

Management: \_\_\_\_\_ Date: \_\_\_\_\_

## FRONT DESK MASTER LIST - Coffee Bar

Accessible to Employees - Located at the Coffee Bar at Front Desk

### Coffee Bar Supply List

#### Coffee Water

- Full Keurig Water
- 1 Full Brita Pitcher

#### Cups

- Full Stack for Clients
- 1 Bag Backstock

#### Lids

- Full Stack for Clients
- 1 Bag Backstock

#### Sleeves

- Full Stack for Clients
- 1 Bag Backstock

#### Straws

- Full Container for Clients
- 1 Bag Backstock

#### Creamer

- Full Container for Clients
- 1 Container Backstock

#### Mints

- Full Stack for Clients
- 1 Bag Backstock

#### Keurig Cups

- Full Stack for Clients
- 1 Box Backstock

#### Sugar

- Full Stack for Clients
- 1 Bag Backstock



**Coffee Cups**



**Coffee Lids**



**Coffee Sleeves**



**Coffee Straws**



**Creamer: French Vanilla or Original**



**Mints**



**K-Cups**



**Sugar**



**Brita Pitcher**





Management: \_\_\_\_\_ Date: \_\_\_\_\_

## FRONT DESK MASTER LIST - Fridge Beverages

Accessible to Employees - Located at Front Desk

### Shop Beverages Supply List

Case = x3 8 packs

#### Pepsi

- 2x6 in Fridge
- 1 Case in Backstock



**Pepsi**



**Diet Pepsi**



**Sierra Mist**



**Water**

#### Sierra Mist

- 2x6 in Fridge
- 1 Case in Backstock

#### Diet Pepsi

- 2x6 in Fridge
- 1 Case in Backstock

#### Water

- 5x6 in Fridge
- 1 Case in Backstock

#### Beer (of each kind)

- 2x5 in Fridge
- 1 Case of each in Backstock

### The Fridge Set Up

Top Shelf = Water  
5 Across x 5 Deep

Middle Shelf = Sodas  
Mist - 2 Across x 5 Deep  
Pepsi - 2 Across x 5 Deep  
Diet Pepsi - 2 Across x 5 Deep

Bottom Shelf = Beer  
1-2 Across x 4 Deep

Anyone can give a client a drink but only a Lounge Coordinator can give an employee a drink. Please ask before taking!

### Fridge Temperature Settings

No lower than 37 degrees

No higher than 40 degrees





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# FRONT DESK MASTER LIST - Office Supplies

Accessible to Employees - Located at Front Desk

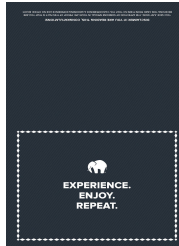
## Office Supply List

1 Box of Free Cut Cards



Free Cut Card

1 Box of Gift Card Holders



Gift Card Sleeve

1 Box of Business Cards



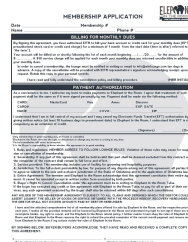
Business Card

1 Box of Gift Cards



Gift Card

1 Box of Membership Applications



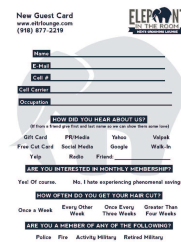
Membership Application

1 Box of Membership Cancellation



Membership Cancellation

1 Pad of New Guest Card



New Guest Card

1 Pad of Credit Card Back Up Payment



Credit Card Backup Payment Form

1 Package of Receipt Paper



Receipt Paper

1 Box of Pens



Pens

1 Box of Staples



Staples

1 Stapler



Stapler

1 Calculator



Calculator

1 Staple Remover



Staple Remover

2 Mini Clipboard



Mini Clipboard

1 Stack of Retail Bags Hanging



Retail Bags



Management: \_\_\_\_\_ Date: \_\_\_\_\_

# FRONT DESK MASTER LIST - Front Desk Prints

Accessible to Employees - Located at Front Desk

## Print Supply List

2 Menu Prints

2 First Responder Menu  
- Placed Behind the Front Desk. Not on Display.

2 Membership Education Prints

1 = 2 \$5.00 Referral Print

1 = 2 \$10 Referral Print



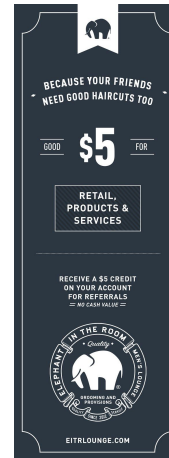
Menu



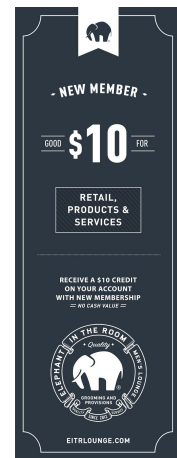
First Responder Menu



Membership Education



\$5.00 Referral



\$10.00 Referral



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## FRONT DESK MASTER LIST - Cleaning Box

Accessible to Employees - Located at Front Desk in Cleaning Box  
(This will be used for all employees)

### Cleaning Box Supply List

Windex  
-2 Full Spray Bottle



**Windex Spray Bottle**

Lysol  
-2 Full Bottle



**Lysol**

Swiffer Spray  
-2 Full Bottle



**Swiffer Spray**

Citrus 11 Cleaner  
-2 Full Bottle



**Citrus 11 Cleaner**

Swiffer Duster  
-1 Handle  
-1 Box of Duster



**Swiffer Duster**



**Febreze**



**Trash Bags  
Small & Large**

Trash Bags  
-2 Roll 33 Gallon  
(small)  
-2 Roll 44 Gallon  
(large)



**Paper Towels**

Paper Towels  
-1 Roll Paper Towels

Squeegee  
-1 Squeegee



**Squeegee**

