

Evaluate Your Current Space	
Waiting area	Where do people wait to receive food? How many people can fit in the waiting area?
Hours of Operation	What are your pantry's hours of distribution?
Clients	How many clients do you serve on average at one distribution?
Square footage	What is your total available square footage?
Freezer Space	How much freezer space do you have available? Where is the freezer located?
Refrigerator space	How much refrigerator space do you have available? Where is the refrigerator located?
Shelving	How many linear feet of shelving do you have available?
Equipment	What equipment do you have available to move food around with the client? (shopping carts, shopping baskets, or other rolling carts)
Draw the layout of your current food pantry below.	
Other concerns	Please list any other concerns that need addressed: