BostonBean Coffee Company

BostonbeaN Training Template Report

Report Generated by

Completion:	**100%** (12 out of 12 items)
Duration:	20 minutes, 13 seconds
Corrective Tasks:	**0**
Date/Time:	Apr 08 2025 at 12:10 PM
Submitted by:	S Shawn Roque

Proof of Delivery

Proof of Delivery.

Shawn Roque at Apr 08 2025 11:51 AM

Backordered Items.

Shawn Roque at Apr 08 2025 11:53 AM

1- Barebell Caramel Cashew 1- Hood Whole Milk

Nespresso/Flavia/Keurig/Fresh Cup

Empty waste bin. Check and fill coffee merchandiser as well as condiment caddie. General cleanliness of area.

Shawn Roque at Apr 08 2025 11:55 AM

Bean to cup (Virtu, Nio, Emblem, Encore, Symbol)

Empty waste bin. Check and fill bean hopper, specialty powders and condiment caddie. General cleanliness of area.

Shawn Roque at Apr 08 2025 12:05 PM

Kegerators, Sail Away

Check Kegs, nitrogen tank & CO2 tank. Place service call if replacement is needed for CO2. Call 1-800-HIT-BREW, Option 1.

Shawn Roque at Apr 08 2025 11:54 AM

Bevi, Ion, Water Logic

Empty drip tray. Check CO2 tank, flavor bibs (replace if necessary). Check/ Fill condiment caddies, cups, stirrers etc. General cleanliness of area.

Shawn Roque at Apr 08 2025 11:56 AM

Snacks, Drinks & Perishables

Work from backstop first. Checking dates and removing expired product. New product to the back. Any paper products. General cleanliness of area.

Shawn Roque at Apr 08 2025 12:00 PM

Closing Tasks

Is a service call needed to be placed for any equipment? If Yes, please call 1-800-HIT-BREW(448-2739) Option 1.

Shawn Roque at Apr 08 2025 11:56 AM

Yes

Notes

S Shawn Roque

Apr 08 2025 - 11:57 AM

Is a service call needed to be placed for any equipment? If Yes, please call 1-800-HIT-BREW(448-2739) Option 1.

Shawn Roque at Apr 08 2025 11:56 AM

No

Close out tickets on-site

Shawn Roque at Apr 08 2025 11:57 AM

☑ Complete

Reorganize backstock, take inventory & place future orders.

Shawn Roque at Apr 08 2025 12:09 PM

Picture of office to show client.

Shawn Roque at Apr 08 2025 12:10 PM

Appendix

Photo 1

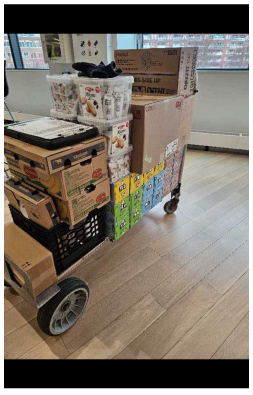
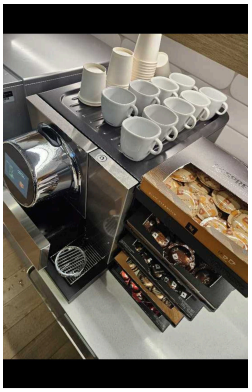


Photo 2

Photo 3

Photo 4



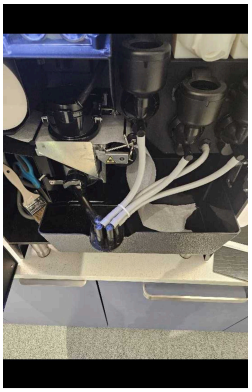


Photo 5

Photo 6

Photo 7

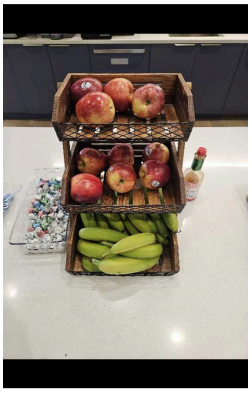


Photo 8

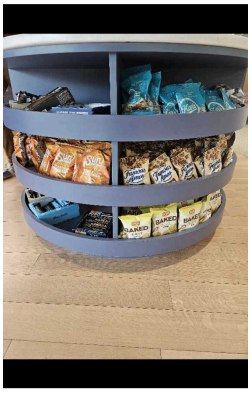
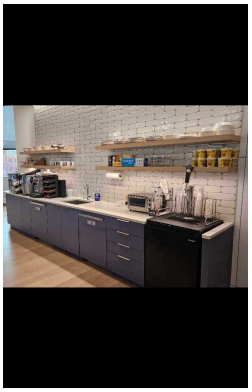


Photo 9

Photo 10

Photo 11

Photo 12



CYLINDER
STATUS
EMPTY