500 mL) of fluids daily.	<input type="checkbox"/>	<input type="checkbox"/>	
22. Includes at least 1 cup (250 mL) of fluid at each meal and snack. Water is always available.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Accommodates allergies, therapeutic diets and texture-modified diets, if needed.	<input type="checkbox"/>	<input type="checkbox"/>	
24. Recognizes residents' food preferences, religious practices and cultural customs in the planning, preparation and service of meals			
25. Includes seasonal foods and plans for special occasions.	<input type="checkbox"/>	<input type="checkbox"/>	
26. Offers "à la carte" or "always on the menu" options.	<input type="checkbox"/>	<input type="checkbox"/>	
27. Is posted in a common area such as a dining room or kitchen.	<input type="checkbox"/>	<input type="checkbox"/>	
28. Can be prepared within the budget, staffing and equipment available.	<input type="checkbox"/>	<input type="checkbox"/>	
The facility:	Yes	No	Comments
29. Collects and considers feedback on the menu prior to each seasonal menu change. Uses feedback in development and revisions to the menu.	<input type="checkbox"/>	<input type="checkbox"/>	
30. Keeps a record of all meals served on file for at least three months, including any changes to the menu and reasons for the change.	<input type="checkbox"/>	<input type="checkbox"/>	
31. For sites with 11 or more residents: Menu is reviewed and approved by a Registered Dietitian (or by a Food and Nutrition Manager registered with the Canadian Society of Nutrition Management) as required by the Supportive Living Accommodation Standards for Alberta.	<input type="checkbox"/>	<input type="checkbox"/>	

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Menu Checklist Action Plan

"No" response and concern(s)	Action(s) to be taken to resolve concern	Person(s) Responsible	Follow-up date