Vending Machine Audit Form

Directions: Please complete one form for each vending machine you visit.

Your name: ______________ Your position: ______________ Today’s date ___/___/___

Location of audit: ____________________________________________________________

Step 1: Record the time you visited the machine __:___ AM/PM

Step 2: Circle the day of the week: Monday Tuesday Wednesday Thursday Friday

Step 3: Describe the location of machine. Be specific (give floor, room number, etc. if applicable – for example: “first floor lobby”) ____________________________

Step 4: Who has access to the machine?

_____Accessible only to employees  _____Accessible to the public and employees

Step 5: What type of machine is this?

_____Drinks only  _____Snacks only  _____Cold foods only  _____Combination (drink/snack)

Step 6: Count the number of slots available and record the number here ______. (Note: for beverage machines, you may need to count the number of “buttons.”)

Step 7: Count the number of empty slots and record the number here ______.

Step 8: Count the number of rows and place the number here. ______.

Step 9: Describe any advertising on the front of the machine. Please list if the ad is for a specific product.

________________________________________________________________________

________________________________________________________________________

Step 9b. Is the advertised product available in the vending machine now? (complete only if there is advertising on the machine)  YES  NO

Step 10: Describe any nutrition messages associated with the vending machines (messages on the items, machine, or surrounding area).

________________________________________________________________________

Step10b. Are the items identified in the nutrition messages available in the vending machine? (complete only if there is advertising on the machine) YES  NO

Adapted from Samuel & Associates and the BEAT Institute, 2010
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Complete this portion of the form by describing each item fully.

<table>
<thead>
<tr>
<th>Brand name, flavor and detailed description of food</th>
<th># slots devoted to food</th>
<th>Row</th>
<th>Size</th>
<th>Cost</th>
<th>Nutrition Message Associated with Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Diet Pepsi, Caffeine Free</td>
<td>2</td>
<td>1</td>
<td>12 ounces</td>
<td>1.00</td>
<td>Yes, Fitpick</td>
</tr>
<tr>
<td>Ex. Grandma’s Homestyle Chocolate Chip Cookies</td>
<td>8</td>
<td>4</td>
<td>72 g</td>
<td>1.25</td>
<td>No</td>
</tr>
</tbody>
</table>

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