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

The Day Before:

BMI Community Coffee Break 1 Instruction Manual Held every Tuesday and Friday at 10:30 am

<u>Instructions for setting up / filling the Coffee Urn:</u>

Parts of a coffee urn

#1 - Lid

#2 - basket / filter

#3 – tube / stem

#4 – coffee urn

<u>First:</u> 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.

<u>Second</u>: -Piece # 3 in the above diagram, the metal tube/stem - has a

flat bottom on one end. The top of the

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4. Setting up for the Coffee Break

<u>Instructions for setting up / filling the Coffee Thermoses:</u>

Parts of the Thermos





Thermos

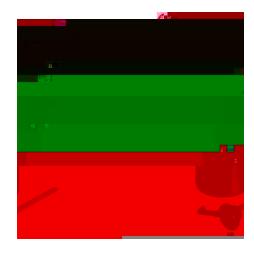
-Once the orange light has come on to notify you the coffee is done brewing, you can begin filling the three thermoses to bring coffee outside.

<u>First:</u> - 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.

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

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





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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, 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>

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6.