

# Kitchen Scrap Preparation Setup Planner - Teach a Shared Routine

Kitchen Scrap Preparation | Teach a Shared Routine | Asset ID COMP-04-01-10

**Purpose:** This original printable setup planner helps home composters, gardeners, schools and community projects work with kitchen scrap preparation while pursuing one defined outcome: make community participation simple, safe and consistent. Its method is to inspect, record constraints, choose a simple setup and schedule the first review. Use the pages as a working record, not as a substitute for local accepted-material rules, current safety guidance and qualified horticultural or environmental advice where those are needed.

## Resource Map

The subject focus is to collect household organics cleanly while excluding unsuitable or locally restricted items. The six working areas below define the scope for this specific resource. Complete only the rows that matter to the present observation cycle, and date any observation that may change.

| # | Working area         | Current evidence                | Next check |
|---|----------------------|---------------------------------|------------|
| 1 | Collection Container | Known / estimated / not checked | _____      |
| 2 | Chopping Size        | Known / estimated / not checked | _____      |
| 3 | Drainage             | Known / estimated / not checked | _____      |
| 4 | Cover Material       | Known / estimated / not checked | _____      |
| 5 | Addition Timing      | Known / estimated / not checked | _____      |
| 6 | Exclusion List       | Known / estimated / not checked | _____      |

## Learning and Adaptation Starting Brief

- Gather: Which evidence separates exclusion list from collection container in this case? Gather enough records to review the work fairly.
- Align: How does chopping size change the interpretation of drainage? Align dates, conditions and measures before comparison.
- Detect: What boundary on cover material must be checked before relying on addition timing? Detect a repeated strength, gap or turning point.
- Explain: Which observation links collection container to cover material, and what remains uncertain? Explain the pattern without hiding contradictory evidence.
- Prioritise: What alternative explanation could account for both drainage and exclusion list? Prioritise one adjustment with the highest useful value.
- Edition success means: complete a handover that a new participant can follow

## Setup Planner

This format is designed to define location, system, accepted materials and ownership before starting. For kitchen scrap preparation, apply the method in a deliberate sequence: inspect, record constraints, choose a simple setup and schedule the first review. The edition target is teach a shared routine, so each entry should show what was noticed, what was tried and what changed.

| Working step               | What to record                                                                              | Evidence or source         | Status         |
|----------------------------|---------------------------------------------------------------------------------------------|----------------------------|----------------|
| Gather Exclusion List      | Which evidence separates exclusion list from collection container in this case?             | Review set / date          | Open / checked |
| Align Collection Container | How does chopping size change the interpretation of drainage?                               | Comparable record / date   | Open / checked |
| Detect Chopping Size       | What boundary on cover material must be checked before relying on addition timing?          | Learning pattern / date    | Open / checked |
| Explain Drainage           | Which observation links collection container to cover material, and what remains uncertain? | Bounded explanation / date | Open / checked |
| Prioritise Cover Material  | What alternative explanation could account for both drainage and exclusion list?            | Next priority / date       | Open / checked |
| Schedule Addition Timing   | What next check on addition timing would make the record about chopping size more useful?   | Review date / date         | Open / checked |

### Completion Standard

- Keep the work tied to kitchen scrap preparation, not to a vague general intention.
- Apply this adjustment: use clear accepted-material signs, assigned tasks and an escalation contact
- Which single adjustment is best supported by the complete review record?
- Expose this outcome risk if it appears: too many adjustments are prioritised.
- Use original notes and explanations; quote only when necessary, lawful and properly attributed.
- Ask a experienced composter, horticulture professional or local authority contact to challenge one material assumption where appropriate.
- Close with one decision and one follow-up rather than an unranked list of ideas.

### Working Note

Edition COMP-04-01-10 pairs setup planner with the outcome 'Teach a Shared Routine'. That pairing is the boundary for this workbook: material that does not help that outcome belongs in a separate record.

## Planning x Learning and Adaptation Focused Practice Lab

This lab pairs a planning method with a learning and adaptation outcome lens. Work through the six actions to turn the subject focus - collect household organics cleanly while excluding unsuitable or locally restricted items - into evidence for teach a shared routine. Preserve any gap that prevents a supported conclusion.

| # | Action                                 | Constraint                                                                                                                                             | Record                       |
|---|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1 | Clarify / Gather addition timing       | Which evidence separates exclusion list from collection container in this case? Gather enough records to review the work fairly.                       | Scope note / Review set      |
| 2 | Bound / Align exclusion list           | How does chopping size change the interpretation of drainage? Align dates, conditions and measures before comparison.                                  | Baseline / Comparable record |
| 3 | Baseline / Detect collection container | What boundary on cover material must be checked before relying on addition timing? Detect a repeated strength, gap or turning point.                   | Priority / Learning pattern  |
| 4 | Sequence / Explain chopping size       | Which observation links collection container to cover material, and what remains uncertain? Explain the pattern without hiding contradictory evidence. | Plan / Bounded explanation   |
| 5 | Assign / Prioritise drainage           | What alternative explanation could account for both drainage and exclusion list? Prioritise one adjustment with the highest useful value.              | Risk note / Next priority    |
| 6 | Schedule / Schedule cover material     | What next check on addition timing would make the record about chopping size more useful? Schedule the next check and preserve the review trail.       | Owner / date / Review date   |

