Morning Coffee Station Setup Checklist

Set it up once, then check it every Sunday night.

The Machine

- Coffee maker on the counter, plugged in and ready
- Water reservoir filled the night before
- Drip tray wiped clean
- Descaling solution on hand

Pods and Coffee

- K-Cup pods in a basket by the machine
- Decaf pods for evenings
- Hot cocoa pods for the kids
- Reusable pod in the drawer for ground coffee
- Paper filters, for a backup drip maker

Mugs and Extras

- Two mugs that fit under the spout
- One travel mug that fits under the spout
- Sugar in a small jar by the machine
- Creamer or milk in the fridge
- Spoons in a jar or cup nearby

Weekly and Monthly Reminders

- Sunday: check pod supply and add to the shopping list
- Sunday: refill sugar jar and wipe the station

- Monthly: descale the machine when the light comes on
- Monthly: rinse the water reservoir

Tip: keep everything within one reach of the machine, so your first cup needs only a pod and a button.

Free printable from Smart Mom Edit, smartmomedit.com