

# Brain & Mind Coffee Break

YOU CAN HOST THIS!

## BMI Community Coffee Break - Instruction Manual

Held every Tuesday and Friday at 10:30 am

### The Day Before:

#### **1. CHECK THE FRIDGE IN THE LUNCHROOM**

for

**MILK, CREAM, and SUGAR**

You are responsible to make sure these items are provided.

(Please keep your receipts for reimbursement)

##### **Types of Dairy Needed:**

1. A milk alternative – can be a small container (i.e. silk, almond, etc...)
2. Cream - 5% cream is the preference, but any cream will be fine
3. Milk – 2%, should be a larger size

#### **2. PURCHASE SNACKS**

You are responsible to make sure snacks are provided.

(Please keep your receipts for reimbursement)

Keep the cost of food around \$20.00.

The cost for dairy is not part of the \$20.<sup>00</sup>; it is on top of the cost of snacks

### The Day of Coffee Break:

#### **3. MAKING THE COFFEE**

-Start making the coffee a minimum of 1-hr before the break begins.

+Coffee needed for 10:30am, be there approx. 9:15am to fill urn and start brewing by 9:30am+

-Coffee will be in a plastic bag, down on 3<sup>rd</sup> floor, in reception, in room 3190, on a table behind the reception desk (email Denise [dsoanes4@uwo.ca](mailto:dsoanes4@uwo.ca) with any questions)

-Pick up the bag of coffee by 9:15 am

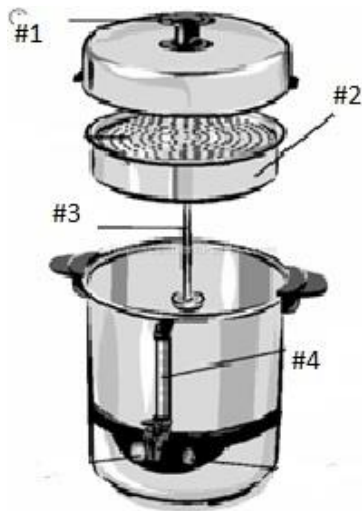
(If other arrangements are required, please email [dsoanes4@uwo.ca](mailto:dsoanes4@uwo.ca))

-You are also welcomed to bring in your own coarse ground coffee, already ground, and enough for 100 cups of coffee - keep receipts for reimbursement

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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 stem fits inside a hole found on the bottom of the metal basket/filter and the flat bottom fits into a hole/indent on the floor of the urn. The basket will sit higher than the urn.

Third: -Once basket/filter is in place, carefully empty the container/bag of coffee into the filter. You can gently shake the basket to evenly distribute the coffee grounds.

Fourth: - Put the metal lid on. Please note the lid has two tabs that lock into the handles on the urn to keep the lid on tight.

Fifth: -Plug coffee urn in & turn on. Wait to hear the urn begin to heat up, kind of a gurgle noise. It will take approx. 1 full HOUR to brew the coffee. The light near the base of the urn will come on once the coffee is ready.

Sixth: -Do not leave any treats purchased in the lunchroom at this stage. Please bring them to your desk until it's time to hose the coffee break.



## **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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### *Follow the instructions below based on the set up chosen for that day*

#### ▪ *Set up In Lunchroom (inclement weather option):*

-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**

#### ▪ *If nice outside host on Main Floor:*

-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**

#### ▪ *If inclement weather but decent temperature host on Main Floor:*

-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>

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### **6. CLEAN UP THE COFFEE**

**Your lab is responsible to also clean up after you host!**

You can gauge when you would like to clean up – Just don't forget!!

My suggested time is 2:00 pm. If later or earlier works best for your schedule and/or your lab, as long as the work is completed, that is what's important.

#### Instructions for cleaning the Coffee Urn and Thermoses:

1. Empty the coffee and coffee grounds out of the large urn
2. Dump any remaining coffee out of the thermoses
3. Use only water to rinse out the urn and the thermoses (No SOAP)
4. Place empty thermoses on the fridge or shelves above the sink to air dry
3. Place filter, lid, and stem of coffee urn also on shelves above the sink to air dry
4. Tidy up the kitchen.

### **7. AFTER YOU HAVE HOSTED**

#### Instructions for Reimbursement:

-Please email Denise Soanes [dsoanes4@uwo.ca](mailto:dsoanes4@uwo.ca) to set up a time to get reimbursed

-Bring all original receipts with you down to the third floor of WIRB, Rm 3190 (glassed in room across from double elevators) to receive your reimbursement

If you need assistance or have questions, please contact Denise Soanes  
[dsoanes4@uwo.ca](mailto:dsoanes4@uwo.ca)

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