



Coffee Supply Interruption Report

Breakroom logistics | Please complete after making another pot.

Time discovered

Pot / breakroom location

01 / INVENTORY AT TIME OF DISCOVERY

- | | |
|--|--|
| ☐ Enough for one extremely small cup. | ☐ A tablespoon with ambitious intentions. |
| ☐ Only the smell remains. | ☐ A historical sample from yesterday. |

02 / CONDITIONS OBSERVED

- | | |
|--|---|
| ☐ Long blinks. Short answers. | ☐ Same sentence read four times. |
| ☐ Someone suggested decaf. | ☐ That suggestion was not well received. |

Person who took the last cup

Their current whereabouts

03 / RECOVERY ACTIONS

- | | |
|---|---|
| ☐ Make another pot. | ☐ Locate the filters. |
| ☐ End the meeting about the filters. | ☐ Refill supplies before the next shift. |

Volunteer brewer

Next supply run

RECOVERY VERIFICATION

Normal service resumes at the first voluntary smile.

A quarter inch in the pot is not a meaningful reserve.