

GUIDELINES FOR BREWING COFFEE

1. Measure or weigh quantities of water and coffee carefully. Prepare only in amounts necessary to maintain continuous service. Urn coffee held 1 hour or longer and automatic coffee maker coffee held 30 minutes or longer deteriorates in flavor and loses its aroma.
2. Use the proportion of $\frac{3}{4}$ pound of coffee to $2\frac{3}{4}$ gallons of water for a standard strength brew. 1 lb 14 oz of coffee and $6\frac{3}{4}$ gallons of freshly drawn boiling water will yield approximately 100 (8 ounce) servings.
3. Ingredients for a good coffee brew are fresh coffee and freshly boiling water. Water that has been boiled a long time will have a flat taste which will affect the brew.
4. For an ideal brew, boiling water should pass through coffee within 4 to 6 minutes.
5. Keep equipment clean. Clean immediately after each use to prevent rancidity.
6. Urns and urn baskets should be washed with hot water and special urn cleaner or baking soda. (DO NOT use soap or detergent powder.) Rinse with clear water. When not in use, leave 1 or 2 gallons of clear water in urn. Drain before making coffee.
7. When using new urn bags: A new urn bag should be thoroughly rinsed in hot water before using. After using, urn bags should be thoroughly rinsed in clear, hot water; keep submerged in cold water until next use.
8. Faucets and glass gauges should be cleaned often with gauge brushes, hot water, and urn cleaner or baking soda. Rinse with clear water. Caps on faucets and gauges are removable to permit cleaning.

NOTE: For a stronger brewed cup of coffee, use the proportion of 2 lb 8 oz coffee to $6\frac{3}{4}$ gal water.

REVISION