
Catering Policy



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Directions:

This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Catering Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below. Official policies must include policy implementation dates and be on company letterhead.

SECTION 1: Implementation

A qualifying Catering Policy must apply to the following:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BASE BUILDING

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

SINGLE TENANT

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

COMMERCIAL INTERIOR

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

SINGLE TENANT RETAIL

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

MULTI-TENANT RETAIL

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

MULTIFAMILY RESIDENTIAL

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

SENIOR HOUSING

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

COMMERCIAL + INDUSTRIAL SITE

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

COMMUNITY SITE

Applies to all on-site meetings and events within the project in which food and/or beverages are provided.

SECTION 2: Catering Requirements

Food and beverage nutrition standards for meetings and events must meet all of the following requirements:

- Nutrition Standards for Meals (an entrée and two sides), per serving:
 - No more than 700 calories.
 - No more than 800 mg sodium (preferably no more than 525 mg).
 - No more than 5 grams saturated fat.
 - No more than 105 mg cholesterol.
 - Less than 0.5 grams trans fat and no products containing partially hydrogenated oils.
 - At least 2 servings (1-1.5 cups) of non-fried vegetables and/or fruits.
 - Portions of meat, poultry and seafood should be no more than 6 oz. (cooked weight) and be prepared using healthier cooking methods such as: baked, broiled, braised, grilled, poached (fish), roasted, stir-fried or sautéed in broth or with a small amount of healthier oil.
 - Serve condiments and sauces on the side, where possible.

- Nutrition Standards for Packaged Snacks:
 - No more than 200 calories per label serving (except plain nuts and nut/fruit mixes).
 - No more than 240 mg of sodium per label serving.

- Zero grams of trans fat per label serving and no products containing partially hydrogenated oils.
 - No more than 1 gram of saturated fat (except plain nuts and nut/fruit mixes).
 - No candy (sugar-free mints and gum are allowed).
 - No regular chips (baked chips and pretzels are allowed).
- Nutrition Standards for Plain Nuts and Nut/Fruit Mixes:
- Preferred serving size for plain nuts is 1 oz. but no more than 1.5 oz.
 - Plain nuts and nut/fruit mixes should have no more than 140 mg of sodium per label serving.
- Nutrition Standards for Dairy:
- Yogurt should have no more than 20 g total sugars per standard 6 oz. serving.
 - Milk, cheese, cottage cheese and sour cream should be offered with at least one fat-free (skim) or low-fat (1%) option, where possible.
- Nutrition Standards for Desserts
- Desserts should only be served for special occasions, such as gala events. Desserts are not needed at most lunches, dinners and receptions.
 - If a dessert is required at an event, traditional desserts should have no more than 200 calories per serving and be accompanied by fresh fruit as a substitute/alternative choice.
- Nutrition Standards for Beverages:
- Water (plain, sparkling and flavored) - no more than 10 calories per serving
 - Milk and milk alternatives (soy, almond, etc.) - no more than 130 calories per 8 fl. Oz.
 - Juice - 100% fruit or vegetable juice (or juice and water) with no added sugars/sweeteners.
 - Juices should have no more than 120 calories per 8 fl. oz. (preferred serving size); 150 calories per 10 fl. oz.; or 180 calories per 12 fl. oz.
 - Other beverages (e.g. coffee, tea, soft drinks, etc.) - no more than 10 calories per serving and must not include aspartame
- Dietary Restrictions
- Ensure accommodations are made for those with food allergies or other dietary restrictions

SECTION 3: Alternative Catering Guidance when Nutritional Information is not Available

If your food provider does not make nutrition information available, use the following guidelines for all catered meals:

- Food selections should emphasize fruit, vegetables, whole grains, and nonfat or low fat dairy products:
 - Offer at least one fruit and/or vegetable serving every time food is served
 - Offer lean meats (i.e. chicken, fish) and substantive vegetarian options
 - If served, bread products should be whole grains/whole grain products instead of white rice and white flour products
- Do not offer any of the following:
 - High-sugar breakfast cereals
 - Bakery items, biscuits, corn bread, croissants, danishes, muffins, pastries, etc.
 - High-sodium, high-fat meats such as bacon, sausage or ham
 - Heavy, high-fat sauces such as Bordelaise, Hollandaise, Alfredo, cheese sauce, sour cream sauce
 - Fried foods of any kind
 - Regular chips
 - Dishes with cheese as a key ingredient, such as au gratin potatoes, cheese soufflé or macaroni and cheese
 - Cookies and desserts
- Food selections should be presented in reasonable serving sizes. For example, large portions should be cut in halves or quarters when possible