

**ATTACHMENT B4b: SITE VISIT CHECKLISTS**

**OBSERVATION CHECKLISTS**  
**FDPIR Warehouses**

Date of Site Visit	
Site Location (reservation/tribal area/county/city, state)	
Name(s) of Researchers	

<b>Key Contacts</b>			
Name	Title	Phone	Interview (Y/N)

Location (address, distance to Distribution Site(s))	
Schedule of operation (days, hours)	
Storage capacity (square footage of storage space)	Regular
	Refrigerated
	Freezer
Inventory management system	
Schedule of food receipt	
Observations on food ordering process	

The Study of Food Distribution Programs on Indian Reservations (FDPIR)  
 Site Visit Observation Checklists – Distribution Sites

**FDPIR Distribution Sites**

Date of Site Visit	
Site Location (reservation/tribal area/county/city, state)	
Name(s) of Researchers	

<b>Key Contacts</b>			
Name	Title	Phone	Interview (Y/N)

Locations (addresses)	Centralized
	Decentralized (number of sites)
Schedule of operation (days, hours)	
Storage capacity	Regular
	Refrigerated
	Freezer
Transportation resources	
Delivery capacity	Number and type of vehicles
	Regular
	Refrigerated

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 Site Visit Observation Checklists – Distribution Sites

	Freezer
Inventory management system	
Client Accommodations	
Loading Area	
Parking	
Waiting Area	
Children's Area	
Assistance (loading or carrying packages)	
Separate area for conducting nutrition education	
Related services	What (food demonstrations, nutrition information, well-being seminars, etc.)
	When
	Where
	Frequency

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Site Visit Observation Checklists – FDPIR Certification Office/Site

**FDPIR Certification Office/Site**

Date of Site Visit	
Site Location (reservation/tribal area/county/city, state)	
Name(s) of Researchers	

<b>Key Contacts</b>			
Name	Title	Phone	Interview (Y/N)

Location (address, at warehouse &/or distribution site, distance to warehouse/distribution site)	
Collocation with other programs	
Distance to residential and business area densities	
Schedule of operation (days, hours)	
Signage related to program participation	
Information about other food-support programs	
Facility e.g., sufficient space, waiting area, private space for eligibility interview	