

GRAVITY

INSTALLATION FORMS PACK



Use these forms to choose one problem, select the 30-Day Accelerated or 60-Day Guided path, assign ownership, select the first tools, train the team, and control the installation through the correct decision gate.

Print-ready + editable customer installation forms

Restaurant Installation Profile

Complete this once for each restaurant/location. It establishes the local owner, operating context, and the pressure point being addressed.



Restaurant / location	
Installation start date	
Owner / operator sponsor	
Accountable installation owner	
Backup owner	
Primary pressure point	
Why this matters now	
Evidence currently available	

Pressure Point Prioritization

List up to five recurring problems. Score each one before choosing the first system. High cost, high frequency, high risk, and high management attention usually deserve priority.

Problem / pressure point	Frequency 1–5	Cost / impact 1–5	Risk 1–5	Management time 1–5	Total	Priority

Scoring note: the numbers are a prioritization aid, not a financial formula. Use management judgment and verified evidence before choosing the launch problem.

System Selection Worksheet

Choose the system that owns the selected pressure point. Do not choose a system simply because its title sounds important.

SELECT	CODE / SYSTEM	USE WHEN...
☐	GRV-R Guest Relationship & Retention	Regular guests are slipping away, complaints are not followed through, or guest recovery is inconsistent.
☐	GRV-P Restaurant Performance & Profitability	Sales may look acceptable, but leaders cannot clearly explain where profit is being gained or lost.
☐	GRV-I Standards & Intelligence Center	Too many versions, policies, records, or system files exist and nobody is sure what is current.
☐	GRV-RC Risk & Continuity	The restaurant is not truly ready for an outage, disruption, emergency, recovery, or reopening.
☐	GRV-G Growth & Sales Building	The operation needs more profitable sales, catering, events, local demand, or repeat business.
☐	GRV-M Manager Development	Managers need clearer authority, judgment, coaching expectations, accountability, and development.
☐	GRV-IV Implementation & Verification	Changes are started but do not stick, or nobody verifies whether the new standard is actually working.
☐	GRV-SF Sales Intelligence & Forecasting	Forecasts miss because sales history, local events, weather, patterns, and demand signals are not being used well.

System Selection Worksheet (continued)

Review the remaining systems, then write the final choice below. If two systems seem to fit, choose the one that owns the primary decision or record for the first 30 days.

SELECT	CODE / SYSTEM	USE WHEN...
☐	GRV-F Food Cost, Inventory & Purchasing	Food cost, inventory, waste, portions, receiving, purchasing, prep, or yield are difficult to control.
☐	GRV-C Labor & Workforce Control	Labor percent, overtime, coverage, schedule accuracy, deployment, attendance, or productivity keep missing.
☐	GRV-FS Food Safety & Sanitation	Food-safety records, sanitation checks, employee-health controls, and corrective action are inconsistent.
☐	GRV-T Employee Training & Certification	Training quality depends too much on who happens to train, and mastery or certification is hard to prove.
☐	GRV-FM Facilities & Maintenance	Equipment, repairs, preventive maintenance, utilities, and facility condition are too reactive.
☐	GRV-LP Cash Controls & Loss Prevention	Cash, deposits, discounts, voids, refunds, payment exceptions, or loss signals need tighter control.
☐	GRV-HR Hiring, Retention & Employee Relations	Hiring, turnover, attendance, employee concerns, retention, or fair documentation are unstable.
Chosen system / code		
Why this system owns the problem		

INSTALLATION PACE SELECTION

Choose the path before setting the calendar.

Choose based on management capacity, not impatience. Both paths protect the same standard. The guided path adds different events between major control steps; it is not simply a slower copy of the accelerated path.

SELECT	PATH	USE WHEN	DECISION GATE
☐	30-Day Accelerated	Established management, reliable records, stable enough staffing, concentrated daily implementation is realistic.	Day 30 = final installation decision.
☐	60-Day Guided	Newer leaders, developing team, inconsistent records, weaker system habits, or more repetition/coaching is needed.	Day 30 = midpoint gate; Day 60 = final decision.
Chosen pace			
Why this pace fits this restaurant			
Start date			
Day-30 checkpoint date			
Day-60 final date (Guided only)			

Baseline & Target Record

Write down what can be proved before the change and what improvement would be meaningful. Avoid invented precision.

Selected pressure point	
Baseline measure	
Baseline date / period	
Source of baseline evidence	
Known data limitations	
Final target / desired condition	
How success will be judged	

First 3-5 Tools Planner

Choose the smallest tool set that creates a control loop. Every selected tool should have a reason to exist in the first 30 days.