### Common Failure Modes

- For addition timing, watch for the purpose is unclear together with the review set is selective.
- For exclusion list, watch for the scope is too wide together with unlike records are compared.
- For collection container, watch for two priorities conflict together with noise is mistaken for a pattern.
- For chopping size, watch for the owner is unavailable together with contradictory evidence is omitted.
- For drainage, watch for a dependency fails together with too many adjustments are prioritised.

### Independent Review Question

Format question: Which planning assumption most affected the result, and why? Outcome question: Which single adjustment is best supported by the complete review record? Ask a experienced composter, horticulture professional or local authority contact where appropriate, then answer before the next observation cycle: \_\_\_\_\_

## Compost Observation Plan for Teach a Shared Routine

Use one defined observation cycle to test the outcome rather than attempting every possible task. This edition pairs planning with learning and adaptation to pursue this objective: make community participation simple, safe and consistent. Preserve the starting condition and both evidence trails.

| Plan field               | Entry                                                                       |
|--------------------------|-----------------------------------------------------------------------------|
| Purpose                  | Teach a Shared Routine                                                      |
| Starting condition       | _____                                                                       |
| Chosen working area      | _____                                                                       |
| Bounded explanation      | use clear accepted-material signs, assigned tasks and an escalation contact |
| Evidence to capture      | _____                                                                       |
| Stop or review condition | _____                                                                       |

### Observation and Follow-up Cycle

| Stage        | Action                                                                                                                                 | Evidence                     |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Start        | Which evidence separates exclusion list from collection container in this case? Confirm the purpose and scope.                         | Scope note / Review set      |
| First action | How does chopping size change the interpretation of drainage? Record the starting state.                                               | Baseline / Comparable record |
| Next check   | What boundary on cover material must be checked before relying on addition timing? Choose the highest-value priority.                  | Priority / Learning pattern  |
| Follow-up    | Which observation links collection container to cover material, and what remains uncertain? Set the action sequence and decision rule. | Plan / Bounded explanation   |
| Trend review | What alternative explanation could account for both drainage and exclusion list? Challenge one dependency or risk.                     | Risk note / Next priority    |
| Close-out    | What next check on addition timing would make the record about chopping size more useful? Assign the next review and owner.            | Owner / date / Review date   |

### Checkpoint Log

| Checkpoint | Condition      | Observation | Decision              |
|------------|----------------|-------------|-----------------------|
| 1          | Same / changed | _____       | Keep / change / check |
| 2          | Same / changed | _____       | Keep / change / check |
| 3          | Same / changed | _____       | Keep / change / check |
| 4          | Same / changed | _____       | Keep / change / check |
| 5          | Same / changed | _____       | Keep / change / check |

## Plan Versus Actual Review - Learning and Adaptation Lens

This comparison tests kitchen scrap preparation against teach a shared routine through two independent questions. Format: Which planning assumption most affected the result, and why? Outcome: Which single adjustment is best supported by the complete review record? Record material setting differences instead of averaging them away.

| Evidence area        | Baseline | Alternative | Interpretation prompt                                                                       |
|----------------------|----------|-------------|---------------------------------------------------------------------------------------------|
| Chopping Size        | _____    | _____       | Which evidence separates exclusion list from collection container in this case?             |
| Drainage             | _____    | _____       | How does chopping size change the interpretation of drainage?                               |
| Cover Material       | _____    | _____       | What boundary on cover material must be checked before relying on addition timing?          |
| Addition Timing      | _____    | _____       | Which observation links collection container to cover material, and what remains uncertain? |
| Exclusion List       | _____    | _____       | What alternative explanation could account for both drainage and exclusion list?            |
| Collection Container | _____    | _____       | What next check on addition timing would make the record about chopping size more useful?   |

### Format Decision Test

| Field                          | Record                                                                   |
|--------------------------------|--------------------------------------------------------------------------|
| Review question                | Which planning assumption most affected the result, and why?             |
| Outcome question               | Which single adjustment is best supported by the complete review record? |
| Acceptance lens                | complete a handover that a new participant can follow                    |
| Conditions held steady         | _____                                                                    |
| Evidence supporting the choice | _____                                                                    |
| Evidence against the choice    | _____                                                                    |

### Planning Confidence Check

- Review set: what was actually seen, heard, measured or read?
- Format evidence: which record best demonstrates risks reviewed?
- Outcome evidence: which record best demonstrates adjustments prioritised?
- Challenge: could unlike records are compared explain the result?
- Subject boundary: what does this comparison leave unresolved about exclusion list?

