

OFFICE LIFE

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Daily Life

Coffee

We have a Jura Impressa 59 Classic. It makes espresso and regular coffee after grinding beans on demand. Coffee is the nectar of life and what keeps the office running smoothly.

There are options for frothing and things on the right side, but we usually just use the stuff on the left. Don't break the machine.



1. **Water holder.** This whole container pulls up and out for you to put in the sink and under the faucet. Don't try to open the top and pour water in the way.

2. **Beans** go at the top BACK of the machine. **Cleaning Tabs** go in the top FRONT of the machine.

3. **Status Display** will tell you these things:

- Water Heating (wait to select size)

- Espresso or Coffee with a time bar (how long until your cup is full)

- Fill Water or Beans (use the appropriate product for that)

- Empty Grounds or Tray (pull the bottom tray out and empty the appropriate section. Probably just do both for good measure)

- Clean Machine (use cleaning tabs). There will be directions on the screen for this process.

-Change Filter (water filter in the water container)

4. **Power and Rinse buttons.** Power is on the left, and rinse is on the right. The rinse button is like a "Continue" when cleaning the machine.

5. **Cup Options.** Do you want a single or double espresso? Single or double cup of "drip"? Feel free to mix and match with a big enough cup!

6. **Tray** will hold liquid when machine drains it out. When you pull the tray out there will be another, smaller tray at the back right that holds the grounds. Empty these when necessary.

Coffee Products and Accessories

Coffee is kept in the higher cupboards, and cleaning supplies are in one of the bottom cupboards.

Because the Jura grinds on demand, we require whole beans. Costco usually has the best deal at \$14.99/bag



The water filters can be ordered on Amazon, look at the "Order History" to see what we used last. Each filter lasts about 6 weeks. It's usually something like this:



Click to open expanded view

Jura

Jura Capresso Clearyl White Water Filters - Pack of 5

★★★★★ 7 customer reviews

Price: **\$104.97** & **FREE Shipping**

Note: Not eligible for Amazon Prime.

In Stock.

Get it as soon as Tuesday, July 11 when you choose **Two-Day Shipping** at checkout. Ships from and sold by **Designandgrace**.

- Reduces limescale and need for descaling
- Improves coffee experience
- 60 liters capacity (2,000 oz) or max. 3 months
- Made in Switzerland

[Compare with similar items](#)

New (2) from \$104.97 & **FREE shipping**.

[Report incorrect product information.](#)



Earn 5% back every day
with the Amazon Prime Store Card
[Learn more](#)

The cleaning tablets come in higher quantities and don't need to be ordered as often. They are something like this:



Click to open expanded view

Jura-Capresso

2-Phase Cleaning Tablets (25 tablets)

★★★★★ 493 customer reviews | 22 answered questions

Price: **\$40.00** ✓prime

Note: Available at a lower price from **other sellers**, potentially without free Prime shipping.

In Stock.

Want it tomorrow, July 7? Order within **2 hrs 16 mins** and choose **One-Day Shipping** at checkout.

Details

Sold by **KMA Imports** and **Fulfilled by Amazon**. Gift-wrap available.

Size: **25 Count**

6 Count \$17.99 ✓Prime	12 Count \$21.77 ✓Prime	18 Count \$27.49 ✓Prime	25 Count \$40.00 ✓Prime	48 Count \$185.99
50 Count \$72.99 ✓Prime	75 Count \$99.99 ✓Prime	100 Count \$129.99 ✓Prime		

- Removes all inner oil build-up in the machine
- Only 1 tablet required per cleaning cycle

[Compare with similar items](#)

New (10) from \$37.90 & **FREE shipping**.

[Report incorrect product information.](#)

User Manual

There is a manual with the cleaning supplies in a bottom cupboard. If you lose it or don't want to look for it, you can find it online [here](#).

Garbage and Recycling

There are small garbages and/or recycling boxes at every desk.

The kitchen has a large garbage and recycling box by the fridge.

Each bathroom has a larger garbage.

The hallway by the shower has a large recycling box.



Extra garbage bags are under the kitchen sink and in the large bathroom in Suite 103.

Take the garbage out when it's full. The dumpster is to the left, between us and the dentist office.

Kitchen and Towels

The kitchen is where the serious business takes place.

Keep it stocked with these essentials:



Mini Fridge

The mini fridge in the back hallway usually holds beer, sparkling water or juice, and extra creamer. Don't let it get empty!

Towels and Sponges

We have about twenty towels for the kitchen and bathrooms. Occasionally these need to be washed. Try to put new ones out every week, and when the dirty box is full.. wash them. This usually means taking the box home on a Friday and bringing a clean bag in on Monday, but the timing doesn't really matter.

Just don't use the same towels for six months, please.

Spring for the Costco package of dish sponges when necessary! These live under the kitchen sink and if there aren't at least 10 extra the sponge won't ever get changed.

Please don't use the same sponge for six months.

Paper Towels and Toilet Paper

Usually stored in the bathroom in 103.

Get the Costco size.



Alarm and Air

Alarm

There are two visible alarm boxes in the office.

The one by the door in Suite 100 is old and not connected to anything. If it is beeping, press the 0 to clear it. Any key will probably work, as it is usually beeping to indicate the battery is low. We don't care if the battery dies, because we'd like the whole thing to die.

The box on the wall in the middle suite is the one that works! It is a Honeywell security system and alerts the police if is not deactivated within sixty seconds.

The remote lives on the ledge by the kitchen sink.



When **entering** the building and turning off the alarm, hold the "Off" button on the remote until the beeping stops. Or, enter the code on the touch screen by the door.

When **leaving** the building and arming the building, hold the "Away" button on the remote until the beeping starts. Or, enter the code on the touch screen to "Arm" the building.

Try not to use the Panic button, unless it's an emergency.

The code to the touch screen is 13*9, with the star being the number of people in Fundy's immediate family.

Hot and Cold Air

We have two kinds of air in the office. Suites 100 and 101 have Mitsubishi Electric Mr. Slims on the walls, and 103 has a Honeywell thermostat.

The Mr. Slim units are very simple and remote controlled. The remote for the kitchen lives on the ledge by the sink. The other one is most likely by the dry erase board.



The remote has three basic buttons. If you want to get fancy with it, slide the front cover down for more options.

The Honeywell thermostat is on the wall by the bathroom:



The Fan is usually on Auto, but you can change the **System** from Cool to Heat using the button underneath it. Use the **Arrows** to choose the desired temperature.

Winter is usually 72-75, Heat

Summer is usually 67-70, Cool