Tool code	Tool title	Why now?	Who completes it?	Review frequency	Reviewer

FIRST-MONTH LIMIT
Start with 3–5 tools. If you think you need more, identify the exact information or control gap each additional tool closes.

Ownership & Authority Map

Responsibility without authority creates failure. Record who owns the system and what decisions that person is actually allowed to make.

Role	Name	What they own	Authority / limits	Backup / escalation
Sponsor				
Accountable owner				
Backup owner				
Primary reviewer				
Record users / department				

Training Readiness & Sign-Off

Train the people who will use the selected tools before requiring the records. Use this page to document the minimum launch training.

Person / role	Tool(s)	Standard explained	Practice completed	Ready?	Trainer / date
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	
		☐	☐	☐ Yes ☐ Not yet	

Installation Pace & Launch Calendar

Choose the pace first. The 60-Day Guided path is not the 30-day calendar stretched across twice as much time; use the guided phases for added learning, practice, coaching, midpoint correction, broader execution, stress-testing, and final verification.

WHEN	REQUIRED WORK	OWNER	COMPLETE / NOTES
PACE	☐ 30-Day Accelerated ☐ 60-Day Guided	Owner	Notes
30-Day: Days 1–5 / 60-Day: Days 1–10	Measure / learn. Define the problem and baseline.		
30-Day: Days 6–10 / 60-Day: Days 11–20	Define / prepare. Set standard, tools, ownership, and readiness.		
30-Day: Days 11–15 / 60-Day: Days 21–30	Train and practice. Guided path includes repeated practice and another representative shift/sample.		
30-Day: Days 16–23 / 60-Day: Day 30 + Days 31–46	Accelerated executes. Guided uses Day 30 as midpoint gate, then broadens with coached live execution.		
30-Day: Days 24–27 / 60-Day: Days 47–54	Stress-test the control under difficult or representative conditions.		
30-Day: Days 28–30 / 60-Day: Days 55–60	Verify, hold, assign ongoing ownership, and make the final decision.		

Weekly Installation Review

Complete once each week during installation. Use evidence from the active tools, not memory alone.

Week / dates	
Active tools used reliably	
Tools missed or misunderstood	
Most important evidence this week	
Repeated variance / exception	
Corrective action assigned	
Training or process change needed	
Decision before next review	

Corrective Action & Verification Log

Use one line for each meaningful installation or operating failure that requires follow-up. Close the action only after verification.

Date	Issue	Root cause / gap	Action	Owner	Due	Verification	Closed
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐

Installation Decision Review

30-Day Accelerated: use this as the final Day-30 decision. 60-Day Guided: use it at Day 30 as the midpoint correction gate, then again at Day 60 for the final decision. Do not expand simply because a date arrived.

System / pressure point	
Baseline	
Day 30 evidence / result	
What worked	
What created friction	
What was not used and why	
Open corrective actions	
Decision: KEEP / CHANGE / RETIRE / EXPAND / PAUSE	
Next phase / next focus	

Next-System Readiness Check

Complete this before launching another Gravity system. For a 60-Day Guided installation, do not treat the Day-30 midpoint gate as permission to add another system; wait for the Day-60 final decision unless a serious risk requires a different response.

- ☐ The current system has one accountable owner.
- ☐ The active tools are being used reliably.
- ☐ The weekly review is happening without outside prompting.
- ☐ Open corrective actions are controlled.
- ☐ The correct final decision has been documented: Day 30 for Accelerated or Day 60 for Guided.
- ☐ The next pressure point is clearly different or requires a different system.
- ☐ Managers have the time and authority to support another installation.
- ☐ The next system will not duplicate records already being maintained.

READINESS RULE

If several of these boxes cannot be checked honestly, stabilize the current system before starting another one.

Book + Learning Companion Plan

Use this page after choosing the operating system. Select only the completed learning material that will help the team understand the problem or standard. Do not delay installation waiting for an In Development title.

SELECT	RESOURCE	STATUS	WHY THIS HELPS	WHO SHOULD READ / USE
☐	Quiet Gravity	Complete / available		
☐	The Owner's Chair	Complete / available		
☐	Systems of Service title relevant to this problem	Use only if marked complete		
☐	Employee Training & SOP Tracker	Complete / available		
☐	Labor Control & Scheduling Planner	Complete / available		
☐	Restaurant SOP & Station Operations Builder	Complete / available		
☐	Food Cost, Waste & Inventory Control Workbook	Complete / available		
☐	Gravity Restaurant SOP Library	Complete / available		
☐	Future Toolkit / AI companion	In Development — optional future resource		
Chosen operating system / code				
Primary completed learning companion				
Reading / training owner				
When it will be used				
What understanding should improve				