# opening a café: equipment plan

Tick off each step. Practical advice from Colbergcoffee. Free consultation when you open: +48 883 239 480.

Venue name _____ Planned opening _____

Forecast coffees per day _____ Coffees at peak (per hour) _____

## 1–2. menu and footfall

- [ ] Espresso coffee and a second coffee (e.g. decaf) chosen
- [ ] Other brew methods on the menu decided
- [ ] Number of groups worked out in the calculator, with room to grow
- [ ] Share of milk drinks estimated
- [ ] Forecast coffees per day and at peak (15–25% of the daily total)

## 3. venue and connections

- [ ] Power option agreed with the electrician
- [ ] Space for the filter under the counter
- [ ] Bar dimensions checked against the machine spec sheet
- [ ] Water supply with shut-off valve
- [ ] Drain under the counter

## 4–5. machine, grinders, water

- [ ] Machine model, number of groups and version chosen
- [ ] Water tested, filter selected
- [ ] At least two grinders selected
- [ ] Filter cartridge replacement plan

## 6–9. bar, financing, setup

- [ ] Station order: till, grinders and machine, milk, hand-off
- [ ] Service plan included in the budget
- [ ] Installation well ahead of opening
- [ ] Cleaning schedule next to the machine
- [ ] Financing decided (outright purchase or leasing)
- [ ] Delivery date agreed when ordering
- [ ] Training for the whole team at setup
- [ ] Service contact and scheduled service plan


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## bar equipment

- [ ] Espresso machine
- [ ] Grinder for the second coffee
- [ ] Milk jugs in several sizes
- [ ] Scales (if the machine has no drip tray scales)
- [ ] Blind baskets and brushes
- [ ] Cups and mugs for the menu
- [ ] Milk fridge (plan it with the fit-out)
- [ ] Espresso grinder
- [ ] Water filter and spare cartridge
- [ ] Tampers and tamping mats
- [ ] Knock box
- [ ] Cleaning products for the machine and steam wands
- [ ] Dishwasher (plan it with the fit-out)
- [ ] Cloths: separate ones for steam wands and portafilters

## before opening day

- [ ] Machine set up and tested
- [ ] Doses programmed (AV or ABR version)
- [ ] Filter and cartridge replacement date noted
- [ ] Espresso recipes set
- [ ] Team has practised the menu on the machine
- [ ] Service number next to the machine

Guides: lamarzoccopolska.pl/en/guides/ (which machine for a café, how many groups, preparing the venue, water, cleaning, model comparison).


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