

## CODING AND ENTERING THE CHEW

Anomalous responses:

1. Overall, treat missing responses as missing data until a proper scoring system is in place.
7. In sections where the option is to tick boxes to indicate an item is present, assume an unticked box represents an item is not present.
8. Elevator checklist:
  - If there is no response to elevator questions ie. there are no elevators or it left blank, leave the two sign questions blank and code the number of elevators as zero.
9. Stair checklist:
  - Code ticked boxes as one, code unticked boxes as zero.
  - If there is no response to the door questions ie. there are no ticks for the doors questions or it is left blank, leave the total number of doors and following door questions blank.
  - If it is indicated that there are no doors, code the total number of doors as zero and leave the following door questions blank.
10. Fitness centre:
  - If there are no responses, treat as missing data.
  - If one workroom is completed and there is no response for the second workroom, leave the second workroom blank.
11. Other facilities:
  - Code ticked boxes as one, code unticked boxes as zero.
  - Code location as either one or two. If missing ie. the preceding question was coded as zero, leave location blank.
12. Canteen:
  - If one canteen is completed and there is no response for the second canteen, leave the second canteen blank.
13. Lunchroom:
  - If one lunchroom is completed and there is no response for the second lunchroom, leave the second lunchroom blank.
14. Grounds:
  - If there is no response for physical activity space, code as zero and leave the size (length and breadth) blank
10. Neighbourhood:
  - If one road is completed and there is no response for the second road, leave the second road blank.
  - If there is no response for sidewalk/bike lanes adjacent to road, code as zero and leave the sidewalk/bike lanes separate from road blank.