

BREAK ROOM NOTICE**SHARED COFFEE POT
CODE OF CONDUCT**

- 1 Whoever pours the last cup makes the next pot.
- 2 Leaving one sip in the pot so it isn't "technically empty" is a known technique. It has been noted.
- 3 "I'll make the next one" is a statement, not a pot.
- 4 Never leave an empty pot on the burner. That smell is a fire drill nobody scheduled.
- 5 Decaf must be labeled. Unlabeled decaf is a workplace incident.
- 6 The filters are in the cabinet. They have always been in the cabinet.
- 7 If you are reading this while holding the empty pot: you know what to do.

LAST POT MADE BY	TIME
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Current Pot Status

- ☐ Fresh
- ☐ Still fine
- ☐ Brewed by someone who has since gone home
- ☐ Tar

Empty pots will be documented.

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Tape it above the coffee machine, at eye level, where the guilty will see it.