

Photo Checklist

This is a suggested list of photos for your own organizational purpose.

For your initial school lunchroom observation, try to aim for 20–30 clear and effective photos. For the final school lunchroom observation of the school year, aim for a few clear and impactful pictures that fully illustrate the changes that have been made after SLM implementation. This process will support visual evidence of your work to stakeholders.

Guidelines

1. For legal reasons, avoid photographing students or collect signed consent forms. Ask before photographing adults.
 - a. You can check with school administration for permission.
 - b. A photo of the lunchroom with only the back of students' heads is acceptable.
2. Try to take the same shots each time in order to get the clearest before/after comparison.
3. Take photographs when food is on the line.
4. Take photos from students' eye level, especially in elementary schools.
5. Store photographs in a safe location. Back them up.
 - a. When saving photos on your computer, title them with the name of the object and date.
 - i. Example of a title for the initial observation: "Fruit8.11.2015"
 - ii. Example of a title for the final observation: "Fruit Change 5.21.2016"

Exterior/Approach to Lunchroom and Common Spaces

- Overall view of area, "first glance"
- Doorways
- Wall space and bulletin boards
- Lighting
- Stations or tables in common space (lost and found)
- Traffic flow patterns (entering, lining up and exiting)
- Where cleaning items such as mops, buckets and cloths are stored
- Garbage, recycling and composting

Serving Line: *Complete for each serving line*

- Overall view of area, "first glance"
- Counters
- Walls (especially where students line up)
- Any decorations or signs, including posted menus and promotions
- Hot food serving area
- Cold food serving area
- Snacks/chips/cookies area
- Cooler, open and shut
- Freezer, open and shut
- Milk serving area
- Condiments
- Any other food or beverage serving area
- Register (alone and with surrounding counter and walls)
- Tray storage
- Cutlery storage

Snack Window

- Overall view of area
- Walls (especially where students line up)
- Any decorations or signs, including posted menus and promotions
- Any food or beverages visible to students
- Register and surrounding view
- Condiments
- Tray storage
- Cutlery storage

Dining Area: *Can be done before or after a lunch period to avoid photographing students*

- Overall view of area, "first glance"
- Tabletops
- Seats
- Wall spaces, used or unused
- Signs
- Garbage areas
- Cutlery storage

Staff Areas

- Wall space, used or unused
- Work stations