



BMI Community Coffee Break | Instruction Manual  
Held every Tuesday and Friday at 10:30 am

*The Day Before:*

## Instructions for setting up / filling the Coffee Urn:

### Parts of a coffee urn

- #1 - Lid
- #2 - basket / filter
- #3 - tube / stem
- #4 - coffee urn

First: Fill the urn with water to the 100-cup mark, (small line found on inside back of urn), there may be a white jug you can use to pour the water in the urn.

Second: -Piece # 3 in the above diagram, the metal tube/stem - has a flat bottom on one end. The top of the

## 4. Setting up for the Coffee Break

### Instructions for setting up / filling the Coffee Thermoses:

#### Parts of the Thermos



Suction  
Pipe



Thermos

-Once the orange light has come on to notify you the coffee is done brewing, you can begin filling the three thermoses to bring coffee outside.

First: - Place a thermos under the spout of the coffee urn and begin to fill. Leave approx. a 1-inch gap of air at the top of the thermos.

Second: - Insert the suction pipe into the thermos, and then tightly close the lid.

Third: Repeat this process for each of the three Thermoses.



Must Insert the Suction Pipe!



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- Return to lunchroom approx. 10:15am to get started filling the thermoses
- Dairy and treats can now be brought out and made available for the break
- arrange the treats and coffee on the tables and/or counter in a manner that allows easy access and also allows people to maintain distance between each other when collecting their refreshments. (i.e. Coffee on counter, treats on tables)

OR

- Return to lunchroom approx. 10:15am to fill the three thermoses, gather dairy, sugar & treats and load them onto the cart to bring all refreshments down to the main floor.
- Weather permitting wheel refreshment cart outside behind WIRB and set up on a picnic table

OR

- Park the cart with coffee and treats in the vestibule/glassed in entrance on the main floor of WIRB and people can come inside to access the beverages and treats from the cart

*5. Email the BMI people in WIRB*

- Send out email from your UWO account to the two email addresses below:

[wirbbmifaculty@uwo.ca](mailto:wirbbmifaculty@uwo.ca), [wirbbmilabs@uwo.ca](mailto:wirbbmilabs@uwo.ca)

Let the Institute know coffee is ready and remind them to bring their own mug.

- If assistance is needed with this step email Denise Soanes <[dsoanes4@uwo.ca](mailto:dsoanes4@uwo.ca)>

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