## Planning x Learning and Adaptation Scenario Cards

Use these paired scenarios to rehearse judgement for teach a shared routine. Each card joins a planning failure mode to an outcome-specific risk. State what remains open and which evidence named in the final column should be collected next.

| # | Situation                                           | Review question                                                                             | Decision            |
|---|-----------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|
| 1 | Exclusion List: a dependency fails.                 | Which evidence separates exclusion list from collection container in this case?             | Review set          |
| 2 | Collection Container: the success measure is vague. | How does chopping size change the interpretation of drainage?                               | Comparable record   |
| 3 | Chopping Size: the purpose is unclear.              | What boundary on cover material must be checked before relying on addition timing?          | Learning pattern    |
| 4 | Drainage: the scope is too wide.                    | Which observation links collection container to cover material, and what remains uncertain? | Bounded explanation |
| 5 | Cover Material: two priorities conflict.            | What alternative explanation could account for both drainage and exclusion list?            | Next priority       |
| 6 | Addition Timing: the owner is unavailable.          | What next check on addition timing would make the record about chopping size more useful?   | Review date         |

## Decision Record

| Field                  | Notes                                                                    |
|------------------------|--------------------------------------------------------------------------|
| Chosen format scenario | _____                                                                    |
| Outcome lens           | Which single adjustment is best supported by the complete review record? |
| Evidence available     | _____                                                                    |
| Evidence missing       | _____                                                                    |
| Controlled next step   | _____                                                                    |
| Person / review date   | _____                                                                    |

## Eight Planning and Learning and Adaptation Evidence Tracker

Track teach a shared routine across eight observation checks using the planning method and the learning and adaptation outcome lens. Keep conditions visible and use this review question: Which single adjustment is best supported by the complete review record?

| # | Focus                | Condition | Result | Next action |
|---|----------------------|-----------|--------|-------------|
| 1 | Drainage             | _____     | _____  | _____       |
| 2 | Cover Material       | _____     | _____  | _____       |
| 3 | Addition Timing      | _____     | _____  | _____       |
| 4 | Exclusion List       | _____     | _____  | _____       |
| 5 | Collection Container | _____     | _____  | _____       |
| 6 | Chopping Size        | _____     | _____  | _____       |
| 7 | Drainage             | _____     | _____  | _____       |
| 8 | Cover Material       | _____     | _____  | _____       |

### Planning Evidence Dashboard

| Measure                                                          | Baseline | Current | Evidence location |
|------------------------------------------------------------------|----------|---------|-------------------|
| Collection Container: Scope Decisions Settled / Records Gathered | _____    | _____   | _____             |
| Chopping Size: Priorities Ranked / Conditions Aligned            | _____    | _____   | _____             |
| Drainage: Owners Assigned / Patterns Detected                    | _____    | _____   | _____             |
| Cover Material: Dates Recorded / Explanations Qualified          | _____    | _____   | _____             |
| Addition Timing: Risks Reviewed / Adjustments Prioritised        | _____    | _____   | _____             |
| Exclusion List: Actions Completed / Reviews Scheduled            | _____    | _____   | _____             |

### Interpret the Trend

- I included evidence that challenged the most convenient explanation.
- I selected one next adjustment and scheduled when it will be reviewed.
- Keep the method only when the evidence for teach a shared routine improves without hiding unlike records are compared.
- What alternative explanation could account for both drainage and exclusion list?
- Use a experienced composter, horticulture professional or local authority contact when the evidence crosses a safety, rights, health or authority boundary.

## Planning x Learning and Adaptation Next Step Plan

Finish by turning the paired format and outcome record into one owned action. For this setup planner, the intended result was teach a shared routine; the outcome test is: Which single adjustment is best supported by the complete review record? The close-out standard remains: complete a handover that a new participant can follow.

| Close-out field      | Record                             |
|----------------------|------------------------------------|
| Most useful evidence | _____                              |
| Important limitation | _____                              |
| Decision             | Keep / adapt / pause / seek review |
| Next action          | _____                              |
| Owner and date       | _____                              |
| Evidence location    | _____                              |

### Completion Review

- Subject check: Which evidence separates exclusion list from collection container in this case?
- Subject check: How does chopping size change the interpretation of drainage?
- Format check: I confirmed the scope, owner and review date.
- Outcome check: I included evidence that challenged the most convenient explanation.
- I recorded weather, recent inputs and the time between observation and follow-up.
- I made no sanitation, pathogen-destruction or crop-safety claim from temperature alone.

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