

## **Coffee Urn Instructions**

### **April 22, 2023**

All of the coffee urn items are stored into a large black (with Wheels) container.

#### **They contain :**

3 Coffee Urns

Percolator Tubes either in Urn or green Bottle.

Little Signs for the coffee Urns (Water Decaf Coffee) In green bottle

Coffee for decaf and regular blends

Basket container that has multi baskets (4) stacked together for the condiments.

It also contains 2 sticks that act as a separator for the larger basket.

Regular Sugar and multi brands for sweet and low type individual bags stored into a

USPS mail box. All are in separate Tupperware containers.

Hot Coco is also there. If there are children there, they use it.

Electrical Power Cord.

Power outlet.

Plastic stick like Stirrers.

Drinking cups are generally in a separate box and not in this one.

#### **Making Coffee & Hot Water:**

First Urn with the Glass top handle is the oldest and is used for Hot Water.

Second is a Faberware Urn with a Black handle on the top, Used for the

Decafe blend of coffee.

Third the newest has a flat top with a glass level indicator (Sybo brand) and is used for the Regular coffee.

Small wooden signs are used to identify the contains of the Urn and are hung on the spout.

#### **The Blast & Boat Yard Party outlets**

Generally all three urns **cannot** be started on the same outlet when they start up. It draws too much power and will blow the circuit. So you run only 2 at a time for startup (Hot water & Coffee), then unplug hot water and make the coffee urn. Once all 3 are done making the coffee or water then they can be run together on the same circuit as they are in maintenance mode.

**Bay Shore Yacht Club outlets** (near the serving sliding window at kitchen) are on different circuits and one (left of sliding window) can start 2 on one plug and the other (right of sliding window) on the other plug. Place the regular coffee on the right side for easier access for guest. The left side is for hot water and decaf. Place the condiments on the right side.

For estimated 80 – 100 guest fill Urns to the 40 - 42 cup level.

Milk 1 quart Half & Half 2 quarts for 80-100 Half & Half is used more.

Adjust this as needed.

Using the small measuring (8 oz) cup place 14 oz of coffee for 40 cups.

If you need to go to max 50 cup then add 16 oz of coffee.

**Cleaning:**

Empty urns and wash with water using paper towel to wipe off coffee stains.  
Dump grinds into garbage bag.

**Storage:**

All 3 urns fit in the center of the black box. The Farberware Urn needs to have the top upside down to fit properly. It's percolator tube has to be stored in a green plastic bottle for safe keeping as it cannot fit in the urn when the top is upside down.  
The other 2 urns can be stored with all its parts in the urn.

All of the condiments are placed into the Tupperware containers and placed into the USPS mail boxes. To fit properly the Tupperware is store with the blue top facing the box wall (lowest level ), the second row (top row) go in with the blue top facing away from the black box wall.

Store the coffee and anything else anywhere you can and then place the electrical equipment on top. Close the top and use the ropes to secure the top to the black box.

Use the Section “ **They Contain**” as your check off list that everything is there.