COFE+ Kiosk: Daily Operations Checklist

Date: _____   **Operator:** _____

1. Morning Prep & Checks

☐ **Check Backend**: Review sales data and inventory levels.
☐ **External Cleaning**: Wipe down all exterior surfaces, doors, and countertops.

2. Cleaning & Sanitization

☐ **Sanitize Core Components**: Wipe the **robotic gripper** and **ice chute** with disinfectant.
☐ **Run Auto-Clean**: Initiate the "Machine Cleaning" cycle on the main screen.
☐ **Flush Milk Lines**: Initiate the "Milk Line Flush" cycle.
☐ **Inspect Powder Chutes**: Confirm previously cleaned chutes are **100% DRY** before installing.

3. Stock & Replenish

☐ **Cups & Lids**: Inspect for defects, then refill all dispensers to **MAX**.
☐ **Coffee Beans**: Refill hopper (**do not overfill** to ensure FIFO).
☐ **Powders**: Refill chocolate, matcha, etc., as needed.
☐ **Syrups**: Refill all syrups, paying close attention to **cane sugar**.
☐ **Milk**:
　　☐ Use older milk first (FIFO).
　　☐ **PRE-COOL** new milk bags in the fridge before use.
　　☐ Keep all milk supplies **OFF THE FLOOR**.
☐ **Water**: Replace empty canisters; ensure adequate reserve supply.

4. Final Checks & Close-Down

☐ **Empty Solid Waste**: Empty the coffee grounds container **before it is full**.

- ☐ **Empty Liquid Waste**: Empty the wastewater bucket.
- ☐ **CRITICAL**: Confirm wastewater hose is **SECURELY INSIDE THE BUCKET**.
- ☐ **Organize Supplies**: Clean and store all tools. Air-dry cleaning cloths.
- ☐ **Secure the Kiosk**: Lock the door.

CRITICAL SAFETY & QUALITY RULES (Non-Negotiable)

1. DRY CHUTES: Powder chutes must be **100% dry** before installation.

- *Prevents clogging and inaccurate dosing.*

2. PRE-COOL MILK: New milk must be **cold** before use.

- *Prevents foaming, overflow, and waste.*

3. OFF THE FLOOR: All milk supplies must be kept **off the floor**.

- *Non-negotiable food safety standard.*

4. SECURE THE HOSE: The wastewater hose must be **securely inside the bucket**.

- *Prevents catastrophic internal flooding and downtime.*

5. OVERSTOCK ESSENTIALS: Never run out of cups or water.

- *Prevents a complete service shutdown.*

6. EMPTY WASTE EARLY: Never let waste containers overflow.

- *Prevents clogs, errors, and unsanitary conditions.*