

Coffee Shop Equipment & Supplies Checklist

The number and quality you'll need for each of these items depend on the type and size of your coffee shop. Equipment sometimes fails, so you may want to purchase duplicates of heavily used items.

Safety Equipment

- ☐ Fire extinguishers
- ☐ Non-slip floor mats
- ☐ Fire suppression system (if cooking onsite)

Appliances

- ☐ Walk-in refrigerator
- ☐ Freezer (optional)
- ☐ Low-boy reach-in milk refrigerators
- ☐ Ice machine (typically leased w/ service agreement)
- ☐ Dishwasher
- ☐ Sanitizer and soap dispenser
- ☐ Three compartment sink
- ☐ Water filtration system

POS Equipment

- ☐ Touchscreen display
- ☐ Customer-facing display (optional)
- ☐ Cash drawers
- ☐ Card reader
- ☐ Receipt printers
- ☐ Beverage printers
- ☐ Kitchen printer (optional)
- ☐ Sticky label printer (optional)
- ☐ Handheld terminal (optional)

Coffee Preparation Equipment

- ☐ Espresso Machine
- ☐ Espresso Grinder
- ☐ Tamps and knockbox
- ☐ Steaming pitchers
- ☐ Thermometers
- ☐ Coffee Brewer
- ☐ Coffee Grinder
- ☐ Coffee urns
- ☐ Drip catchers
- ☐ Decanters and insulated Airpots
- ☐ Coffee filters
- ☐ Syrup dispenser
- ☐ Syrup pumps

Coffee Storage

- ☐ Airtight canisters
- ☐ 4-quart Cambros with lids
- ☐ 8-quart Cambros with lids

Other Beverage Equipment

- ☐ Blender bases
- ☐ Blender pitchers
- ☐ Tea pitchers
- ☐ Wall mounted Tea rack
- ☐ Looseleaf tea canisters
- ☐ Iced tea brewer
- ☐ Iced tea dispenser
- ☐ Spoons, shakers, spatulas, beverage smallwares

Food Preparation Equipment

- ☐ Toaster oven
- ☐ Range (optinal)
- ☐ Oven (optional)
- ☐ Vent hood (required for onsite cooking)
- ☐ Knives, cake slicers, and other smallwares

Food Storage Equipment

- ☐ Lexan containers
- ☐ Lexan lids
- ☐ Label tape
- ☐ Sharpies

Food Display

- ☐ 9" x 26" Pastry trays
- ☐ 18" x 26" Pastry trays
- ☐ Refrigerated pastry display
- ☐ Pastry display tags
- ☐ Tongs, cake servers, misc serving wares
- ☐ Grab-and-go refrigerated display
- ☐ Sugar dispenser
- ☐ Lid, stirrer, and creamer dispenser
- ☐ Condiment table
- ☐ Insulated milk pitchers
- ☐ Customer garbage cans
- ☐ Recycling bins
- ☐ Label maker

Paper Goods

- ☐ Napkins
- ☐ Stirrers
- ☐ Small to-go cups
- ☐ Large to-go cups
- ☐ Small to-go lids
- ☐ Large to-go lids
- ☐ Small cold cups
- ☐ Large cold cups
- ☐ Coffee sleeves

- ☐ Craft paper coffee bags
- ☐ Craft cardboard coffee to-go containers
- ☐ Pastry bags
- ☐ Pastry boxes
- ☐ Logo stickers

Sanitation Equipment

- ☐ Handwash sinks
- ☐ Sanitizer buckets
- ☐ Sanitizer test strips (*required by most health departments)
- ☐ Coffee descaler
- ☐ Equipment-specific cleaning brushes
- ☐ Soap dispensers for handsoap
- ☐ Paper towel dispensers

Furnishings

- ☐ Chairs
- ☐ Tables
- ☐ Condiment table
- ☐ Art work
- ☐ Misc. Decor
- ☐ Patio tables
- ☐ Patio chairs
- ☐ Umbrellas

Fixtures

- ☐ Light fixtures
- ☐ Light bulbs
- ☐ Ceiling fans
- ☐ Service counter
- ☐ Merchandise displays
- ☐ Shelving
- ☐ Toilets (for customers and employees)
- ☐ Sinks (for customer and employee restrooms)
- ☐ Toilet paper dispensers

Linens (typically leased)

- ☐ Side towels
- ☐ Mop heads
- ☐ Aprons
- ☐ Linen napkins (optional)

China & Silverware (optional)

- ☐ Teacups
- ☐ Mugs
- ☐ Small plates
- ☐ Large plates
- ☐ Forks

☐ Spoons

☐ Butterknives

Back Office

- ☐ Desk
- ☐ Printer
- ☐ Back office computer
- ☐ Filing cabinets (lockable)
- ☐ Filing cabinet (general)
- ☐ Safe
- ☐ Misc. Office supplies