Checklist for Re-opening
Coffee, Tea and Water & Pantry Service Locations

☐ Meet with management at client location to educate them on your company’s “re-opening” protocols and determine on-site and government restrictions for servicing the location.

☐ Discuss with management at client location their personal protective equipment (PPE) requirements for their facilities (i.e. gloves, face masks, handwashing).

☐ Provide information for clients to email employees on location about cleaning standards that you have added for coffee equipment at their location to increase customer/employee comfort.

☐ Meet with management at client location to review their requirements for distribution of cups, stirrers, creamer, sweetener and all bulk and self-serve products. Follow their direction and any state and local health department orders and/or guidance on self-serve products.

☐ Follow state and local health code requirements for wrapping and packaging of fresh fruits and vegetables.

☐ Inspect all currently stocked products for past "Use by or Sell by" dates and discard spoiled product(s).

☐ Review brewer manufacturer cleaning guide for your equipment and clean with EPA approved cleaning supplies/chemicals.
  - Click here for list of approved COVID-19 disinfectants.

☐ Clean inside and outside of all equipment, including but not limited to coffee brewers, water coolers, ice makers and point-of-use water systems according to manufacturer guidelines.

☐ Change water filter(s) if recommended by the filter manufacturer.

☐ Clean product packaging of items offered at coffee/tea and water stations.

☐ Meet with management at client location about adding wipes dispenser and/or contactless hand sanitizer station(s).

☐ Meet with management at client location about providing signage on walls, machines, and floor regarding proper social distancing.
Discuss need for hand sanitizer, cleaning supplies/chemicals and any personal protective equipment (PPE) products that client location may require. This may be an opportunity to assist customers as a supplier of these products.

Clean inside and outside of all equipment, wipe down shelving.

Educate cleaning staff at client location by posting NAMA’s sanitization best practices for them to use as a resource when doing nightly or daily building cleaning and maintenance. Also, meet with management at client location about providing a log/signage that can be initialed by cleaning person for daily cleaning.