

Quick Guide to Coffee

Instructions for Grad Coffee Setup

(around 12:30)

1. Grab the key for the cookie cabinet from 144 before noon (they go for lunch).
 2. Send an email to physgrad@purdue.edu (again, before noon) and give an estimate as to when you expect coffee to be ready.
 3. Ensure that someone has volunteered to clean-up before you begin making coffee
 - a. This means bug your friends
 4. Making Coffee:
 - a. Before plugging in: Pour a little water into the back of the machine. If some drips out, then the water is full. Otherwise, pour some more in until the reservoir is filled.
 - b. Plug the machine into the wall. Wait 10 min for the water to heat up.
 - c. In the mean time, fill both carafes (the glass container that the coffee drips into) with water.
 - d. Place a filter into the basket and scoop slightly more than 1 measuring cup of coffee and pour it on top of the filter. Slide into the rails of the machine. This will make 2 pots.
 - e. Once the 10 minutes has passed, turn on the bottom burner.
 - f. Pour water from 1 carafe into the back of the machine, and quickly place the carafe under the spout as the coffee will brew almost instantaneously.
 - g. Once the first carafe is filled, turn on the top burner; place the brewed coffee up top.
 - h. Then, pour the water from the second carafe into the back and again quickly place the carafe under the drip spout.
 5. Making hot water:
 - a. Fill the urn with water to desired level (near the top).
 - b. Position the urn on a formica disk to prevent burning the table, put the lid on, and plug it in. There is no on switch. The light will change from red to green when ready.
 6. Set out cups, stirrers, sweeteners, creamers, napkins, and a selection of teas.
 7. Set out five or six packages of cookies (from the cookie cabinet) at 1:00 P.M. (or whenever coffee/tea are close to ready)
 8. Close all the filing cabinet drawing but **do not lock** it. Return the key to room 144.
- A copy of the user manual for the coffee machine is provided in the lounge.

Thank your for volunteering!

Instructions for Grad Coffee Cleanup

(~3 to 4 P.M)

1. Return any leftover supplies to their respective cabinets.
2. Unplug the coffee machine and hot water urn.
3. Using care (the coffee pots and urn will be hot), pour out at remaining coffee or hot water. Rinse out the urn with some fresh water. Attempt to dry the urn with a paper towel.
4. Rinse the coffee pots. Remove the basket and throw away the filter and coffee grinds. Rinse the basket.
5. Return the coffee pots, coffee basket, and hot water urn to the side table.
6. Lock the cookie cabinet by pushing the lock mechanism.

Thank your for volunteering!