

Coffee Time Instructions

Thank you in advance for taking care of coffee time this week. Here are some miscellaneous information and instructions for making the coffee.

Budget: \$20 (including tax)

Includes:

1L 2% milk

1L 1% milk

1L half and half cream

Check in Chem Stores to see if there are any tea boxes, if not, please buy:

1 box of tea

1 box of herbal/decaf tea

SNACKS:

Home-baked goods or any variety of goods (e.g. cookies, donuts, timbits. etc.)

The finance manager, Sunny To, will reimburse your \$20, so save your receipts! Sunny can be found in room D232 (sto1@chem.ubc.ca).

FOR COFFEE:

For 70 cups: use about 400g of Nabob coffee. If you are getting it from Chem Stores, 7 packets of coffee are good.

Please prepare the coffee no later than 2PM (it takes about an hour to percolate).

What to get from Stores:

- Large and small urns
- Sugar
- stir sticks
- NO styrofoam cups

Also, fill out a form and write “1” by the “large” and “small” urn boxes (and “6” by the “coffee” box if you get the coffee packets), fill out the necessary information at the top of the form with the speedchart CMXJ, and sign your name at the bottom.

Use the small urn to make hot water for tea. Fill up until the water is about a centimeter or so below the black filter’s bottom. Plug it in.

Fill the large urn to the “70” mark. Place the rod and metal filter back in place and put the coffee on top. When you plug it in, REMEMBER to switch the urn to “**ON**”. You should hear some sounds about a minute once it’s plugged in.

VERY IMPORTANT: PLEASE DO NOT USE THE SAME OUTLET FOR THE 2 URNS.

Send out an email on Thursday morning reminding people about coffee time.

CLEAN UP:

Start the clean up (ie. rinse out the urns) at around 3:40 or 3:45. Chem Store closes at 4PM and depending on who is there, they may or may not open the doors if you are late. In the case that they are closed, keep the urns in your lab and return them the next morning.

In addition:

- Wipe down counters (Vim and sponges beneath sink)
- Wipe down microwave/toaster oven
- Water plants
- Check refrigerator for food to discard: Items that have no name or have begun to look bad should be marked with a colorful post-it (these will be available in one of the drawers). If these items have not been claimed by the next day at 4.00 pm they should be thrown away by a member of your group. Items marked with a yellow post-it and items with long shelf lives (mayo, mustard, pickles, etc.) are excluded from this purging.

If you have any questions, please contact the CGSS's secretary.

Thanks in advance,
Jessica Risley
CGSS Secretary
Current as of Oct 2015