



Coffee Cart Set-Up

Choose Largest Cart available in Kitchen

Fill Water from Kitchen Sink Area MAKE SURE YOU USE COLD WATER

1. Coffee Maker and Hot Water Maker for tea go on Left side of card
 - a. Make Coffee (10 servings at a time)
 - b. Fill hot water maker
 - c. Plug in Coffee maker and hot water maker to extension cord
 - d. Run coffee maker first when it is finished then turn on hot water maker (Outlet will trip if you try to run them both at the same time)
2. Water Dispenser on Stand goes on Right Side of Cart
 - a. Fill with water from kitchen faucet
 - b. Fill with 1-2 scoops of ice (Only touch the ice scoop and use glove)
3. Put out on Cart:
 - a. Tea bags on tray
 - b. Coffee stirrers (They are in a gray RVC plastic cup)
 - c. Coffee cups go on side by coffee maker
 - d. Plastic cups for water go by water dispenser (please make these accessible or people will use coffee cups for water)
 - e. Put 2 scoops of ice in metal tub (usually located near sink) and put the carton of Half & Half in there
4. Watch and Remake coffee when it runs out if needed