

Daily & Backup Supplies

A practical plan for your coffee and tea corner

1. Choose a refill rhythm

Working supplies checked every: _____

Reserve home: _____

Shared shopping list / person checking: _____

2. Give each supply an amount and a home

Supply	Uses / day	Working amount	Daily home
Coffee / pods			
Filters			
Tea			
Add-ins			
Other			

Planning example: 2 filters a day x 5 days = 10 filters.

Use your actual routine. This is not a food-storage time limit.

Storage reminders

Follow package storage and appliance instructions.

Keep coffee sealed, opaque, cool and dark; filters clean and dry.

Refrigerate products when their labels require it.

Refill Before You Run Out

Refilling the station and buying more are separate jobs.

3. Write two clear triggers

Supply	Refill from reserves when...	Add to shopping list when...
Coffee / pods		
Filters		
Tea		
Other		

4. A simple restock check

- ☐ Check working stock and package condition.
- ☐ Look in reserves before adding to the shopping list.
- ☐ Bring forward a suitable working amount; close packages.
- ☐ Keep product identity, dates and storage instructions available.
- ☐ Return everything to its home and update the shared list.

Review after a week of ordinary use

Ran low / never used / awkward to reach: _____

Change one amount or location, then try the simpler version.