



COFFEE STATION

checklist

DAILY COFFEE LIST

- Turn On Coffee Machine
- Prepare Mugs & Cups
- Recycle Coffee Grounds & Pods
- Clean Counter Area
- Refill Beans & Pods
- Refill Milk Of Choice
- Refill Sweeteners & Additives



WEEKLY COFFEE LIST

- Launch Machine Cleaning Cycle
- Check Pantry Stock
- Check Expiry Dates On Goods
- Check E-store For New Products
- Make Order List
- Prepare Grounds & Pods For Recycling

